



MASSACHUSETTS
DEPARTMENT of
EDUCATION

**Carl D. Perkins Career and Technical
Education Improvement Act of 2006
Five-Year Secondary Postsecondary
CVTE Linkage Consortium Plan Package
for Program Years 2008-2013
(Fiscal Years 2009 - 2013)**

February 2008



Massachusetts Department of Education

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2-15-08M

Introduction

In Massachusetts, the Department of Education (MADOE) administers the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270), commonly known as Perkins IV. A link to the official copy of Perkins IV is posted at <http://www.doe.mass.edu/cte/perkins/>.

Community college/school district/consortium staff should review the official copy of Perkins IV in its entirety and not rely solely on excerpts contained in this Package. MADOE does not represent this Package as a replacement for the official copy of Perkins IV.

This Package has been prepared to assist community colleges/school districts/consortia in the development and submission of the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan.

MADOE has not endorsed or approved any non-MADOE products or services referenced in this Package.

What's New?

Refer to the Introduction section of the [MA Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual](http://www.doe.mass.edu/cte/techprep/) at <http://www.doe.mass.edu/cte/techprep/> for a description of all the changes to the tech-prep initiative in Massachusetts pursuant to Perkins IV.

Getting Started on the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan

Prior to developing the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan, it is important for community college/school district/consortium staff to read the Perkins IV in its entirety. Particular attention should be given to Title II "Tech-Prep Education" as it covers tech-prep (secondary postsecondary linkages.) Note that Perkins IV Title I "Basic Grants" Section 135 also addresses secondary postsecondary linkages. Read the [MA Perkins IV Manual](http://www.doe.mass.edu/cte/perkins/) at <http://www.doe.mass.edu/cte/perkins/> and the [MA Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual](http://www.doe.mass.edu/cte/techprep/) at <http://www.doe.mass.edu/cte/techprep/>.

Eligibility

In order to be eligible to prepare and submit Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan the consortium must be pre-approved by MADOE. The lead agency for the consortium shall be a community college, which shall receive the grant for the consortium and thus will be responsible for all fiscal and programmatic activities of the grant.

Request for Proposals

The Request for Proposals (RFP) titled Perkins IV Secondary Postsecondary CVTE Consortia (Fund Code 468) applicable to the Perkins IV Five-Year Tech-Prep Consortium Plan will be posted at <http://finance1.doe.mass.edu/Grants/>. It is important to note that this RFP contains a link to the Standard Contract Form and Application for Program Grants that must be submitted after the community college is notified of the official allocation dollar amount for 2008-2009 (FY09).

Technical Assistance

MADOE will provide a technical assistance session on February 25, 2008 regarding the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Plan.

Staff as assigned from the MADOE -Career/Vocational Technical Education unit will provide technical assistance. throughout the year.

Funding

Perkins IV Title II “Tech-Prep Education” funds are allocated to consortia on a formula basis. The description of the allocation formula is provided in the MA Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/>. MADOE will notify community colleges of the allocation dollar amounts for 2008-2009 (FY09) and beyond.

Due Dates and Submission Information

Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan

A rolling submission period has been established for submission of the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan. In order to be reasonably assured that funds will be available by the beginning of the college/school year, the Plan should be submitted by **Friday, June 20, 2008**.

Mail two paper copies of the Plan, each with original signatures to: Margie Roberts, Career/Vocational Technical Education Unit, Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023

Email one copy of the Plan to Margie Roberts at mroberts@doe.mass.edu. Name the electronic file with Plan, fiscal year, community college name and date. Example: Plan09_Bristol_5-2-08.

Standard Contract Form and Application for Program Grants

The Standard Contract Form and Application for Program Grants that must be used is a link off the Request for Proposals (RFP) titled Perkins IV Secondary Postsecondary CVTE Consortia (Fund Code 468) that will be posted on the MADOE-Grants Information website at <http://finance1.doe.mass.edu/Grants/>.

A rolling submission period has been established for submission of Standard Contract Form and Application for Program Grants (SAG). In order to be reasonably assured that funds will be available by the beginning of the college/school year, the SAG should be submitted by **Friday, June 20, 2008**.

