




UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF VOCATIONAL AND ADULT EDUCATION

THE ASSISTANT SECRETARY

PROGRAM MEMORANDUM

DEC 07 2012

TO: State Directors of Career and Technical Education

FROM: Brenda Dann-Messier 

SUBJECT: Guidance for the Submission of State Plan Revisions, Budgets, and Performance Levels for Program Year Seven 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 seven 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. We expect that funds for program year seven grant awards under Title I of Perkins IV will become available to States on an advance-funded basis, beginning July 1, 2013, which is contingent on a congressional appropriation for Federal Fiscal Year (FY) 2013.<sup>1</sup>

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 seven 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.

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<sup>1</sup> As you know, Perkins IV authorized appropriations only through Federal FY 2012. Our office used Federal FY 2012 funds to make program year six grant awards pursuant to Title I of Perkins IV on July 1, 2012, to eligible agencies. In the absence of Congressional action to reauthorize Perkins IV, section 422(a) of the General Education Provisions Act (GEPA) automatically authorizes an appropriation for one additional Federal fiscal year.

- Updated Budget. Each eligible agency will need to submit a budget for program year seven for Title I of Perkins IV. In the absence of a Federal FY 2013 appropriation, we request that your State use your program year six allocation as the basis for your program year seven budget. Once Congress has appropriated Federal FY 2013 funds for Perkins IV, our office will issue estimated allocation tables and request a revised program year seven budget from any State with a change in its allocation.
- 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 seven.

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 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 2013. 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 seventh program year, you will be asked to confirm/attest to these levels through the Perkins State Plan 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 seven budget and proposed performance levels to this office by close of business on Friday, March 22, 2013. Your State should upload these items to the Perkins State Plan Website (which will not open until February 18, 2013). 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 2013.

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 12<sup>th</sup> 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.