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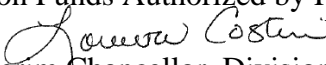
Loretta Costin, Interim Chancellor
Division of Career and Adult Education



June 9, 2010

MEMORANDUM

TO: Eligible Recipients of Section 131 (Secondary) Perkins Federal Career and Technical Education Funds Authorized by Public Law 109-270

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

SUBJECT: Instructions for Establishing 2010-2011 Perkins IV Local Performance Targets and Program Improvement Plan Development

Background

Florida's 2010-2011 state performance targets are as follow:

Secondary Level

1S1 Academic Attainment in Reading = 65%

1S2 Academic Attainment in Math = 62%

2S1 Technical Skill Attainment = 76%

3S1 School Completion = 88%

4S1 Student Graduation Rates = 73%

5S1 Placement = 87%

6S1 Nontraditional Participation = 17%

6S2 Nontraditional Completion = 90%

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.

As noted in the Perkins IV State Plan, local eligible recipients are expected to adopt 2010-2011 secondary state targets as local performance targets, unless a compelling justification warrants a negotiation request for a lower local target.

Establishing 2010-2011 Local Performance Targets

The Division of Career and Adult Education 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 2010-2011 secondary RFA (#18 on page 19 of the secondary application). The web-based system is pre-populated with individualized data for each eligible recipient. In addition, the system will identify the Division’s recommended 2010-2011 local performance target for a given eligible recipient, based on the following policy detailed in the Perkins IV State Plan:

Policy 1

For 2008-2009 actual local performance for any indicator which meets or exceeds the 2010-2011 state target, local eligible recipients’ 2010-2011 local targets will be increased by .5% of the 2010-2011 state target or .5% of actual local performance (if 2008-2009 local performance is higher than the 2010-2011 state target). This policy ensures compliance with the continuous improvement provision in Perkins IV.

Performance Indicators	2008-2009 Actual Local Performance	2010-2011 State Target	FLDOE Recommended 2010-2011 Local Target
1S1 – Reading (scenario 1)	65%	65%	65.50%
(scenario 2)	70%	65%	70.50%

Policy 2

For 2008-2009 actual local performance for any indicator which does not meet the 2010-2011 state target, eligible recipients’ 2010-2011 local targets will be set at the 2010-2011 state target. This policy ensures compliance with the continuous improvement provision in Perkins IV.

Performance Indicators	2008-2009 Actual Local Performance	2010-2011 State Target	FLDOE Recommended 2010-2011 Local Target
1S1 – Reading (scenario 1)	57%	65%	65%
(scenario 2)	44%	65%	65%

Developing Local Program Improvement Plans

Local eligible recipients achieving less than 90 percent of a 2008-2009 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 and provides a link to a local program improvement plan template. Local program improvement plans must be submitted 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 2010-2011 local performance targets that have been pre-populated as local 2010-2011 targets.
2. Enter the required narrative in order to fulfill the local application requirement.
3. Develop a program improvement plan (if applicable) using a downloadable form.
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 Friday, July 2, 2010**. Please be advised that a negotiation request may incur a delay of grant award notification. Follow the instructions in Attachment 1 for request submissions.
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 career and technical education students.
3. Review the five categories of factors the Division of Career and Adult Education utilizes in analyzing, synthesizing, and calculating the eligible recipients' negotiation request for a given indicator. A maximum percentage point 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 2010-2011 Perkins IV Implementation Guide (<http://www.fldoe.org/workforce/perkins/pdf/2010-2011RFA.pdf>.) The negotiation request must address all five categories, if applicable to an eligible recipient.

Important Deadlines

All eligible recipients must use the system to fulfill their local Perkins application requirement. The web-based system will be locked effective 5:00 p.m. (E.S.T.) on **Friday, July 2, 2010**. 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 **Friday, July 2, 2010**. Program improvement plans (if applicable) must also be received by your assigned Grants Administration Program Manager via e-mail no later than 5:00 p.m. (E.S.T.) on **Friday, July 2, 2010**.

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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 Wednesday, June 30, 2010.
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 2010-2011 local performance targets utilizing the web-based system by **Friday, July 2, 2010**.
4. Your agency must complete a program improvement plan (if applicable).
5. You agency must sign and submit an attestation form.

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 (Secondary)