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## **MEMORANDUM**

**TO:** Eligible Recipients of Section 131 (Secondary) and Section 132 (Postsecondary) Perkins Federal Career and Technical Education Funds Authorized by Public Law 109-270 (School Districts)

**FROM:** Rod Duckworth

**DATE:** June 12, 2018

**SUBJECT: Instructions for Establishing 2018-2019 Perkins IV Local Performance Targets, Program Improvement Plan Development, and Local Level Data Reports**

This memo will provide you pertinent information regarding accepting performance targets for the 2018-2019 Perkins IV grant using the Division of Career and Adult Education web tool, completion of Program Improvement Plans for the Perkins IV Request for Application, negotiation of performance targets, and local level data performance reports.

### **ACCEPTING AND NEGOTIATING 2018-2019 TARGETS**

Florida's 2018-2019 state performance targets are as follows:

#### Secondary Level

1S1 Academic Attainment in Reading = 69.00%  
1S2 Academic Attainment in Math = 64.00%  
2S1 Technical Skill Attainment = 88.00%  
3S1 School Completion = 96.50%  
4S1 Student Graduation Rates = 88.50%  
5S1 Placement = 82.00%  
6S1 Nontraditional Participation = 40.50%  
6S2 Nontraditional Completion = 96.25%

#### Postsecondary Certificate Level (Clock Hour)

1A1 Technical Skill Attainment = 85.00%  
2A1 Completion = 61.25%  
3A1 Student Retention or Transfer = 58.00%  
4A1 Student Placement = 77.75%

Rod Duckworth  
Chancellor of Career and Adult Education

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5A1 Nontraditional Participation = 12.75%  
 5A2 Nontraditional Completion = 48.50%

Postsecondary College Credit Level

1P1 Technical Skill Attainment = 47.50%  
 2P1 Completion = 50.00%  
 3P1 Student Retention or Transfer = 72.00%  
 4P1 Student Placement = 87.50%  
 5P1 Nontraditional Participation = 23.25%  
 5P2 Nontraditional Completion = 28.75%

*Establishing 2018-2019 Local Performance Targets*

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). State and local recipients of Perkins IV funds are expected to continually make progress toward improving the performance of CTE students.

The Division of Career and Adult Education (division) has developed a web-based application to assist eligible recipients in establishing local performance targets and fulfilling the requirements of the *Performance Accountability Information* section of the 2018-2019 Request for Application (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 2018-2019 local performance targets for a given eligible recipient, based on the following policies detailed in the Perkins IV State Plan:

Policy 1. For 2016-2017, actual local performance for any indicator **which meets or exceeds** the 2018-2019 state target, local eligible recipients’ 2018-2019 local targets will be increased by 0.5% of the 2018-2019 state target or 0.5% of actual local performance (if 2016-2017 local performance is higher than the 2018-2019 state target). This policy ensures compliance with the continuous improvement provision in Perkins IV.

<b>4S1 Student Graduation Rate Performance Indicator</b>	<b>2016-2017 Actual Local Performance</b>	<b>2018-2019 State Target</b>	<b>FLDOE Recommended 2018-2019 Local Target</b>
Scenario 1	88.5%	88.5%	89%
Scenario 2	90%	84%	90.5%

Policy 2. For 2016-2017, actual local performance for any indicator **which does not meet** the 2018-2019 state target, eligible recipients' 2018-2019 local targets will be set at the 2018-2019 state target. This policy ensures compliance with the continuous improvement provision in Perkins IV.

<b>4S1 Student Graduation Rate Performance Indicator</b>	<b>2016-2017 Actual Local Performance</b>	<b>2018-2019 State Target</b>	<b>FLDOE Recommended 2018-2019 Local Target</b>
Scenario 1	70%	88.5%	88.5%
Scenario 2	60%	88.5%	88.5%

*Developing Local Program Improvement Plans*

Local eligible recipients achieving less than 90 % of the 2016-2017 local agreed upon performance level will be required to develop and implement a Program Improvement Plan or PIP for each applicable core indicator of performance. The web-based system will identify whether a local PIP needs to be developed and eligible recipients will be able to fulfill this requirement (if applicable) via the web-based system. **Local PIPs must be completed in the web-based system in order to receive a grant award notification. The division has also made available local level data reports (see page five) to help facilitate the development of PIPs.**

**Attached to this document you will find a Sample Perkins IV PIP to use when developing your required plan(s) (if applicable). The sample PIP is designed for postsecondary programs, but it can also be adapted for secondary use.**

If a local education agency was required to complete a PIP under Perkins IV and elected not to apply for funds during a subsequent grant year(s), the agency shall be required to complete the required PIP during the next grant year for which the agency applies for Perkins IV funds. Any required PIP from a prior grant year shall be submitted in conjunction with the current Request for Application. If an agency did not meet the established performance target for an indicator during the most recent year in which the agency received Perkins IV funds, an agency's local targets for the upcoming project year will be set at the current state target. If an agency met or exceeded the established performance target for an indicator during the most recent year the agency received Perkins IV funds, the agency's local target will be increased by 0.5% of the current state target if local performance was less than the state target. If local performance on the indicator was higher than the state target, the performance target will be increased by 0.5% of the actual local performance for the prior year. This policy ensures compliance with the continuous improvement provision in Perkins IV. Any local education agency that has never accepted

Perkins IV funds will automatically have local targets for all core indicators set at the current state target during the first year of application for Perkins IV funds.

