

PROGRAM MEMORANDUM

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 FY 2010 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 four (Fiscal Year (FY) 20210) grant awards pursuant to 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 2010 grant awards will become available to States on an advance-funded basis, beginning July 1, 2010.

Submission Requirements

Each State has an approved Perkins IV State plan through program year six (July 1, 2012 through June 30, 2013), as well as approved State-adjusted level of performance through program year four. 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 2010 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 Title I and Title II of Perkins IV and submit revisions as necessary.

State plan revisions may include changes to a State's approved measurement approaches and definitions for one or more of the core indicators of performance described in section 113(b) of Perkins IV. However, if the eligible agency's proposed measures or definitions are other than those described in the U.S. Department of Education's (Department's) March 13, 2007, non-regulatory guidance document entitled "Student Definitions and Measurement Approaches for the Core Indicators of Performance Under the Carl D. Perkins Career and Technical Education Act of 2006 (i.e. Perkins IV)," the eligible agency must

describe how its new measures and definitions are valid and reliable. See the OVAE guidance document at:

<http://www.ed.gov/policy/sectech/guid/cte/perkinsiv/studentdef.pdf>.

Consistent with the Department's current policy for revising performance levels, a State may request a revision to one or more of its State-adjusted levels of performance for program year four, covering the period from July 1, 2009 through June 30, 2010, if the State can show that an unanticipated circumstance arose in the State that resulted in a significant change in the factors that were considered at the time it negotiated its year four performance levels with the Department. See section 113(b)(3)(A)(vii) of Perkins IV. Unanticipated circumstances may include: significant shifts in population, economic changes such as spiraling unemployment rates, or natural disasters that closed programs for significant periods of time.

- Updated Budget. Each eligible agency will need to update its budget to reflect the new allotments from funds that will be available for program year four, beginning on July 1, 2010, for Title I and Title II of Perkins IV. Our office will issue estimated allocation tables to you as soon as they become available. Your State's budget must be submitted on the attached format (see Attachment A).

Submission Deadline, Signature, and Address

Each eligible agency must submit its State plan revisions and budget to this office by close of business on <insert>. Your submission may be made in one of three formats:

- Perkins State Plan Web Site. It is strongly encouraged that States upload their items to the Perkins State Plan Web Site (Web Site). Information on the Web Site address, along with dates and times for training on the Web Site submission process will be transmitted under separate cover.
- E-mail. Your State may make a PDF submission to Perkins2010@ed.gov.
- Hard copy. Your State may send the information in hard copy to:

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 note that if you submit your information via the Web Site or e-mail, you are responsible for confirming that our office receives a complete and legible copy of the submission and that a hard copy with an original signature is sent within five working days of the State's submission.

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>.

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

Attachments

FY <insert> PERKINS IV BUDGET FORMAT
(For Federal Funds that Become Available Beginning on <insert>)

STATE NAME: _____

Item	Amount
<i>(Note: Insert dollar amounts or values where requested with lines below)</i>	
Title I – State Basic Grant	
Title I Allocation	\$
Title II Funds Consolidated with Title I Funds	\$
Total Title I Funds (Title I Allocation + Consolidated Title II Funds)	\$
Local Formula Distribution (not less than 85% of total Title I funds)	\$
<i>Reserve (not more than 10% of the 85% of funds for local distribution)</i>	\$
Secondary programs (_____% of funds)	\$
Postsecondary programs (_____% of funds)	\$
<i>Remainder for local distribution (85% of the funds for local distribution less any funds reserved)</i>	\$
Secondary programs (_____% of funds)	\$
Postsecondary programs (_____% of funds)	\$
State Leadership (not more than 10% of the total Title I funds)	\$
<i>Nontraditional training and employment (between \$60,000 and \$150,000)</i>	\$
<i>Corrections or institutions (not more than 10% of state leadership funds)</i>	\$
State Administration (not more than 5% of the total Title I funds)	\$
State Administrative Match (from non-federal funds)¹	\$

Item	Amount
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¹ The eligible agency must provide non-federal funds for State administration of the Perkins IV, Title I grant in an amount not less than the amount it provided in the preceding year pursuant to section 323 of Perkins IV.

<i>(Note: Insert dollar amounts or values where requested with lines below)</i>	
Title II—Tech Prep Education	
Title II Allocation	\$
Title II Funds Consolidated with Title I Funds Check here if you did not consolidate any Title II funds last year	\$
Total Title II Funds (Title II Allocation - Consolidated Title II Funds)	\$
Administration (amount as “reasonable and necessary”)	\$
Percent of funds for administration _____%	
Remainder for consortia (Title II funds less any funds for administration)	\$
Number of consortia _____	
Method of distribution (check one): _____ Formula _____ Competitive	