Mail one paper copy of the Signature Page with an original signature of the Community College President to: Margie Roberts, Career/Vocational Technical Education Unit, Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023

Email one copy of the Part I – SAG - General - Signature Page and Part II - Budget Detail Pages to Margie Roberts at mroberts@doe.mass.edu. Name the electronic file with SAG, fiscal year, community college name and date. Example: SAG09_Bristol_5-2-08

Email one copy of the completed Notes Pages for the Standard Contract Form and Application for Program Grants (see Appendix A) to Margie Roberts at mroberts@doe.mass.edu. Name the electronic file with NOTES, fiscal year, community college name and date. Example: NOTES09_Bristol_5-2-08

Definitions

The definitions applicable to Perkins IV are contained in the Act itself that is available at www.doe.mass.edu/cte/perkins. Definitions are also given in the MA Perkins IV Manual at www.doe.mass.edu/cte/perkins and the MA Perkins Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/>.

Review Process

Phase 1: Staff in the MADOE-Career/Vocational Technical Education unit will review the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan. During this phase, staff will be in contact with the community college contact person for the Plan regarding any questions that she/he may have, and any refinements

that need to be made. During this phase, the staff person will consult with other staff in the MADOE-Career/Vocational Technical Education unit.

Phase 2: The Plan will be deemed approved when minimum requirements set forth in applicable law, regulation, policy, guidelines are met. Note that by deeming the Plan approved, MADOE is not endorsing any products or services referenced therein.

Phase 3: Staff in the MADOE-Career/Vocational Technical Education unit will review the Standard Contract Form and Application for Program Grants. During this phase, the staff person will be in contact with the community college contact person for the Plan regarding any questions that she/he may have and any refinements that need to be made. During this phase, the staff person will consult with other staff in the MADOE-Career/Vocational Technical Education unit.

Phase 5: The Standard Contract Form and Application for Program Grants will be deemed approved when requirements set forth in applicable law, regulation, policy, guidelines are met. Approved means that the Standard Contract Form and Application for Program Grants has met the minimum requirements for approval. Note that by approving the Standard Contract Form and Application for Program Grants, MADOE is not endorsing any of the products or services referenced therein.

References

Carl D. Perkins Career and Technical Education Improvement Act of 2006 Public Law 109-270 at <http://www.doe.mass.edu/cte/perkins/>

Career/Vocational Technical Education Graduate Follow-up data for the college

Career/Vocational Technical Education Graduate Follow-up data for the each member school district

Career/Vocational Technical Education Advisory Committee Guide <http://www.doe.mass.edu/cte/resources/>

Education Department General Administrative Regulations (EDGAR)
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

[Grants for Schools: Getting Them and Using Them, A Procedural Manual](#) on the MADOE - Grants: Information website at <http://finance1.doe.mass.edu/Grants/>

Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color National Origin, Sex and Handicap in Vocational Education Programs - 34 CFR, Part 100, Appendix B
<http://www.doe.mass.edu/cte/monitoring/>

Massachusetts Department of Workforce Development – Division of Apprenticeship Training
<http://www.mass.gov/dat/>

MA Career Development Website at <http://www.doe.mass.edu/cd/>

MA Supplement to the Nontraditional by Gender Lists at <http://www.doe.mass.edu/cte/ntbg/>

[MA Perkins IV Manual](#) at www.doe.mass.edu/cte/perkins

[MA Perkins IV Accountability Workbook – Secondary](#) (under development)

[MA Perkins IV Accountability Workbook – Postsecondary](#) (under development)

MA Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual

<http://www.doe.mass.edu/cte/techprep/>

NAPE List of Nontraditional by Gender Careers for Females at <http://www.doe.mass.edu/cte/ntbg/>

NAPE List of Nontraditional by Gender Careers for Males at <http://www.doe.mass.edu/cte/ntbg/>

OMB Circular A – 87 at <HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A087/A087-ALL.HTML>

Perkins IV One-Year Transition Local Plan (2006-2007) for each consortium member school district

Perkins IV One-Year Transition Local Plan (2006-2007) for the lead community college

Perkins IV Five-Year Local Plan Package - Postsecondary at www.doe.mass.edu/cte/perkins

Perkins IV Five-Year Local Plan Package - Secondary at www.doe.mass.edu/cte/perkins

