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MEMORANDUM

TO: Florida College System Workforce Administrators
District Technical College Directors
District Career and Technical Education Directors

FROM: Kevin O'Farrell, Ph.D.

DATE: April 10, 2024

SUBJECT: Tutorial for the Perkins V Entitlement Grant Application Workbook

The Division of Career and Adult Education (DCAE) will host three webinars to train agencies on completing the Comprehensive Local Needs Assessment (CLNA) and Budget Excel Workbook. The workbook is a required component of the Perkins V Entitlement Grant Request for Application. Each webinar will provide a step-by-step overview, a discussion of new features, troubleshooting and frequently asked questions. The workbook can be found on DCAE's [Perkins V](#) web page under Funding Opportunities.

The type of workbook submitted depends on the type of agency— district or state college, secondary or postsecondary. Technical college information is provided on the district's application. A separate webinar will be held for each workbook on Friday, April 19, 2024.

District Secondary: 9:00 AM – 10:00 AM. Register at:

<https://attendee.gotowebinar.com/register/6238748161237927770>

District Postsecondary: 10:30 AM – 11:30 AM. Register at:

<https://attendee.gotowebinar.com/register/4385689537900585822>

State College Postsecondary: 1:30 PM – 2:30 PM. Register at:

<https://attendee.gotowebinar.com/register/5371743660318050648>

Questions may be submitted to Perkins@fldoe.org or contact Dr. John Nelzén at John.Nelzen@fldoe.org or 850-245-9058.

KO/jn

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Chancellor of Career and Adult Education