

## Ohio Perkins IV Local Five-Year Performance Plan Submission and Approval Procedure for Secondary, Adult Workforce and Postsecondary (College) Recipients

1. The individual(s) responsible at the Career-Technical Planning District (CTPD) or college for completing the Local Five-Year Performance Plan will download a copy of the plan template to their desk top from the Ohio Department of Education (ODE), Office of Career-Technical and Adult Education, Administrative Field Services (AFS) Web site. Separate plan documents are required for Secondary, Adult and Postsecondary (college) recipients.
2. Each applicable section of the plan must be addressed, making sure that the appropriate check boxes are selected and/or that the expandable text boxes for additional information are completed.
3. A draft plan version is to be e-mailed to the ODE or the Ohio Board of Regents representative (see list below) responsible for approving the plan.
4. The ODE/Regents contact will review the draft plan according to an established rubric. The state contact will note any plan revisions that are required for final approval in an e-mail to the primary local contact. Revisions will be made at the local level. The revised plan will be e-mailed by the local contact to the appropriate ODE/Regents contact. When the revised plan is approved by the state contact, it is sent to the AFS assistant director for final review and approval.
5. Once approved by the assistant director, an e-mail will be sent to the primary local contact confirming approval by both the initial state contact and assistant director.
6. A hard copy of the approved plan document must be printed and be signed by the CTPD Superintendent/College President and the Treasurer/College Fiscal Representative on the Signature Page.
7. By regular mail, the recipient will send the original hard copy of the approved plan to the appropriate ODE/Regents contact, to secure remaining signatures.
8. A plan approval letter signed by the AFS assistant director and a hard copy of the signed, approved Five-Year Plan will be mailed to the CTPD contact and the superintendent/college president.

**Secondary and Adult Workforce** plans are to be forwarded to your assigned contact at ODE:

Elizabeth Badurina – [elizabeth.badurina@ode.state.oh.us](mailto:elizabeth.badurina@ode.state.oh.us); (614) 466-4835

Joe Elk – [joe.elk@ode.state.oh.us](mailto:joe.elk@ode.state.oh.us); (614) 466-4835

Bridgette Sloan – [bridgette.sloan@ode.state.oh.us](mailto:bridgette.sloan@ode.state.oh.us); (614) 466-4835

**Postsecondary (College)** plans are to be forwarded to Tony Landis at the Ohio Board of Regents at [alandis@regents.state.oh.us](mailto:alandis@regents.state.oh.us) or (614) 387-1214.