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Division of Career and Adult Education



June 3, 2011

MEMORANDUM

TO: Eligible Recipients of Section 132 (Postsecondary) Perkins Federal Career and Technical Education Funds Authorized by Public Law 109-270

FROM: Loretta Costin, Chancellor, Division of Career and Adult Education
Loretta Costin

SUBJECT: Instructions for Establishing 2011-2012 Perkins IV Local Performance Targets and Program Improvement Plan Development

Background

Florida's 2011-2012 state performance targets are as follows:

Adult Level (clock hour)

1A1 Technical Skill Attainment = 81 %
2A1 Completion = 58%
3A1 Student Retention or Transfer = 59%
4A1 Student Placement = 84.55%
5A1 Nontraditional Participation = 12%
5A2 Nontraditional Completion = 16%

College Level (college credit)

1P1 Technical Skill Attainment = 43%
2P1 Completion = 49%
3P1 Student Retention or Transfer = 76%
4P1 Student Placement = 88%
5P1 Nontraditional Participation = 26.5%
5P2 Nontraditional Completion = 23%

Section 113 of the Perkins Act (P.L. 109-270) establishes and supports a state and local performance accountability system designed to assess the effectiveness of eligible recipients in achieving progress in career and technical education (CTE). Furthermore, state and local recipients of Perkins IV funds are expected to continually make progress toward improving the performance of CTE students.

Establishing 2011-2012 Local Performance Targets

The Division of Career and Adult Education (Division) has developed a web-based application to assist eligible recipients to establish local performance targets and fulfill the requirements of the *Performance Accountability Information* section of the 2011-2012 postsecondary Request for Application (RFA) (#19 on page 21 of the postsecondary RFA). The web-based system is pre-populated with individualized data for each eligible recipient. In addition, the system will identify the Division’s recommended 2011-2012 local performance targets for a given eligible recipient, based on the following policy detailed in the Perkins IV State Plan:

Policy 1

For 2009-2010 actual local performance for any indicator which meets or exceeds the 2011-2012 state target, local eligible recipients’ 2011-2012 local targets will be increased by .5% of the 2011-2012 state target or .5% of actual local performance (if 2009-2010 local performance is higher than the 2011-2012 state target). This policy ensures compliance with the continuous improvement provision in Perkins IV.

Performance Indicators	2009-2010 Actual Local Performance	2011-2012 State Target	FLDOE Recommended 2011-2012 Local Target
1A1 – Technical Skill Attainment (scenario 1)	81%	81%	81.50%
(scenario 2)	90%	81%	90.50%

Policy 2

For 2009-2010 actual local performance for any indicator which does not meet the 2011-2012 state target, eligible recipients' 2011-2012 local targets will be set at the 2011-2012 state target. This policy ensures compliance with the continuous improvement provision in Perkins IV.

Performance Indicators	2009-2010 Actual Local Performance	2011-2012 State Target	FLDOE Recommended 2011-2012 Local Target
1A1 – Technical Skill Attainment (scenario 1)	80.50%	81%	81%
(scenario 2)	57%	81%	81%

Developing Local Program Improvement Plans

Local eligible recipients achieving less than 90 percent of a 2009-2010 local agreed upon performance level will be required to develop and implement a program improvement plan for each applicable core indicator of performance. The web-based system will identify whether or not local program improvement plans need to be developed. Eligible recipients will be able to fulfill this requirement (if applicable) via the web-based system. Local program improvement plans must be completed in the web-based system in order to receive a grant award notification.

Local Accountability Web-Based System Capability

This system allows eligible recipients to do the following:

1. Accept the Division's recommended local performance targets that have been pre-populated as local 2011-2012 targets.
2. Enter the required narrative in order to fulfill the local application requirement.
3. Develop a program improvement plan (if applicable) via the web-based system.
4. Download and sign an attestation form.

The system does not have the capability to complete negotiation requests. Eligible recipients that would like to request negotiation for one or more targets must do the following:

1. Submit a negotiation request to their assigned Grants Administration Program Manager via e-mail **no later than Thursday, June 30, 2011**. Please be advised that a negotiation request may cause a delay of grant award notification. Follow the instructions in Attachment 1 for procedures to a make a negotiation request.
2. Propose targets which at a minimum are expressed in a percentage or numerical form, consistent with the state levels of performance established; and identify how the proposed level will allow the eligible recipient to continually make progress toward improving the achievement of CTE students.

3. Review 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://www.fldoe.org/workforce/perkins/pdf/2011-2012RFA.pdf>
4. For the maximum percentage point reduction, the negotiation request must address all five categories.

Important Deadlines

The web-based system will be locked effective 5:00 p.m. (E.S.T.) on **Thursday, June 30, 2011**. Compelling requests for negotiations must be received by your assigned Grants Administration Program Manager via e-mail no later than 5:00 p.m. (E.S.T.) on **Thursday, June 30, 2011**.

Grant Award Notification Letters

Please be advised that the following five items must be reconciled before the Department issues grant award notification letters:

1. Your agency's local application must be submitted to the Department on or before **Thursday, June 30, 2011**.
2. Your agency must provide appropriate information/documentation pertaining to the local application if it has been requested by your assigned Grants Administration Program Manager.
3. Your agency must have established 2011-2011 local performance targets utilizing the web-based system by **Thursday, June 30, 2011**.
4. Your agency must complete a program improvement plan (if applicable) via the web-based system by **Thursday, June 30, 2011**. A sample program improvement plan has been attached for your convenience.
5. Your agency must sign and submit an attestation form by **Thursday, June 30, 2011**.

If you have any questions, please contact Dr. Ike Gibson at 850-245-9026 or via e-mail at Ike.Gibson@fldoe.org

Thank you.

LC/kt

Attachments:

1. "Attachment 1" Local Core Indicator of Performance Request for Negotiation
2. Perkins IV Local Accountability System Instructions
3. Sample Program Improvement Plan