



INDIANA COMMISSION *for*
HIGHER EDUCATION

MEMORANDUM

To: Prospective CTE District / Perkins Eligible Recipient

From: Indiana Commission for Higher Education – Career and Technical Education

Date: August 1, 2024

Re: Establishment of new CTE District and eligible recipients

This document outlines the procedures required to establish a local educational agency (LEA) as a new CTE District and eligible recipient as defined in the Carl D. Perkins – *Strengthening Career and Technical Education for the 21st Century Act* (Perkins V), 2018.

Perkins Eligible Recipient Overview

A local educational agency (LEA) can become a Perkins Eligible Recipient and receive a local-level distribution formula allocation if the LEA works with the CTE team at the Indiana Commission for Higher Education (CHE) to form a new CTE District.

- To form a new CTE District, an LEA must be eligible for an allocation of more than \$15,000 as calculated by the formula outlined in Perkins V, Section 131(a).
- An LEA not meeting the minimum allocation requirement can apply for a waiver in specific situations outlined in Section 131(c)(2) [Perkins V Text].

Section 3(21) Eligible Recipient. – The term “eligible recipient” means—

- (A) a local educational agency (including a public charter school that operates as a local educational agency), an area career and technical education school, an educational service agency, an Indian Tribe, Tribal organization, or Tribal educational agency or a consortium, eligible to receive assistance under section 131; or
- (B) an eligible institution or consortium of eligible institutions eligible to receive assistance under section 132.

Section 131(c) Minimum Allocation. —

- (1) In general. —Except as provided in paragraph (2), a local educational agency shall not receive an allocation under subsection (a) unless the amount allocated to such agency under subsection (a) is greater than \$15,000. A local educational agency may enter into a consortium with other local educational agencies for purposes of meeting the minimum allocation requirement of this paragraph. [See Section 131(f) for Consortium Requirements.]

Creating a New CTE District- LEAs that wish to establish a new CTE District and become a Perkins Eligible Recipients must complete the following steps:

1. Submit application for new CTE Districts. To submit this application, you will be required to:
 - a. Meet with CHE CTE staff regarding planned district changes.
 - b. Notify current CTE District (if applicable) and have met all requirements and deadlines for separating from current CTE District according to the operating agreement (MOU).
 - c. Identify an Area CTE Director who—
 - i. is appropriately licensed; a CTE Director must have a CTE Director or Building-Level Administrator license; it is highly recommended that the incumbent have experience in CTE;
 - ii. will serve as the Chief Grant Administrator for the eligible recipient;
 - iii. has the authority to act as an agent of the eligible recipient.
 - d. Include a list of identified programs of study that the LEA has determined meet the state's definition of [Size, Scope, and Quality](#).
2. Once your application has been submitted, and it has been determined that all items listed above in #1 are in place, CHE staff will work with the director identified in part c to set up required accounts within Indiana's Technical Education Reporting System (InTERS) to complete the remaining parts of the application process.

Note: The deadline to submit the following is March 1 of the implementation year. Funds are not available until the process is complete and approved.

- a. Complete a Comprehensive Local Needs Assessment (CLNA);
 - i. A guidebook will be made available to the area CTE director.
 - ii. results of the CLNA will be used to complete the local plan.
 - b. Develop a two-year local plan utilizing the Local Application as a template:
 - i. A guidebook will be made available to the area CTE director.
 - ii. if approved, the two-year plan will serve as the first local application for the new district.
3. Review Process – once the application process is completed and the CLNA and two-year plan has been submitted, CHE will begin the review process.
 - a. Review process requires a digital audit and may include an on-site visit to review current CTE programming provided by the applicant.
 - i. The digital audit will follow current monitoring procedures for existing CTE Districts.
 - ii. review process may take up to 60 days to complete.

For questions, please contact Laura Tucker, Director for CTE Grant Administration and Monitoring (ltucker@che.in.gov).