

### Local Core Indicator of Performance Requests for Negotiation

Steps to negotiate either the secondary or postsecondary local adjusted level of performance are prescribed as follows:

1. Eligible recipients interested in negotiating a local level of performance must have their agency head or authorized designee submit a signed, written request to the Division of Career and Adult Education offering a compelling appeal for an adjusted level of performance.
2. Local eligible recipients must submit the signed, written request for negotiation as an attachment via e-mail to the agency's assigned Grants Administration Program Manager within the Division of Career and Adult Education **no later than 5:00 p.m. (E.S.T.) on Thursday, June 30, 2011.**

Requests for local adjusted levels of performance received after the aforementioned date will be disregarded; the recommended 2011-2012 local performance target (as identified in the web-based application) shall apply.

3. The local eligible recipient must propose levels of performances which at a minimum:
  - are "expressed in a percentage or numerical form, consistent with the state levels of performance established; and
  - require the eligible recipient to "continually make progress toward improving the performance of career and technical education students."
4. Eligible recipients are expected to provide a compelling rationale in quantitative terms explaining justification for latitude on the expected local performance indicator. The rationale shall address the following:
  - What unique characteristics of your agency prohibit the agency from meeting the local recommended established levels of performance (as identified in the web-based application)?
  - Explain the agency's efforts to implement continuous improvement strategies.

Review and address the five categories of factors the Division utilizes in evaluating the eligible recipients' negotiation request for a given indicator. A maximum percentage reduction of ten points may be requested, but no more than two percentage points for each category. This information may be found on pages 30-31 of the 2011-2012 Perkins IV Implementation Guide ([http:// http://www.fldoe.org/workforce/perkins/pdf/2011-2012RFA.pdf](http://www.fldoe.org/workforce/perkins/pdf/2011-2012RFA.pdf))

5. The format for the request and accompanying documentation is as follows:
  - size 12-point font
  - double spaced
  - does not exceed one (1) page per indicator for the rationale
  - all pages numbered, including cover
  - page number at the bottom right of each page
  - no more than a total of three (3) additional pages for relevant supporting documentation

6. All negotiation requests must contain, at a minimum the following information:
- Name of the eligible recipient/agency
  - Name and contact information for designated negotiator
  - Eligible recipient mailing address
  - Agency head and/or authorized project designee
  - Telephone number
  - Fax number
  - E-mail address
7. Extraordinary circumstances: Complete revisions of the state adjusted levels of performance may be negotiated, if extreme unanticipated circumstances, such as natural disasters (i.e., hurricanes, tornadoes, flooding), or other factors cause eligible recipients to close schools for extended periods of time. Changes in data definitions, collection or reporting technology resulting in statistically significant changes in student performance numbers and percentages is another reason for a requested revision. Other unanticipated circumstances may also include economic declines such as massive local and/or regional unemployment or similar events impeding student enrollment and/or progression.

**All local levels of performance must be agreed upon before FLDOE can issue any eligible recipient a 2011-2012 award letter.** The final decision and/or approval of any negotiated local adjusted level of performance rests with the Chancellor of the Division of Career and Adult Education.