

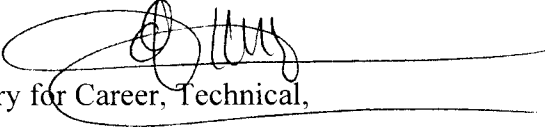


UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

DEC 22 2014

**PROGRAM MEMORANDUM—FY 2015**

TO: State Directors of Career and Technical Education

FROM: Johan E. Uvin   
Acting Assistant Secretary for Career, Technical,  
and Adult Education

SUBJECT: Guidance for the Submission of State Plan Revisions, Budgets, and  
Performance Levels for Program Year Nine 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 nine 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) 2015. We expect that funds for program year nine grant awards under Title I of Perkins IV will become available, as in previous years, beginning July 1, 2015.

Requirements for Extending Perkins IV Five-Year State Plans

This office has determined that each eligible agency that wishes to extend its Five-Year State Plan must submit the following items to our office for approval before receiving a program year nine 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 must submit any revisions to its State plan that the State determines necessary. In view of the fact that most States submitted their Five-Year State plans in 2008, we strongly recommend that each eligible agency review and submit, at a minimum, an update to Item II.A.2 of its Five-Year State Plan, which describes the career and technical education activities to be assisted that are designed to meet or exceed the State adjusted levels of performance. As you know, "career and technical education" is defined in Section 3(5) of Perkins IV, as "organized activities that— . . . (B) include

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competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general *employability skills*, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.” We are particularly interested in the employability skills that your State’s career and technical education program and activities will provide to your State’s students.

The Department believes that updated information from your State on employability skills will assist in our implementation of the Perkins IV program and help us align it to the Job-Driven Training Initiative, as detailed in the July 2014 report, Ready to Work: Job-Driven Training and American Opportunity. This report was provided to your State on July 30, 2014, and can be accessed on the Perkins Collaborative Resource Network (PCRN), along with other resources, at the following link: <http://cte.ed.gov/>. The July 2014 report redoubles our nation’s efforts to ensure that career and technical education programs are not only open to all Americans but are also part of pathways to well-paying, middle class jobs. We also recommend that your State review its activities under Title I of Perkins IV and determine whether other revisions may be necessary.

- Updated Budget. Each eligible agency will need to submit a budget for program year nine for Title I of Perkins IV. In the absence of a Federal FY 2015 appropriation, we request that your State use your program year eight allocation as the basis for your program year nine budget. Once Congress has appropriated Federal FY 2015 funds for Perkins IV, our office will issue an estimated allocation table and request a revised program year nine 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 nine.

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. The Perkins Regional Accountability Specialists (RASs) will schedule conversations with States to discuss their proposed levels as the State Plan revision process proceeds. After

your State reaches an agreement with the Secretary on your State's final agreed-upon adjusted performance levels (FAUPL) for the ninth 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 nine budget, and proposed performance levels to this office by close of business on Wednesday, April 1, 2015.** Your State should upload these items to the Perkins State Plan Website beginning on Monday, February 23, 2015. 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 to late January 2015.

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>.

As a final note, during the upcoming year, we hope that you will engage in joint planning, to the fullest extent possible, with the State individuals responsible for implementing the newly-reauthorized Workforce Innovation and Opportunity Act (WIOA). We believe that WIOA presents a unique opportunity for your State to align its education, workforce development, and economic development systems to meet its workforce needs.

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