



UNITED STATES DEPARTMENT OF EDUCATION

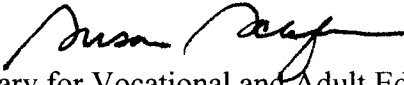
OFFICE OF VOCATIONAL AND ADULT EDUCATION

THE ASSISTANT SECRETARY

PROGRAM MEMORANDUM OVAE/DHSPCE FY 2005-03

DATE: January 14, 2005

TO: State Directors of Vocational and Technical Education

FROM: Susan Sclafani   
Assistant Secretary for Vocational and Adult Education

SUBJECT: Guidance for Submission of State Plan Revisions, Budgets, and Proposed Performance Levels for Perkins Grant Awards – OMB NOTICE OF ACTION 1830-0556

As you know, the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III) authorized appropriations only through the end of Fiscal Year (FY) 2003 (October 1, 2002 – September 30, 2003). For FY 2004, in the absence of Congressional action to reauthorize Perkins III, section 422(a) of the General Education Provisions Act (GEPA) automatically extended the law for one additional year, and this office approved state plan extensions and revisions, including adjusted performance levels for program year six, beginning July 1, 2004. Instead of acting to reauthorize Perkins III this year, Congress continued funding for Perkins III in the FY 2005 appropriations act [Public Law 108-447 signed on December 8, 2004]. Funds for use in program year seven will become available to states on an advance-funded basis, beginning July 1, 2005. However, this office has extended state plans and approved adjusted performance levels only through June 30, 2004.

Section 122(a)(2) of Perkins III anticipates that each eligible agency will review its state plan and submit any annual revisions that it determines to be necessary. Under the Education Department General Administrative Regulations (EDGAR) at 34 CFR 76.140(a), the Secretary also may determine that an amendment to a state plan is essential and require a state to make the amendment. Since it is expected that Congress soon will act to reauthorize Perkins and that the department then will request new plans from states for their vocational and technical education programs, the department is not seeking additional amendments or revisions to current state plans at this time.

Therefore, before the department issues new Perkins III grants to states for the period beginning July 1, 2005, we have determined that each eligible agency must submit the following for our approval:

- A letter indicating that your state's eligible agency wishes to extend its Perkins III state plan for program year seven, signed by someone who is authorized to act on behalf of the eligible agency;
- Revisions that update your state plan to reflect any changes in conditions in the state dictated by your state's own review under section 122(a)(2);
- A budget for program year seven, beginning July 1, 2005; and
- Proposed performance levels for the program year seven, beginning July 1, 2005, on which each state must reach agreement with this office.

Request to Extend State Plan. The request to extend the state plan for an additional year must be in writing and signed by someone who is authorized to act on behalf of the eligible agency in your state.

Revisions to the State Plan. Each eligible agency will need to review its state plan, along with any revisions that have made, and update its plan accordingly.

Updated Budget. Each eligible agency will need to update its budget to reflect its new allotments from the funds that will be available beginning July 1, 2005, for Title I (state grant) and II (tech-prep grant) under Perkins III. As in years past, we will issue estimated allocation tables to your state as soon as they become available. Your state's budget must be in the attached format.

Proposed Performance Levels. Each eligible agency also will need to submit proposed performance levels for the each sub-indicator for program year seven, beginning July 1, 2005, and reach agreement with this office on adjusted performance levels for each subindicator. Your state must submit its proposed levels on the attached form.

Your eligible agency must propose levels of performance that "require the state to continually make progress toward improving the performance of vocational and technical education students" as required by section 113(b)(3)(A)(i)(II) of Perkins III. We are asking that, if your state has not substantially changed its definitions and measurement approaches for a particular sub-indicator, your state use its three-year rolling averages when proposing new performance levels for the sub-indicator for program year seven.

We strongly encourage you to discuss your state's proposed performance levels with this office prior to submission. Your Regional Accountability Specialist (RAS) will contact you by telephone during the period from February through April 2005 to discuss your proposed performance levels. Your state must then submit its proposed performance levels along with the state plan revisions and the updated budget requested in this guidance.

Submission Deadline and Address. To ensure timely receipt of new grant awards, each state must submit a letter requesting an extension of its state plan, state plan revisions, updated budget, and proposed performance levels to the address below by April 15, 2005:

State Administration and Accountability Group  
Division of High School, Postsecondary and Career Education  
Office of Vocational and Adult Education  
U.S. Department of Education  
Potomac Center Plaza, Room 11057  
550 12<sup>th</sup> Street, S.W.  
Washington, DC 20202-7241  
ATTN: Mr. Maurice James

You also may e-mail your submission to Maurice James, Chief of the State Administration Branch, at [Perkins2005@ed.gov](mailto:Perkins2005@ed.gov), or fax your submission to the attention of Maury James at (202) 245-7170. If you submit your materials by e-mail or fax, you are responsible for confirming that a complete and legible copy of the submission is received in our office and that a hard copy with an original signature is sent within a reasonable period. If you have questions concerning your submission, please contact your Perkins III state liaison:

Region 1 – Alan Fjellheim (245) 245-7783  
Region 2 – Marjie Beaulieu (202) 245-7705  
Region 3 – Andy Johnson (202) 245-7786

We appreciate your efforts to improve the quality of vocational and technical education opportunities offered to young people and adults. We look forward to continuing to work with you to prepare America's future.

