

Montana Carl D. Perkins Policy and Procedures Manual

Subject: State Administration
Policy: State Plan Development and Substantive Revisions
Effective: July 1, 2007
Revised: Not Applicable

The Montana Board of Regents of Higher Education is the Perkins eligible agency for the State of Montana. In the [Board of Regents Policy 272](#), the Office of the Commissioner of Higher Education (OCHE) is the administrative authority for the Perkins grant. OCHE has designated the Workforce Development and Two-Year Education Division to oversee the grant in coordination with the Montana Office of Public Instruction (OPI). OPI Career, Technical and Adult Education Division is responsible for Career and Technical Education (CTE) for Montana secondary high schools. The State Plan Advisory Team, a subcommittee of the Montana CTE Advisory Council, is appointed in conformity with the requirements of [Montana Law \(MCA 20-7-330\)](#) and ([Perkins Law - choose **bookmark 01. Advisory Stakeholders and bookmark 03. Plan Consultants**](#)). The two agencies, with input from the State Plan Advisory Committee, will jointly develop the Perkins State Plan as prescribed by federal law.

Annual revisions to the state plan may be made prior to April 1 of each year. Significant or substantive changes impacting the CTE community may require the need for public hearing and comment. If a revision requires a public hearing, it must occur before March 1 to provide ample time for notification and comment.

Changes that are administrative in nature and do not impact the direction or implementation of the state plan, do not require the public hearing process. Administrative changes do, however, require approval from the Office of Vocational and Adult Education (OVAE). The changes must be placed on the website when submitted for OVAE approval, and the revised state plan must be posted after OVAE approval has been received.

OVAE requests states to submit their state plan and annual revisions to their website. An email will be sent annually to the state director with detailed instructions and an updated website address. Annual state plan updates or revisions must include a cover letter, state plan revisions, budget forms, and accountability forms. For budget revisions, a summary of the changes to the budget with ample justification must be provided. An email of the revision is provided to the OVAE Program Administration Branch Chief with a copy to the OVAE Regional Accountability Specialist (RAS) for Montana.

The teams involved in the creation and maintenance of the plan are as follows.

- A) SELT: The State Executive Leadership Team (SELT) consists of senior management at OCHE and OPI charged with the management of their respective Perkins divisions. SELT meets regularly to identify emerging and continuing challenges and opportunities with the management of Perkins programs, seek solutions from their staff and the field, and provide direction in addressing challenges and opportunities.
- B) OCHE: The [OCHE team](#) administers the State Perkins Grant as the eligible agency, directs the Perkins postsecondary requirements, and partners with OPI to manage the activities of the Annual Perkins Leadership Plan.
- C) OPI: The [OPI team \(click the contact button on the top menu bar\)](#) directs the Perkins secondary requirements and partners with OCHE to manage the activities of the Annual Perkins Leadership Plan.
- D) State CTE Advisory Council: OCHE and OPI will identify 12-16 members for the Montana CTE Advisory Council in compliance with the [Montana State Plan](#). Members will represent business and industry, community stakeholders, government agencies, nonprofit organizations, high school counselors, and secondary and postsecondary faculty and administration. Montana's CTE Advisory Council will meet twice annually and as needed to advise OCHE and OPI on workforce needs, program priorities, data analysis, best practice, opportunities/challenges, and other matters helpful to assessing and improving the effectiveness of Perkins programs.
- E) State Plan Advisory Team. The work of preparing the Perkins State Plan and annual revisions will be assisted by the State Plan Advisory Team, a subcommittee of the Montana CTE Advisory Council. Appointed in conformity with the requirements of Montana Law (MCA 20-7-330) and ([Perkins Law - choose **bookmark 01**. Advisory Stakeholders and **bookmark 03**. Plan Consultants](#)).