Due to a request of the Florida Auditor General's office, all agencies that have been exempt in the past from writing a PIP due to small numbers of concentrators/participants in the respective performance measures, will now be required to write a PIP to fulfill grant requirements.

*Completion of Local Program Improvement Plans on Single Measure for Three or More Years*

If you have been required to complete a program improvement plan for the same measure for three or more consecutive years, you will be asked to complete additional questions on the online Program Improvement Plan (Items J and K). The Florida Department of Education (FDOE) will also be working closely with some of those agencies that have been required to complete a program improvement plan for multiple and/or targeted measures for three or more consecutive years. FDOE will be contacting identified agencies after the RFA review process to further discuss their improvement plans and provide any needed technical assistance.

*Local Accountability Web-Based System Capability*

The division's local web-based accountability system allows eligible recipients to do the following:

- Accept the division's recommended local performance targets that have been pre-populated as local 2018-2019 targets.
- Enter the required narrative in order to fulfill the local application requirement.
- Develop a Program Improvement Plan (if applicable) via the web-based system.
- Download and sign an Attestation Form.

**Instructions on how to access the local accountability web-based system are attached to this memo for your review. In order to access the system and accept targets, complete required narrative for the Perkins IV Request for Application, and complete required Program Improvement Plans (if applicable), you will be required to enter a password. The user name and password for your agency to access the web tool was provided in the Perkins Local Performance Targets for 2018-19 email. If you have trouble with your user name or password, please contact Susan Arvin at 850-245-9979. If you have trouble entering data into the system, please contact Tara McLarnon at 850-245-9005. The system does not have the capability to complete negotiation requests. Eligible recipients that would like to request negotiation for one or more targets should contact their local grant program manager as soon as possible.**

**All agencies are encouraged to accept targets, complete required narrative for the Perkins IV Request for Application, and complete any required Program Improvement Plans by June 30, 2018.**

### *Important Deadlines for Negotiation*

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 offering a compelling reason for appeal of an adjusted level of performance. 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 **no later than 5:00 p.m. (E.D.T.) on June 15, 2018. If a negotiation request has not been received by June 15, 2018, recipients will have local targets set at the targets recommended by the state.**

### **LOCAL PERFORMANCE DATA**

The attached Perkins IV local performance data can assist you as you develop any required Program Improvement Plan (PIP), evaluate your local Career and Technical Education program offerings, and strive toward continuous program improvement as required under Perkins IV. We strongly encourage you to use these data as you evaluate your performance and develop required PIPs and to use the attached sample plan as a guide. These data will serve to inform you of areas in which your agency is excelling and areas where performance can be improved and Perkins funds should be focused. **The attached Excel document provides a number of data “views” to assist you with the analysis.** It includes the four different “views” that have been provided in the past: by subpopulation, by program, by school, and by school and program. The subpopulations included in the summary are gender, race/ethnicity (1997 Standards), and special populations<sup>[1]</sup>. Color coding has been added to the columns in these tables to inform you of your agency's progress. The colors indicate a particular range in which your performance fell for the 2016-2017 data year. Red indicates that your agency achieved less than 60% of your Local Target. Orange indicates that your agency achieved between 60 and 89.99% of your Local Target. Yellow indicates that your agency achieved between 90 and 92.99% of your Local Target. Finally, no color indicates that your agency achieved at least 93% of your Local Target.

The additional “views” – called dashboards – have been added again this year to assist you in exploring trends over time in your performance – measures. There is a “view” for secondary measures, one for clock hour measures, and one for credit hour measures. The ones relevant to your agency are included in this report. Each of these “views” includes one table and three charts. The table highlights whether your agency was required to complete one or more PIPs over a designated five-year period. The table indicates whether your agency met 90% of your local target for a specified year on each measure. “No” indicates that you met or exceeded your target for that measure and were not required to develop an improvement plan for that year. “Yes” indicates that you did not meet 90% of your target for that measure and were required to develop an improvement plan for that year.

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<sup>[1]</sup> Special populations reported were disability status, economically disadvantaged, single parents, displaced homemakers, limited English proficient, migrant status, and nontraditional enrollees.

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The charts illustrate trends in three targeted measures over a period of three years, 2014-2015, 2015-2016, and 2016-2017. Included in each chart for each year are your actual local performance, your performance target, and the overall actual state performance on that particular measure. Please use this table and the three charts to help identify problem areas and assist with development of your Program Improvement Plan.

The MS Excel file (Attachment #4) will display multiple tabs, one or two of which will be the above-mentioned dashboards. The remaining four are the previously discussed “views.”

Additionally, we have attached the “Perkins IV Performance Measures” PDF document to provide an overview of Florida’s approved measurement approaches for all core indicators. Included in this document are descriptions of the elements used to determine the numerator and denominator for each measure by level.

For additional Perkins data at the district level, please view your district’s data at the following link:

<https://web02.fldoe.org/PerkinsSearch/>

If you have questions or concerns regarding your local data report, please contact Tara McLarnon at 850-245-9005 or [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org).

If you have questions regarding the memo or the development of a Program Improvement Plan, please contact Cathy Hammond at [cathy.hammond@fldoe.org](mailto:cathy.hammond@fldoe.org) or by phone at 850-245-9057 or Bruce Harrington at [bruce.harrington@fldoe.org](mailto:bruce.harrington@fldoe.org) or by phone at 850-245-0949.

RD/bh

Attachments:

1. Sample Perkins IV Program Improvement Plan\_2018-2019
2. Perkins IV Local Accountability System Instructions 2018-2019
3. 2016-2017 Local Data Report
4. Florida Perkins IV Performance Measures