Perkins IV Five-Year Local Plan (2006-2007) for each consortium member school district

Perkins IV Five-Year Local Plan (2006-2007) for the lead community college

Perkins IV Five-Year State Plan at www.doe.mass.edu/cte/perkins

Results of most recent Program Reviews in the college and each consortium member school district

Results of most recent Civil Rights Review in the college and each consortium member school district

Web Pages of the MADOE-Career/Vocational Technical Education unit <http://www.doe.mass.edu/cte/>

Web Pages of MADOE (General Educational Development-GED) <http://www.doe.mass.edu/ged/>

Web Pages of MADOE (Education Laws and Regulations) <http://www.doe.mass.edu/lawsregs/>

Web Pages of MADOE (MassOne Online Network for Education) <http://massone.mass.edu/>

**Perkins IV
Five-Year Secondary
Postsecondary CVTE
Linkage Consortium
Plan Template**

PERKINS IV FIVE-YEAR SECONDARY POSTSECONDARY CVTE LINKAGE CONSORTIUM PLAN TEMPLATE

Part 1 – Information and Certification Page

Community College Name: _____ Consortium Name: _____

Community College Contact Person for this Plan: _____ Title _____

Telephone: (_____) _____ E-Mail: _____

We certify that we have been involved in the development of this Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan and that we will be involved in the implementation of the Plan. We provide assurances that activities and services will be provided that are of sufficient size, scope and quality to bring about improvement in linkages between secondary and postsecondary career/vocational technical education programs and the outcomes for students enrolled in the programs.

College President (Name): _____ Signature: _____ Date: _____

Consortium Advisory Committee Chair (Name): _____ Signature: _____ Date: _____

Signature of Community College Contact Person for this Plan: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Member Superintendent (Name): _____ Signature: _____ Date: _____

Part 2 - Planning, Coordination, Collaboration and Consultation

Establish a secondary postsecondary CVTE linkage consortium committee comprised of at a minimum, the superintendents, community college president(s) or their designees of the consortium member school districts and community college charged with providing support to the secondary postsecondary CVTE linkage consortium.

Read **Section 2 Definitions and Associated Information** of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

(1) Describe how the individuals listed on the Information and Certification Page as well as the additional members of the secondary postsecondary CVTE linkage consortium committee and other interested individuals were involved with the development of the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan and how they will be involved with the implementation of the Plan.

(2) Describe how the community college as lead agency for the consortium will ensure that the Perkins Local Plans of the lead community college and member school districts are coordinated with each other, and both with the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan.

(3) Describe how the community college as lead agency for the consortium consulted with the consortium committee to determine activities and services that will be developed and implemented in order to

(4) Describe how the community college as lead agency for the consortium will ensure collaboration with other lead community colleges across Massachusetts for the purposes including, but not limited to developing statewide articulation agreements for career and technical education and statewide systems for access to postsecondary career and technical education by graduates of secondary-level career and technical education programs.

Part 3 - Size, Scope and Quality

Read the definition of size, scope and quality in the Definitions section of the MA Perkins IV Manual at <http://www.doe.mass.edu/cte/perkins/>.

(1) Describe how the community college as lead agency for the consortium will, after consultation with the consortium committee ensure that all activities and services provided with Perkins IV funds are of the size, scope and quality necessary to improve linkages between secondary and postsecondary career and technical education programs and the outcomes (tech-prep performance indicators) for students enrolled in the programs.

Part 4 - Training and Technical Assistance

Read the section on professional development in the MA Perkins IV Manual. Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/>

(1) Describe how the community college as lead agency for the consortium will, after consultation with the consortium committee, determine how training and technical assistance will be provided during the period covered by the Perkins IV Five-Year Secondary Postsecondary CVTE Linkage Consortium Plan. Note that the training and technical assistance that will be provided are listed under *Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services* in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual.

(2) Describe how the community college as lead agency for the consortium will, after consultation with the consortium committee, determine the annual calendar for the training and technical assistance that will be provided.

- (3) Describe how the community college as lead agency for the consortium will, after consultation with the consortium committee, determine who will conduct training and technical assistance that will be provided.
- (4) Describe how the community college as lead agency for the consortium will, after consultation with the consortium committee, determine trainings that may be provided jointly with other consortia in order to be cost effective.

