

**Missouri Perkins V:
Local Application
Guidance Document**

The Perkins V: Local Application Guidance Document has been prepared as a resource tool to assist secondary and post-secondary institutions completing and submitting the application for the *Perkins V: Strengthening Career and Technical Education (CTE) for the 21st Century Act* grant. The grant application and budget will be submitted to the Department of Elementary and Secondary Education (DESE), Office of College and Career Readiness (OCCR) via the DESE web portal. Once the grant application has been completed it may be submitted. Budgets will also be submitted through ePeGs. While applications may be submitted before or after budget submission, the application and budget will be reviewed together before final approval is granted.

Institution Perkins V grant allocations will be available mid-May, 2020.

Local Perkins V applications are due to the Office of College and Career Readiness by July 1, 2020.

Thank you to Hollie Sheller, DESE Data Accountability Manager in the Office of College and Career Readiness for preparing the tutorial documents on the following pages.

Questions regarding the application may be forwarded to Roger Barnes, CTE Coordinator, OCCR by email roger.barnes@dese.mo.gov or by phone 573-751-3500.

Perkins V Local Application for Secondary and Postsecondary

Step by step process to access the Perkins V Local Application:

1. Go to DESE's website at <https://dese.mo.gov/>
2. Click on Web Applications:

Welcome to dese.mo.gov. We hope you enjoy the site, and we welcome your feedback.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

MO.gov Governor Parson Find an Agency Online Services Search

Home About Administrators Adults & Community Educators Parents & Students School Data

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION VR100 VOCATIONAL REHABILITATION • 1920–2020

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Celebrating a Century of Improving Lives through Education

Educator Certification Web Applications Report Card News

Public Hearings Schedule for Vocational Rehabilitation Services

3. Enter the LEA's User Name and Password into DESE Secured Web Applications Logon page and click LogIn:

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

DESE Secured Web Application Logon

Reset Password
DESE Homepage
Login Request Forms
Browser Technical Notes
Web Accessibility
Logon/Logoff

IMPORTANT NOTICE:

Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

Food and Nutrition Services - USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password:

LogIn

4. Select Compliance Plans (Federal and State):



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▼ **User Applications**

- ▼ **DESE Web Applications**
 - ▶ Annual Report of the County Clerk
 - ▶ ARRA
 - ▶ **Compliance Plans (Federal and State)**
 - ▶ Core Data Collection
 - ▶ Data Collection Maintenance Menu
 - ▶ Educator Certification System
 - ▶ ePeGS
 - ▶ Missouri Comprehensive Data System (MCDS)
 - ▶ School Finance
 - ▶ Tiered Monitoring
 - ▶ User Manager
- ▼ **Report**
 - ▶ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
- ▼ **User Information**
 - ▶ Change Password
 - ▶ Edit User Profile
 - ▶ Edit Security Question/Answer
 - ▶ Logon/Logoff

5. Under the 'Search' box go to the Planning Document and select the drop down box:



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Compliance Plans (Federal and State): DESE Home

Search

Most Current Plans:

LEA:

Planning Document:

Cohort:

Status:

Region:

First Implementation Year:

Options

- [Assign LEAs to Plans](#)
- [LEA View](#)
- [Maintain Institutions](#)
- [Maintain Plan Options](#)
- [Maintain User Security](#)
- [Mass Approve PAT Plans](#)
- [My LEA Assignments](#)
- [Reports](#)
- [Rollover Plan Documents](#)

Assigned Planning Documents:

Your search did not return any results.

6. If the LEA is Secondary then select the Perkins V Local Application – Secondary:



Compliance Plans (Federal and State): DESE Home

Search	
Most Current Plans:?	<input checked="" type="checkbox"/>
LEA:	Show all LEAs ▾
Planning Document:	Perkins V Local Application - Secondary ▾
Cohort:	Show all Cohorts ▾
Status:	Show all Assignment Statuses ▾
Region:	Show all Regions ▾
First Implementation Year:	Show all Years ▾
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

- | Options |
|--|
| <ul style="list-style-type: none">• Assign LEAs to Plans• LEA View• Maintain Institutions• Maintain Plan Options• Maintain User Security• Mass Approve PAT Plans• My LEA Assignments• Reports• Rollover Plan Documents |

Assigned Planning Documents:

7. If the LEA is Postsecondary then select the Perkins V Local Application – Postsecondary:



Compliance Plans (Federal and State): DESE Home

Search	
Most Current Plans:?	<input checked="" type="checkbox"/>
LEA:	Show all LEAs ▾
Planning Document:	Perkins V Local Application - Postsecondary ▾
Cohort:	Show all Cohorts ▾
Status:	Show all Assignment Statuses ▾
Region:	Show all Regions ▾
First Implementation Year:	Show all Years ▾
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

- | Options |
|--|
| <ul style="list-style-type: none">• Assign LEAs to Plans• LEA View• Maintain Institutions• Maintain Plan Options• Maintain User Security• Mass Approve PAT Plans• My LEA Assignments• Reports• Rollover Plan Documents |

Assigned Planning Documents:

8. Once the proper planning document has been selected then click 'Search':



Compliance Plans (Federal and State): DESE Home

Search

Most Current Plans?:

LEA:

Planning Document:

Cohort:

Status:

Region:

First Implementation Year:

