**1. Q: Will the Perkins Local Application due date be extended?**

**A:** Yes. The Perkins Grant Application Package due date has been extended until Monday, **June 1, 2020**. Please refer to the [Grant Guidelines](https://www.iccb.org/cte/perkins/perkins-guidelines/) for all grant submission instructions.

**2. Q: With the disruption caused by the pandemic, what are the expectations for conducting and completing the Comprehensive Local Needs Assessment?**

**A:** Since many colleges had events and meetings planned for this Spring that were cancelled due to the COVID-19 pandemic, colleges should submit a CLNA that is complete as possible. However, the colleges will be given time over the next year to conduct CLNA activities, engage partners, and analyze data to update their existing CLNA and Local Application Narrative, as appropriate. This guidance is in line with ISBE’s guidance for secondary Perkins recipients.

**3. Q: When will the FY2021 Perkins Allocations be released?**

**A**: The FY2021 Perkins Allocations will be released at the end of April 2020.

**3.** **Q: Local Application: When will the Work Plan template be released?**

**A:** The Annual Work Plan template is available on the ICCB CTE website:  <https://www.iccb.org/cte/perkins/perkins-guidelines/>

**4. Q: Local Application: Is the Application Narrative separate from the Annual Work Plan? If so, what is the difference?**

**A:** Yes. The Application Narrative is where you detail objectives and long-term goals for the four years covered by the Plan; the Annual Work Plan is where you detail the specific, targeted activities that will be completed to meet those annual objectives and inform your long-term goals. You can find all applicable instructions for completing the Application Narrative on page 10 of the Local Application, and instructions for completing the Annual Work Plan within the Work Plan template.

**5. Q: Local Application: What needs to be submitted annually, and what doesn’t? *Please note that for this fiscal year, ALL components of the Local Application must be submitted.***

**A:** The following components of your Local Application must be submitted on an annual basis:

* **Application Cover Page**
* **Performance Data Analysis (**note- this does not need to be completed for this coming fiscal year, as FY2021 has not yet occurred, and therefore has no data**)**
* **Performance Improvement Plan (**your PIP will change based on what is determined from your Data Analysis**)**
* **Programs of Study Inventory**
* **Annual Work Plan**
* **Uniform Budget**
* **Acknowledgement of Grant Processes**

The following components of your Local Application will not be submitted on an annual basis:

* **Performance Improvement Narrative**
* **CLNA and the CLNA Outcomes Review (**note- while the CLNA does not have to be submitted *annually*, per Perkins V, it must be revisited every two years**)**
* **Application Narrative (**note- the Application Narrative must be submitted in FY2021. After that, it is up to the discretion of the college to annually revisit and submit *minor changes* to the Application Narrative. The point of the Application Narrative is long-term planning...if constant, major revisions are being done, it defeats the intent of the four-year planning process.**)**

**6. Q: CLNA: The CLNA poses this question, "Based on your last five years of reviewing different programs of study through the Program Review process, were there any recommendations for changes to the size, scope, or quality of any programs?" Should we be looking at our internal program review findings, ICCB Program Review, or ICCB recommendations detailed in the program review feedback letter?**

**A:** This portion speaks directly to the ICCB program review; however, interpretation is left up to the college and their needs. The college may choose to look at any internal changes that were informed by the process or ICCB recommendations, or both. The CLNA is flexible in the way that institutionally, you decide how it will work for you.

**7. Q: Can staff be paid out of the grant during campus closure due to COVID-19?**

**A:** Yes, Perkins grantees are permitted to continue to charge salaries and benefits to currently active awards consistent with the recipient organization’s policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, and allow other costs to be charged to awards, including those necessary to resume activities. This may include student workers, whose regular work schedules were disrupted by campus closures. This would not include extra-duty pay or staff stipends for work that was pre-planned, but is not being carried out during the period disrupted by COVID-19.