




UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION

THE ASSISTANT SECRETARY

December 7, 2011

PROGRAM MEMORANDUM

TO: State Directors of Career and Technical Education

FROM: Brenda Dann-Messier 

SUBJECT: Guidance for the Submission of Cover Letter, State Plan Revisions, and Budgets for FY 2012 Perkins IV Grant Awards - OMB Approval Number: 1830-0029

I am pleased to provide our office's requirements for each eligible agency to receive its program year six (Fiscal Year (FY) 2012) grant award pursuant to 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). Funds for FY 2012 grant awards will become available to States on an advance-funded basis, beginning on July 1, 2012.

Submission Requirements

Each State has an approved Perkins IV State plan and approved State-adjusted levels of performance through program year six (July 1, 2012 through June 30, 2013). Therefore, this office has determined that each eligible agency needs only to submit the following items to our office for approval before receiving its FY 2012 Perkins IV grant awards.

Cover Letter. Each eligible agency must submit a brief cover letter that transmits the items listed below. This letter must be signed by someone 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 Perkins IV and submit revisions as necessary.

Updated Budget. Each eligible agency must update its budget to reflect the new allotments from funds that will be available for program year six, beginning on July 1, 2012, for Title I of Perkins IV. Our office will issue an estimated allocation table to you as soon as it becomes available.

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Submission Deadline, Signature, and Address

Each eligible agency must submit its State plan revisions, if any, its budget, and its cover letter to this office by close of business on Tuesday, March 20, 2012. Your State's submission should be made to the State Plan Submission Web Site, which will open on Tuesday, February 21, 2012. Information on the State Plan Submission Web Site address, along with dates and times for training on the submission process, will be provided under separate cover.

Please note that you must submit a hard copy with an original signature of the cover letter and any additional documentation bearing an original signature within five working days of the State's Web Site 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 all 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.