



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION

DEC 09 2013

PROGRAM MEMORANDUM—FY 2014

TO: State Directors of Career and Technical Education

FROM: Brenda Dann-Messier *Brenda Dann-Messier*

SUBJECT: Guidance for the Submission of State Plan Revisions, Budgets, and Performance Levels for Program Year Eight Perkins IV Grant Awards - OMB Approval Number: 1830-0029

I am pleased to provide our office's requirements for each eligible agency to receive a program year eight grant award under Title I of the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), 20 U.S.C. 2301 et seq., as amended by Public Law 109-270. The Administration requested funding for Perkins IV grants for Federal Fiscal Year (FY) 2014. We expect that funds for program year eight grant awards under Title I of Perkins IV will become available, as in previous years, beginning July 1, 2014.

Submission Requirements

This office has determined that each eligible agency must submit the following items to our office for approval before receiving a program year eight Perkins IV grant award:

- Request to Extend State Plan. Each eligible agency must submit a brief cover letter, indicating that it wishes to extend its Perkins IV State plan and transmitting the items listed below. This request must be in writing and signed by a State official who is authorized to act on behalf of the eligible agency.
- Revisions to the State Plan. Each eligible agency may submit any revisions to its State plan that the State determines necessary. In determining whether revisions are necessary, this office suggests that each State review its activities under Title I of Perkins IV.
- Updated Budget. Each eligible agency will need to submit a budget for program year eight for Title I of Perkins IV. As we wait for Congress to appropriate Federal FY 2014 funds for Perkins IV, we request that your State use its program year seven allocation as the basis for your program year eight budget. Once Congress has appropriated those funds, our office will issue estimated State allocations, along with a request for revised program year eight budgets from States as necessary.

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- State Proposed Performance Levels. Each eligible agency will need to submit proposed performance levels for each of the core indicators of performance described in section 113(b) of Perkins IV for program year eight.

Proposed performance levels must take into account the following factors described in section 113(b)(3)(A)(vi) of Perkins IV:

- I. how the levels of performance involved compare with the State-adjusted levels of performance established for other States, taking into account factors including the characteristics of participants when the participants entered the program and the services or instruction to be provided; and,
- II. the extent to which such levels of performance promote continuous improvement on the indicators of performance by such State.

Your State's proposed performance levels should be submitted via the electronic submission site within the Perkins State Plan Submission Website described below. Information about training for States to enter their proposed performance levels and navigate the submission process will be provided, under separate cover, to all States in February of 2014. The Perkins Accountability Specialists (RASs) will also schedule conversations with States to discuss their proposed levels as the State Plan revision process proceeds. After your State reaches agreement with the Secretary on your State's final agreed-upon adjusted performance levels (FAUPL) for the eighth program year, you will be asked to confirm/attest to these levels through the Perkins State Plan Submission Website. Please note that your performance levels are not final until this office has approved your levels and incorporated them into your Perkins IV State Plan, which in the past this office has done at the time that we issued your State's July 1 Perkins IV Grant Award Notification (GAN).

Submission Deadline, Signature, and Address

Each eligible agency must submit its State plan extension request, revisions, if any, and program year eight budget, and proposed performance levels to this office by close of business on Friday, March 21, 2014. Your State should upload these items to the Perkins State Plan Website (which will not open until February 18, 2014). Information on the Website address, along with dates and times for training for the Website submission process, will be transmitted under separate cover in mid-January 2014.

Please note that you must submit a hard copy of an original signature on the request for extension and any additional documentation bearing an original signature within five working days of your State's Website submission to the following address:

Edward R. Smith, Chief
Program Administration Branch
Division of Academic and Technical Education
Office of Vocational and Adult Education
U. S. Department of Education
Potomac Center Plaza
550 12th Street, SW, Room 11060
Washington, DC 20202-7241

Please feel free to contact your Perkins Program Administration Liaison (PAL) or Regional Accountability Specialist (RAS) if you have questions regarding your submission. A State-by-State listing of these staff members is available on the Perkins Collaborative Resource Network (PCRN) at <http://cte.ed.gov/contact.cfm>.

We look forward to continuing to work with you to improve career and technical education for young people and adults throughout our nation.