- Options**
- [Assign LEAs to Plans](#)
 - [LEA View](#)
 - [Maintain Institutions](#)
 - [Maintain Plan Options](#)
 - [Maintain User Security](#)
 - [Mass Approve PAT Plans](#)
 - [My LEA Assignments](#)
 - [Reports](#)
 - [Rollover Plan Documents](#)

Assigned Planning Documents:

9. The results of that search will provide the specific planning document that was selected in the previous step, which in this case is the Perkins V Local Application – Postsecondary. Click on Perkins V Local Application – Postsecondary to complete the application:

Compliance Plans (Federal and State): LEA Home

Search

Most Current Plans?:

Needs LEA Attention?:

Planning Document:

Status:

First Implementation Year:

- Options**
- [Maintain User Security](#)

Assigned Planning Documents

[+ Start a New Planning Document](#)

Planning Document	Building	Status	Impl. Years	Due Date	Submitted Date
Perkins V Local Application - Postsecondary		Assigned by DESE	2020-21		

10. The Perkins V Local Application contains various assurances and questions that must be selected and answered before clicking the 'Save and Submit to DESE' button. The first step in the application is to click on 'Manage Team' and add a Team Member as the contact.



[Compliance Plans - LEA Home](#) >

Perkins V Local Application - Postsecondary

Summary

Document Status: **Assigned by DESE**

Implementation Years: 2020-21

Last Submitted Date: Not submitted yet

Planning and Review Team: [Manage Team](#) (0 members)

Uploads: [Manage Uploads](#) (0 uploads)

Version History: [View PDFs](#)

11. Click on Add Team Member



[Compliance Plans - LEA Home](#) > [Perkins V Local Application - Postsecondary](#) - [Questions](#) >

Manage Team for: Perkins V Local Application - Postsecondary

Summary

Document Status: **Assigned by DESE**

Implementation Years: 2020-21

[+ Add Team Member](#)

No team members have been added for this document.

12. The LEA will be prompted to enter the contact's Name, Title, Email, Phone and then select Primary Contact. Once complete, click Save. This is important as it allows DESE staff to contact the LEA if there are questions regarding the application:

The screenshot shows a software interface with a modal dialog box titled "Maintain Team Member". The dialog box is centered on a grey background. It has a blue header bar with the title "Maintain Team Member" in white text. Below the header, there are four text input fields labeled "Name:", "Title:", "Email:", and "Phone:". The "Primary Contact:" label is followed by a checkbox and the word "Yes". At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

Background text visible in the screenshot includes: "status: Assigned by DESE", "Years: 2020-21", and "Members have been added".

13. Once the LEA has assigned a Team Member then go back to the Perkins V Local Application and select the assurance boxes and answer the questions. There are several options (buttons) on the application that will allow the LEA to Save Responses, Save and Generate Draft, Save and Submit to DESE and Cancel:

[Compliance Plans - LEA Home](#) >

Perkins V Local Application - Postsecondary

Summary

Document Status: **Assigned by DESE**

Implementation Years: 2020-21

Last Submitted Date: Not submitted yet

Planning and Review Team: [Manage Team](#) (0 members)

Uploads: [Manage Uploads](#) (0 uploads)

Version History: [View PDFs](#)

Address each of the following:

1. By checking the box below, the eligible recipient assures that the comprehensive local needs assessment includes each of the following:

- a. An evaluation of the performance of the students served by the eligible recipient with respect to State determined and local levels of performance established pursuant to section 113, including an evaluation of performance for special populations and each subgroup described in section 1111(h)(1)(C)(ii) of the Elementary and Secondary Education Act of 1965.
- b. A description of how career and technical education programs offered by the eligible recipient are –
 - i. Sufficient in size, scope, and quality to meet the needs of all students served by the eligible recipient; and
 - ii. (I) aligned to State, regional, Tribal, or local in-demand industry sectors or occupations identified by the State workforce development board described in section 101 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3111) (referred to in this section as the 'State board' or local workforce development board, including career pathways, where appropriate; or
 - (II) designed to meet local education or economic needs not identified by State boards or local workforce development boards.
- c. An evaluation of progress toward the implementation of career and technical education programs and programs of study.
- d. A description of how the eligible recipient will improve recruitment, retention, and training of career and technical education teachers, faculty, specialized instructional support personnel, paraprofessionals, and career guidance and academic counselors, including individuals in groups underrepresented in such professions.
- e. A description of progress toward implementation of equal access to high-quality career and technical education courses and programs of study for all students, including –
 - i. strategies to overcome barriers that result in lower rates of access to, or performance gaps in, the courses and programs for special populations;
 - ii. providing programs that are designed to enable special populations to meet the local levels of performance; and
 - iii. providing activities to prepare special populations for high skill, high wage, or in-demand industry sectors or occupations in

[Save Responses](#) [Save and Generate Draft](#) [Save and Submit to DESE](#) [Cancel](#)

Navigate To: [Top](#) | [Bottom](#)

14. Please click the 'Save Responses' button along the way. When the LEA has completed the application in its entirety please click the 'Save and Submit to DESE' button for review. If DESE staff has comments regarding your application then DESE staff will enter comments within the application and will disapprove and return the application to the LEA. The LEA will have an opportunity to respond and resubmit. Once the Perkins V Local Application is approved by DESE staff the Primary Contact listed on the application will be notified by email. While applications may be submitted before or after budget submission, the application and budget will be reviewed together before final approval is granted.