

## Section 4 Stakeholder Consultation

SEC. 134(d)



### OVERVIEW

How recipients elect to use Perkins funds has changed significantly in Perkins V. The process includes consulting with stakeholder groups to gain input for the Comprehensive Needs Assessment (CNA). The CNA is an internal evaluation and becomes the basis for the Local Application (a four-year document) and will be used to determine how funds will be used annually (Annual Plan and Activities). Funds may ONLY be used for purposes identified in the CNA. This will require a different planning process and longer-term planning than has been experienced in the past. The Local Application will also set performance targets for the same four-year time period.

Perkins V requires collaboration with a wide variety of key stakeholders who provide external input into uses of funds. These stakeholders are identified in the Act and input from every category is required. Failure to do so could constitute a formal audit finding. This consultation will form the basis for the four-year Local Application and associated Annual Plan activities submitted during the four years. Continued consultation is required between years two and three of the Local Application but may be done annually as needed.

### CONSULTATION CONSIDERATIONS

Perkins legislation does not prescribe how stakeholder engagement is to occur nor does it specify all of the topics to be discussed.

When developing an action plan for engagement, the recipient might start with the following (based on *AdvanceCTE Planning for Engagement*).

Who are you consulting?	Why are you consulting?	How are you consulting?	When are you consulting?
<ul style="list-style-type: none"> <li>• Minimum required by law</li> <li>• Others determined locally</li> <li>• What relationships do you wish to build</li> </ul>	<ul style="list-style-type: none"> <li>• Clarify why they are being included</li> <li>• What information do you need from them; is it of a general nature or something specific</li> <li>• What information can share that will help them better understand local CTE programs and needs</li> <li>• What information can they share to help you better understand their needs</li> </ul>	<ul style="list-style-type: none"> <li>• Is there an existing procedure to obtain stakeholder feedback</li> <li>• How can the stakeholder best engage with you: in person, survey, focus group, at their location, through their advocacy groups, etc.</li> <li>• Who is responsible for ongoing contact with specific groups</li> <li>• How will follow-up occur</li> </ul>	<ul style="list-style-type: none"> <li>• How often will you engage</li> <li>• Is a schedule determined or will engagement occur sporadically</li> <li>• Is there a timeline to assure that all stakeholders are engaged within the legal parameters of the law</li> </ul>

## DOCUMENTING STAKEHOLDER CONSULTATION

The following template can be used as a checklist to confirm that all required stakeholders have been engaged and that there is a process for continued engagement. The college will not be required to enter information into the Perkins Portal for approval, but evidence of engagement will be confirmed during compliance reviews.

The college must involve a diverse body of stakeholders during the comprehensive needs assessment process. At least two representatives from every stakeholder group below must be consulted. It will be useful to also capture contact information on the stakeholders for use when completing the “ongoing consultation” that is required by the law.

*Sec 134(d)(1-8)*

<b>Stakeholder Group</b>	✓		✓
<b>CTE Programs Staff</b>		<b>Special Populations</b>	
Faculty/Teachers		Disabled	
Career Advisors		Economically Disadvantaged	
Academic Counselors		Nontraditional Occupations	
Principals		Single Parents	
Administrators		Out-of-Workforce Individuals	
Instructional Support		English Learners	
Paraprofessionals		Homeless Individuals	
Other School Leaders		Foster Youth	
		Armed Forces Active Duty Parents	
<b>Postsecondary CTE Programs</b>			
Faculty		<b>Youth Serving Agencies</b>	
Administrators		Out of School Youth	
		Homeless Children/Youth	
<b>Workforce</b>		At-risk Youth	
State or Local Workforce Board			
Business and Industry		<b>Indian Tribes (where applicable)</b>	
<b>Parents</b>		<b>Other Key Stakeholders</b>	
<b>Students</b>			
Out of School Youth			
Homeless Children/Youth			
At-risk Youth			

**PROCESS FOR CONSULTATION**

Describe how stakeholder consultation was conducted.

Describe plans that ensure consultation on an ongoing basis with required stakeholders. Areas of ongoing input could include future revisions to the Comprehensive Needs Assessment; ensuring that CTE programs are responsive to employment needs, aligned with employment priorities and informed by labor market information; identifying opportunities for work based learning; and assuring that Perkins funds are used in a coordinated manner with other local resources. *Sec 134(e)(1-4)*