Carl D. Perkins
Comprehensive Local Needs Assessment

Updating the CLNA Training
March 29, 2022
Agenda

• Welcome and Remarks Dr. Tina Jackson
• Why the CLNA Must be Updated
• What Should be Revised in the CLNA
• How to Make Revisions in the Current Document
• Submission Requirements, Due Date and Resources
• Time for Questions
Dr. Tina Jackson, Assistant Commissioner
Division of Workforce Education

Welcome and Remarks
Why the CLNA Must be Updated
Importance of the CLNA

• Statutorily required to update CLNA not less that once every 2 years (SECTION 134, (1)(B) of Perkins V)

• Colleges should treat CLNA as a living document with continuous assessment of goals and consultation of stakeholders

• Perkins funding priorities should be identified in CLNA and subsequently referenced in Basic Application, including budget, as required by RFA Sec. 7.2.

• At a minimum, application must address Student Performance and Improving Access and Equity CLNA goals.
What Should be Revised in the CLNA
Major Sections of the CLNA

• Performance Evaluation of Students (to include evaluation of performance for each special populations category)
• Size, Scope & Quality of Programs
• Labor Market Alignment
• CTE Program/Programs of Study Implementation
• Faculty/Staff Recruitment, Retention and Training
• Improving Equitable Access
What Should be Updated in the CLNA

- Summary Analysis: findings, vision, priorities, participants from the institution, local and/or regional collaborators, geographic area
- All sections mentioned on previous slide. This includes providing new data points that have developed or are current. Larger data representations included in appendices
- Proof of current stakeholder consultations provided in appendices (agendas, surveys, etc.)

**Goals:**
- a. Program Goals 2022-2023
- b. Program Goals 2023-2026

**Next Mandatory Update:**
FY 2026, due in June 2025

**Remember:**
CLNA is a living document and should be revised annually. Colleges can re-submit annually prior to the Basic Application.
How to Make Revisions to the Current Document
How to Make Revisions to the Current CLNA

1. DO NOT submit a brand-new document! THECB staff need to identify changes to the currently filed CLNA.

2. The CLNA should be submitted in Microsoft Word utilizing Track Changes.

3. Page limits from Narrative Example should be followed. There are no page limits to appendices.
Utilizing Track Changes and Comments for Revision

Comments are a great way to communicate with THECB within the document.
Remember Page Limit Requirements for Narrative

Page limits: Suggested page amounts for each section of the CLNA Narrative are noted below. Please keep in mind that the CLNA Narrative, excluding appendices, should not exceed 25 pages total.

Summary Analysis (1-2 pages)
1. Findings: State the main findings arising from the CLNA process.
2. Vision: State the institution’s vision for CTE and how the CLNA fits into that vision.
3. Priorities: Identify the institutional priorities that the CLNA uncovered.
4. Participants from your institution (Name, title, affiliation)
   - Perkins Director: Jane Doe
   - Perkins Contact: Sam Doe
   - President: Dr. Sally Doe
   - Dean CTE: Dr. Mark Doe
   - CTE Navigator: Ralph Doe
5. Local or regional collaborators in CLNA development
6. Geographic area: How do you define “local” for the purpose of this plan?

Part 1. Student Performance (3-4 pages)
1. Evidence Base:
2. Analysis:
   a. High Points
   b. Gaps
      i. Root Causes
3. Goals:
   a. Program Goals 201-359-221
   b. Program Goals 201-321-264
What to Expect During the Review Process

• Collaboration between you and your Perkins Basic grant advisor on any questions that arise from updated CLNA.
• Comments and questions will happen via track changes within document.
• THECB approves updated CLNA.
• College will submit a final PDF (clean copy) of CLNA after review.
Submission Requirements, Due Date, and Resources
Submission Requirements and Due Date

1. New Signature Page Required - CLNA Executive Summary
2. Submit initial document and final document to Perkins@highered.Texas.gov
3. Subject line of email: Revised CLNA [Inset College Name]
4. Revised CLNA and Executive Summary due on or before June 28, 2022
CLNA Resources

- **THECB Website** - includes new resource document, Guidance for Updating the CLNA

- **TACTE Website** - expand Perkins V Transition Documents
Questions?
CLNA
Contact Information

Grant Advisors

Dr. Stephanie Perkins
Program Director, CTC
Division of Workforce Education
Stephanie.Perkins@highered.Texas.gov

Duane Hiller
Program Director, CTC
Division of Workforce Education
Duane.Hiller@highered.Texas.gov

Mindy Nobles
Assistant Director, CTC
Division of Workforce Education
Mindy.Nobles@highered.Texas.gov
Webinar recording and slide deck will be posted on THECB Perkins page, Perkins V Comprehensive Local Needs Assessment.