CEP Memo 14-07

May 27, 2014

TO: Administrators of Occupational Education
Title I-C District Project Directors
CTE Transitions Project Directors

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

SUBJECT: 2014-15 Perkins Title I, Part C and CTE Transitions Year-to-Date Expenditure and Progress Reporting Requirements

A combined application of 2014-2015 Perkins Title I, Part C and CTE Transitions allocations of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (P.L. 109-270; CFDA #84.048A) has now been completed by the districts as of May 15, 2014. This memo describes district Year-to-Date (YTD) Expenditure and Progress Report FY 2014-15 requirements.

The Chancellor’s Office reviewed the fiscal, billing, federal reporting, and audit requirements of Perkins Title I, Part C and CTE Transitions, and determined that the two funding sources cannot be reported within a single YTD Expenditure and Progress Report in the way the system is currently designed.

The Chancellor’s Office will therefore require individual fiscal and program tracking for each funding source. There are two existing systems already in place that will be used for this purpose:

1. PERKINS, TITLE I-C YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT
   http://misweb.cccco.edu/vtea/prod/logon.cfm

2. CTE TRANSITIONS YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT
   https://misweb.cccco.edu/ctetransitions/Prod/logon.cfm

The districts will not be required to enter in the initial application budget into these systems. The application budget will automatically pre-fill and lock within the two reporting systems when the
application is fully executed (approved by the Dean). Reporting dates and the rules contained within the YTD Expenditure and Progress Report system remain the same. The only change will be when logging onto the CTE Transitions YTD site, those fiscal agents that were located at colleges will still be listed and have availability to FY 2013-14 reporting, but as of FY 2014-15 will be logging into the district name in order to complete these requirements.

The final reporting for both of these funding sources will consist of fiscal reporting in the YTD Expenditure and Progress Report systems mentioned above and a program/budget piece based on the original application that will also be online and combined as the application was combined. Title I-C project directors are familiar with these requirements as they have been the same for multiple years. For CTE Transitions project directors, be prepared to describe barriers or lessons learned, effective practices and accomplishments and breaking down actual expenditure data for each objective. Detailed instructions of final claim requirements will be disseminated late Spring 2015.

If you have any questions, please contact your Regional Program Monitor.
http://extranet.cccco.edu/Divisions/WorkforceandEconDev>ContactUs/AreasoƒResponsibility.asp

cc:    Chief Executive Officers
       Chief Instructional Officers
       Workforce & Economic Development Division Staff