

March 11, 2010

MEMORANDUM

TO: Bridget Dooling, OMB Desk Officer  
FM: Edward Smith, Branch Chief, PAB/DATE/OVAE  
SUBJECT: TERMS OF CLEARANCE Response

TERMS OF CLEARANCE: OMB approves this information collection subject to the following conditions:

**Condition 1**

Education will submit a change worksheet to OMB to share any screenshots for the web system that OVAE plans to launch soon. If any nonsubstantive changes are necessary with the move to a web collection, Education will submit those at the same time. If substantive changes are necessary, Education will submit a full revised ICR package under the PRA.

**Response:** This particular condition is unclear as to what OVAE was to be addressing four years ago and we have been unable to surface any documentation to support that anything was provided. Since the condition is from an earlier submission, we can only speculate as to what prompted the condition. In an attempt to address what might have been the impetus for this condition, I've looked at the Supporting Statement which cites:

**3. Use of improved information technology.**

The Department is encouraging eligible agencies to submit State plans electronically. Last year, all States submitted electronically their required State plan revisions; therefore, we anticipate that every eligible agency make an electronic submission of their new State plan.

If this is where the condition arose, we have, over the last 4 years, provided a Web submission site available for States to submit their Annual requirements to the Department. There has always been the ability to submit via US mail, e-mail, and 4 years ago we made available an internet submission site. The site is <http://www.perkinsinfo.com/stateplans2010/>.

We have provided 1 hour training session each year for States to submit their annual requirements via the Web site. The burden of submitting via the Web has been included in the overall calculations of burden since 2007, as were the US mail, and e-mail submissions. Therefore, there has been no change in the burden hours for this collection. I have added two screen shots of the Web submission site for your information.

**Condition 2:**

For joint plans (i.e., unified plans), respondents submit a related report to the Department of Labor under OMB number 1205-0407. For the next submission of this collection for OMB approval, Education will investigate whether it is possible to create a common form out of these two OMB numbers and combine the information collections. Education will report the results of its investigation to OMB concurrently with its submission of an ICR package for OMB review.

**Response:** While the opportunity to do a joint plan (unified plan) was available to States in years one and two -- no States took advantage of it. Therefore, the need for a combined information collection form is not necessary.

2010 State Plan Submissions - Windows Internet Explorer  
 http://www.perkinsinfo.com/stateplans2010/


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**STATE PLAN  
ONLINE SUBMISSION**

— CARL D PERKINS —

**CAREER & TECHNICAL  
EDUCATION ACT OF 2006  
(PERKINS IV)**

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF VOCATIONAL AND ADULT EDUCATION

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**State Login**

The State Plan Online Submission will be down for maintenance from 5pm ET Friday, March 12th to 11am ET Monday, March 15th.

Email:

Password:

[Create Account](#)      [Reset Password?](#)

Note: To use the State Plan Online Submission System, a State must first create a username (existing email address) and password. The system allows for only one username (email) and password per state. State Directors are responsible for providing access to other members of their state team. For technical assistance, please contact eric.stanley@kauffmaninc.com.

Welcome to the Office of Vocational and Adult Education (OVAE) State Plan Online Submission System; another way for states to enter their state plan revisions, budgets, and performance levels for FY 2010 Perkins IV Grant Awards under the Carl D. Perkins Career and Technical Education Act of 2006 (Act), 20 U.S.C. 2301 et seq. as amended by P.L. 109-270. Sections 122(a)(1) and 201(c) require each eligible agency desiring assistance under Titles I and II, respectively, for any fiscal year to prepare and submit to the Secretary a State plan for a 6-year period. During the first fiscal year following the enactment of the Act (Program Year 2007 which operates from July 1, 2007 - June 30, 2008), each eligible agency fulfilled its obligation by submitting a one-year transition plan. Each eligible agency during the second fiscal year following the enactment of the Act (Program Year 2008, which operates from July 1, 2008 - June 30, 2009) has submitted a five-year state plan covering the remaining program years, that meets all the requirements of Perkins IV, as explained in the March 12, 2006 OVAE program memo. (Transmittal of the Carl D. Perkins Career & Technical Education Act of 2006 State Plan Guide. OMR approval

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**State Plan Summary**

The State Plan Summary provides users the opportunity to select any of the four sections of their State Plan to complete, as well as provide you with information on when it was last updated. All users will have access to edit all parts of their submissions throughout the entry period, up to the closing date of March 30, 2010 at 5:00 pm (ET).

In addition to scanning and uploading a signed Cover Letter, please submit the signed original Cover Page via overnight mail along with other signed original documents.

Submitted	Finalized	Updated
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>
	<a href="#">State Plan Cover Letter</a>	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>
	<a href="#">Part A: State Plan Revisions</a>	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>
	<a href="#">Part B: Budget Forms</a>	
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>
	<a href="#">Part C: Accountability Forms</a>	

**DEMO**

Please select from the following links to navigate to the different parts of your State Plan:

**State Plan Summary**

Cover Letter

Part A: State Plan Revisions

Part B: Budget Forms

Part C: Accountability Forms

Resources to Download:

Complete Guide

Instructions Memo 2010

Instructions Memo 2009

Instructions Memo 2006

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