

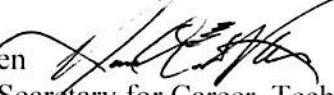


UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

JAN 19 2018

PROGRAM MEMORANDUM—FY 2018

TO: State Directors of Career and Technical Education

FROM: Michael E. Wooten 
Acting Assistant Secretary for Career, Technical, and Adult Education

SUBJECT: Guidance for the Submission of Perkins IV State Plan Revisions, Budgets, and Performance Levels for Fiscal Year (FY) 2018 (program year twelve) 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 twelve grant award, beginning July 1, 2018, 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. We are issuing this guidance as we await a final appropriation from Congress for fiscal year (FY) 2018.

Perkins State Plan Requirements

Your State must prepare the following:

- Request to Extend State Plan. Each eligible agency must prepare a brief cover letter, indicating that it wishes to extend its Perkins IV State Plan and transmit 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 must prepare revisions, if any, to its State plan.
- Updated Budget. Each eligible agency must prepare a budget for program year twelve. Until Congress passes the FY 2018 appropriation, States are encouraged to use their estimated FY 2017 allocations for planning purposes.
- State Proposed Performance Levels. Each eligible agency must prepare proposed performance levels for each of the core indicators of performance described in section 113(b) of Perkins IV for program year eleven. Proposed performance levels must take into account the following factors described in section 113(b)(3)(A)(vi) of Perkins IV:

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- (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.

Under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), State plans that include long-term goals, measurements of interim progress, and indicators for academic achievement should be approved by early 2018. States may use these, as appropriate, to set their performance levels for the Perkins core indicators of academic attainment in reading/language arts (1S1) and academic attainment in mathematics (1S2).

As in past years, your State's Regional Accountability Specialists (RAS) will schedule conversations with you to discuss and reach an agreement on your proposed levels, which will be codified in your State's Final Agreed-Upon Adjusted Performance Levels (FAUPL) form. Once your FAUPL is complete, you will be asked to confirm and attest to those levels.

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 is completed when we issue your State's July 1, 2018, Perkins IV Grant Award Notification (GAN).

Submission Process

States must submit the items listed above to the Perkins State Plan Portal, with one exception. States that included, or will newly include, Perkins as part of a Workforce Innovation and Opportunity Act (WIOA) Combined State Plan will be redirected to the WIOA State Plan Portal via the Perkins Portal to submit any revisions to the Perkins-specific portion of its WIOA Combined State plan.¹ Once those revisions are made, States will be directed back to the Perkins State Plan Portal to submit the remaining items. The Perkins State Plan Portal is available at: <https://perkins.ed.gov>.

States that include Perkins as part of their Combined State Plans will submit to the WIOA State Plan portal their currently approved Perkins State Plan, including any revisions the State

¹ States should be aware that if revisions to the Perkins-specific portion of a Combined State Plan will impact the Combined State Plan as a whole, or the integration and administration of the core and other Combined State Plan partner programs at the State level, then States must go through the public review and comment requirements that applied to the development of the original Combined State Plan. See 20 CFR 676.145(c)(2)(ii).

determines are necessary.² The portal will then redirect States from the WIOA State Plan portal via a link to the Perkins State Plan portal where States will submit: (1) a request to extend their Perkins State Plan; (2) an updated budget; and (3) proposed performance levels for the upcoming program year. Our office will provide training, passwords, and technical support to State directors and their staffs to upload information into both portals.

Submission Timeline

- States that include Perkins as part of their WIOA Two-Year Plan Modifications Update must complete and certify their submissions by **Thursday, March 15, 2018**.
- All other States must complete and certify their submissions by **Monday, April 23, 2018**.

State Plan Training Sessions

On-line training sessions for State directors and their staffs regarding the Perkins State Plan submission process and WIOA State plan submission and portal usage processes for the upcoming year will be sent under separate cover and posted to the Calendar on the Home Page of the Perkins Collaborative Resource Network (PCRN) at <http://www.cte.ed.gov>.

Transmission of Hard Copy Documents

In addition to the electronic submission of documents to the Perkins State Plan Portal, your State 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 Web portal submission to the following address:

Edward R. Smith, Chief
Program Administration Branch
Division of Academic and Technical Education
Office of Career, Technical, 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 RAS if you have questions regarding your submission. A State-by-State listing of these staff members is available on the 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.

² 20 CFR 676.145 describes the requirements for modifications of the Combined State Plan.