



**Minnesota**  
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## MEMORANDUM

TO: Darren Kermes, Superintendent  
Joyce Ester, President

FROM: JoAnn Simser, State Director Career and Technical Education  
System Director, Perkins Federal Grant

DATE: July 16, 2014

SUBJECT: Southwest Metro Perkins CTE Plan Approval Notification and  
Perkins CTE Grant Award, July 1, 2014 - June 30, 2015

Your consortium plan has been reviewed jointly by Career and Technical Education (CTE) staff within the Minnesota Department of Education (MDE) and the Minnesota State Colleges & Universities, System Office (SO). The plan has been approved for Fiscal Year 2014-2015. SO and MDE CTE staff reviewed the application with the respective Perkins Consortium Coordinators and recommended suggestions for meeting the plan goals, strategies, outcomes and measurements. Included in the review and approval are your consortium's Improvement Reports and Plans for Performance Indicators for which your FY13 actual performance was less than your FY13 agreed upon negotiated performance target. The approved plan will be available on [www.cte.mnscu.edu](http://www.cte.mnscu.edu).

Minnesota received the first installment of the Carl D. Perkins Career and Technical Education grant award for Federal Fiscal Year 2014 (October 1, 2014 through September 30, 2015) from the US Department of Education, Office of Career and Technical Education (OCTAE) and an estimate of funds that will be allocated to the state in the second grant award after October 1, 2014, provided that the state meets special conditions in regard to technical assistance from OCTAE related to the state's failure to meet 90 percent of performance targets for three consecutive years for two indicators, Nontraditional (by gender) participation and completion (6S1 and 6S2).

Based on the estimated Minnesota allocation from OCTAE received Feb. 26, 2014, funds available for your consortium for 2014-2015 (July 1, 2014 through June 30, 2015) are as follows:

### **Total Perkins CTE Allocation for Southwest Metro Consortium for 2014-2015**

\$317,741.16	Secondary Basic Allocation	FIN 428/628
\$25,635.32	Secondary Reserve Allocation	FIN 475/675
\$252,920.96	Postsecondary Basic Allocation	GL 384151
\$35,401.16	Postsecondary Reserve Allocation	GL 384152
\$631,698.60	Consortium Total	

**Special conditions for your consortium related to Failure to meet Adjusted Performance Levels for three consecutive years**

The Carl D. Perkins Career Technical Education Act of 2006, Sec 123 (b) 1 and 2, requires each local consortium that fails to meet 90 percent of an agreed upon level of performance for any core indicator described in section 113 (b) 4 of Perkins IV to develop a program improvement plan for that indicator. If a consortium fails to meet at least 90 percent of the agreed upon performance for the same core indicator for three consecutive years, the state may withhold all or a portion of the consortium's allotment.

Your consortium failed to meet 90 percent of its negotiated performance level for three consecutive years, for the following indicator(s):

6S1 – Nontraditional Participation (Secondary)  
6S2 – Nontraditional Completion (Secondary)  
2P1 – Credential, Certificate or Degree (Postsecondary)  
5P1 – Nontraditional Participation (Postsecondary)

State technical Assistance required for each consortium by indicator is listed on 2010-2013 Trend Report by Indicator (5-21-2014).

Consequently, your consortium submitted an improvement plan as part of your FY15 Local Consortium Application for each of these indicators, that has been reviewed and approved by state CTE staff at the SO and MDE. The state CTE staff, as required by the Perkins Act, will provide technical assistance, including resources and professional development, customized to your consortium, performance indicator and data which aligns with other strategic initiatives and utilizes resources at the local, state and national level. You will be expected to report your progress and the impact of each action step in your annual performance report in October, 2016. Based upon our review of your participation in the technical assistance provided throughout the year and your final report, the state may require your consortium to submit a progress report, make adjustments in your improvement plan or take other corrective action. This is the first year of Perkins IV that state technical assistance has been required for your consortium and the state staff will continue to support you in the process. More information is available on <http://www.cte.mnscu.edu/directories/portal.html> or by contacting [Debra.Hsu@so.mnscu.edu](mailto:Debra.Hsu@so.mnscu.edu) or [Michelle.Kamenov@state.mn.us](mailto:Michelle.Kamenov@state.mn.us).

**Funding considerations**

Please keep in mind that the approved consortium plan determines how total Perkins funds will be allocated. These funds cannot be redistributed on a formula basis to school districts and among college(s), campuses or departments. When these funds are being spent, the consortium must adhere to the federal requirements under the Perkins Act, the Minnesota State Plan and the state fiscal requirements of the Minnesota Department of Education or the Minnesota State Colleges and Universities System, whichever is appropriate.

Please remember that you must account for your Basic and Reserve funds separately (through a separate FIN code on the secondary side and through a separate GL on the postsecondary side) and that reserve funds must be used only for programs that serve large numbers of CTE students and/or address the rural needs of your consortium.

Because state and federal fiscal years do not align, states receive federal Perkins funds on a *forward funding* basis. As such, Minnesota consortia may access a *portion* of their 2014-2015 allocation prior to the start of the federal fiscal year. Fiscal hosts must ensure that no more than the portion of the consortium's allocation made available through forward funding is spent prior to October 1, 2014. For your consortium, this means that no more than the following amounts may be expended in each funding category during the period of July 1 through September 30, 2014. Understand that the amounts shown below are not in addition to your allocation above, but represent the forward funded portion of that allocation. Of your allocation do not spend more than the following amounts prior to October 1, 2014:

\$93,972.86	Secondary Basic Forward Funding	FIN 428/628
\$7,581.69	Secondary Reserve Forward Funding	FIN 475/675
\$74,802.10	Postsecondary Basic Forward Funding	GL 384151
\$10,469.96	Postsecondary Reserve Forward Funding	GL 384152
\$186,826.60	Consortium Total – Forward Funding	

#### **Treatment of Funds within Financial Systems**

**Secondary** Basic FIN 428/628 and Secondary Reserve FIN 475/675 – These funds are accessed through MDE's SERVS Financial System. More information will be coming from MDE with detailed information on submitting a "Placeholder Application". This step is necessary in order to access funds in SERVS.

**Postsecondary** General Ledger numbers and the cost center set up is as follows:

- 1) Basic Grant G/L 384151 -- To be used for the basic grant award for the Fiscal Year.
  - a) Cost centers must be set up for administration and for each goal in your local consortium approved application.
- 2) Reserve Funds G/L 384152 -- To be used for the reserved funds award for the Fiscal Year.
  - a) Cost centers must be set up in the reserve fund G/L for each of your goals in your local consortium approved application.
- 3) Subgrants—To receive information on how to handle postsecondary basic or reserve funds that are sub-granted to another college or school district, please contact Shannon Kohlman [Shannon.kohlman@so.mnscu.edu](mailto:Shannon.kohlman@so.mnscu.edu) 651-201-1756.

If you have any further questions on the approval of your application or the award, please contact me at (651-201-1650) [joann.simser@so.mnscu.edu](mailto:joann.simser@so.mnscu.edu) or Paula Palmer, Director, Office of College and Career Success, MDE (651-582-8737) [paula.palmer@state.mn.us](mailto:paula.palmer@state.mn.us)

- c: Consortium Superintendents and Presidents  
Consortium Fiscal Contacts, Secondary and Postsecondary  
Consortium Perkins Contacts, Secondary and Postsecondary  
Paula Palmer, MDE, Secondary  
Michelle Kamenov, MDE, Secondary  
Shannon Kohlman, MnSCU System, Business Office Manager  
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