Part 5 – Tech-Prep Performance Indicator 2 (TP2)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

- (1) Describe the activities and services that will be further developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep secondary participants enroll in postsecondary education.

Part 6 – Tech-Prep Performance Indicator 3 (TP3)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

- (1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep secondary participants that enroll in postsecondary education and registered apprenticeship programs in the same program (field/major) as the tech-prep secondary participants were enrolled at the secondary level.

Part 7 – Tech-Prep Performance Indicator 4 (TP4)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

- (1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep secondary participants that complete a state or industry-recognized certification or licensure.

Part 8 – Tech-Prep Performance Indicator 5 (TP5)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

- (1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep secondary participants that successfully complete, as a secondary school student, courses that award postsecondary credit at the secondary level

Part 9 – Tech-Prep Performance Indicator 6 (TP6)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

(1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to **decrease** the number and percent of tech-prep secondary participants that enroll in remedial mathematics, writing, or reading courses upon entering postsecondary education.

Part 10 – Tech-Prep Performance Indicator 7 (TP7)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

(1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep postsecondary participants are placed in a related field of employment not later than 9 -12 months after graduation the career and technical education program.

Part 11 – Tech-Prep Performance Indicator 8 (TP8)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

(1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep postsecondary participants that complete a State or industry-recognized certification or licensure.

Part 12 – Tech-Prep Performance Indicator 9 (TP9)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services*” in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

(1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep postsecondary participants that complete a two-year degree or certificate program within the normal time for completion of such program

Part 13 – Tech-Prep Performance Indicator 10 (TP10)

Read Section 2 Definitions and Associated Information of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual at <http://www.doe.mass.edu/cte/techprep/> for information on activities and services

Read the subsection titled “*Perkins IV Title II “Tech-Prep Education” Fundable Activities and Services* in Section 4 Funding of the Perkins IV Secondary Postsecondary CVTE Linkage Consortium Manual for information on activities and services.

(1) Describe the activities and services that will be developed and implemented in 2008-2009 (FY09) in order to increase the number and percent of tech-prep postsecondary participants that complete a baccalaureate degree program within the normal time for completion of such program.

Part 14 – Development of Systems

(1) Describe how the community college as lead agency for the consortium will develop systems to electronically catalog articulation agreements for career and technical education programs and courses, and posting of the catalog on the lead community college website.

(2) Describe how the community college as lead agency for the consortium will develop systems to collect, analyze, report and share data on the tech-prep performance indicators

Part 15 – Development of Best Practices

(1) Describe how the community college as lead agency for the consortium will document best practices regarding secondary postsecondary CVTE linkages to be published are shared statewide.

Part 16 – Other Activities and Services

(1) Describe how the community college as lead agency for the consortium will, after consultation with the consortium committee determine other appropriate activities and services related to linking secondary postsecondary career and technical education that may be provided subject to approval by MADOE.

Part 17 - Evaluation

(1) Describe how the community college as lead agency for the consortium will, in consultation with the consortium committee, will evaluate its performance regarding linking secondary career/vocational technical education to postsecondary career/vocational technical education.

**APPENDIX A – NOTES PAGE FOR STANDARD CONTRACT FORM and APPLICATION
for PROGRAM GRANTS (FUND CODE 468) (FY09)**

The community college will complete the NOTES PAGE that will be part of the Standard Contract Form and Application for Program Grants that the community college will download from a link on the Request for Proposals (RFP) titled Perkins IV Secondary Postsecondary CVTE Consortia (Fund Code 468) that will be posted on the MADOE-Grants Information website at <http://finance1.doe.mass.edu/Grants/>. See **Due Dates and Submission Information** for additional information.

NOTES PAGE ONE

Line Item #	Describe the proposed expenditure. In the column to the right, give the applicable tech-prep performance indicator code that will be impacted by the expenditure, if the proposed expenditure is approved by MADOE.	Tech-Prep Performance Indicator Code ex. TP2
1. Administrators		
2. Instructional/Professional Staff		
3. Support Staff		
5. Contractual Services		
6. Supplies and Materials		
7. Travel		
8. Other Costs		