Attachments

**Guidance for the Submission of State Plan Revisions, Budgets,  
and Proposed Performance Levels for  
State Basic Grant Awards and Tech-Prep Grant Awards  
Under the  
Carl D. Perkins Vocational and  
Technical Education Act of 1998 (Perkins III)**

**PROGRAM YEARS SEVEN  
(July 1, 2005 - June 30, 2006)**

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OMB Control # 1830-0556  
Expires: 08/31/2006

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1830-0556. The time required to complete this information collection is estimated to average 1,000 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U. S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: State Administration and Accountability Group, Division of High School, Postsecondary and Career Education, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W., Room 11057, Washington, DC 20202-7241.

**PERKINS III PROGRAM YEAR 7 BUDGET FORMAT  
(For Federal FY 2005 Funds to Become Available Beginning on July 1, 2005)**

**Title I—Assistance to States**

***Local Formula Distribution (not less than 85%)***

Secondary Programs (___% of Title I grant)	\$ _____
Postsecondary Programs (___% of Title I grant)	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>

***Reserve (not more than 10% of Title I grant; if applicable)***

Secondary Programs (___% of Title I grant)	\$ _____
Postsecondary Programs (___% of Title I grant)	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>

***Leadership (not more than 10%)***

Nontraditional Training and Employment (\$ _____)	\$ _____
Corrections or Institutions (\$ _____)	

***State Administration (up to 5% of Title I grant)***

\$ \_\_\_\_\_

***State Match (from non-federal funds)<sup>1</sup>***

\$ \_\_\_\_\_

***Total: State Grant***

\$ \_\_\_\_\_

**Title II—Tech-Prep Education**

***Tech-Prep Funds for Consortia***

\$ \_\_\_\_\_

***Number of Consortia*** \_\_\_\_\_

***Method of Distribution (check one):***

\_\_\_\_\_ Formula  
\_\_\_\_\_ Competitive

***Tech-Prep Administration***

\$ \_\_\_\_\_

***Total: Tech-Prep Grant***

\$ \_\_\_\_\_

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<sup>1</sup> The eligible agency must provide non-federal funds for state administration of the Perkins III, Title I grant in an amount not less than the amount it provided in the preceding year.

**STATE NAME:** \_\_\_\_\_

Please propose levels of performance for program year 7 (FY 2005-2006) that “require the State to continually make progress toward improving the performance of vocational and technical education students” as required by section 113(b)(3)(A)(i)(II) of Perkins III. Please complete column 10 only (\*see note below).

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Core Sub-Indicator	Measurement Definition	Measurement Approach	Final Agreed Upon Baseline	Year 2 7/01/00- 6/30/01	Year 3 7/01/01- 6/30/02	Year 4 7/01/02- 6/30/03	Year 5 7/01/03- 6/30/04	Year 6 7/01/04- 6/30/05	Year 7 7/01/05- 6/30/06
1S1 Secondary Academic Attainment	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
1S2 Secondary Technical Attainment	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
2S1 Secondary High School Completion	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
2S2 (optional) Secondary Completion & Certification	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
3S1 Secondary Placement	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
4S1 Secondary Nontraditional Participation	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
4S2 Secondary Nontraditional Completion	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:

\* Note: The information in columns 2-9 is based on the most recent negotiations between your state and the department. If there is an error in any of these columns, please notify your Regional Accountability Specialist to resolve the inaccuracy.  
 B = Initial baseline, L = Negotiated performance level, and A = Actual performance.

STATE NAME: \_\_\_\_\_

Please propose levels of performance for program year 7 (FY 2005-2006) that “require the State to continually make progress toward improving the performance of vocational and technical education students” as required by section 113(b)(3)(A)(i)(II) of Perkins III. Please complete column 10 only (\*see note below).

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1P1 Postsecondary Academic Attainment	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:
1P2 Postsecondary Technical Attainment	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:
2P1 Postsecondary Degree Credential	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:
3P1 Postsecondary Placement	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:
3P2 Postsecondary Retention	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:
4P1 Postsecondary Nontraditional Participation	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:
4P2 Postsecondary Nontraditional Completion	Numerator:			L:	L:	L:	L:	L:	L:
	Denominator:		B:	A:	A:	A:	A:	A:	A:

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**STATE NAME:**

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1A1 Adult Academic Attainment	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
1A2 Adult Technical Attainment	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
2A1 Adult Degree Credential	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
3A1 Adult Placement	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
3A2 Adult Retention	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
4A1 Adult Nontraditional Participation	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:
4A2 Adult Nontraditional Completion	Numerator: Denominator:		B:	L: A:	L: A:	L: A:	L: A:	L: A:	L: A:

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