CEP Memo 14-08

June 11, 2014

TO: Administrators of Occupational Education

FROM: Debra Jones, Ed.D.
    Dean, Career Education Practices
    Division of Workforce and Economic Development

SUBJECT: 2013-2014 Perkins Title I-C Final Report System Online

The 2013-2014 Perkins Title I-C Online Final Report system is now available for data input. The Final Report system is available at:


The Title I-C Online Final Report System User Guide is located at the bottom of the logon screen.

Templates for the Final Report forms are located at:

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/PerkinsIV/PerkinsIVTitleIPartC/LocalApplicationTemplates.aspx

Three levels of user passwords have access to the online final report system: CEO, Project Director and General User. The passwords are the same, and have similar functions, as the passwords for the Perkins Title I-C Local Application and Year-to-Date (YTD) systems.

The district Project Director will use the same YTD Project Director password and Local Application General User password to access the Title I-C Online Final Report system. The district CEO will also use the same assigned password to certify and submit the completed Final Report.

Reminder: The Title I-C YTD 4th Quarter Report (due Friday, July 25, 2014) must be approved by the Chancellor’s Office before your Chief Business Officer (CBO) can certify the YTD Final Report of Expenditures. The district CBO must certify the YTD Final Report of Expenditures by Friday,
August 29, 2014. The completed YTD final report automatically populates the budget summary in the online final report system (Final Report, Section IV, Part A - Budget Summary by District form).

Please be aware that the due date for your President/Superintendent (CEO) to certify and submit the completed 2013-2014 Perkins Title-C Online Final Report is Friday, August 29, 2014.

Failure to meet this deadline, without Monitor Approval, may result in the forfeiture of 10% of the district’s 2013-14 Title I-C allocation.

In summary, the 4th Quarter YTD Expenditures and Progress Report must be completed and approved prior to certification of the YTD Final Expenditures and Progress Report due Friday, August 29, 2014. The YTD Final Expenditures and Progress Report must be certified prior to completing the Online Final Report also due Friday, August 29, 2014.

If you have questions, please contact your Regional Program Monitor. Program Monitor information is at:

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs/AreasofResponsibility.aspx

Cc: Chief Instructional Officers
Title I-C Project Directors
Workforce & Economic Development Division Staff (via email)