

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4554  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>

**CEP Memo 15-01**

February 11, 2015

**TO:** District Chief Executive Officers

**FROM:** Van Ton-Quinlivan, Vice Chancellor  
Workforce and Economic Development

**SUBJECT:** Data Certification Forms: Perkins Title I, Part C, Allocation for 2015-16

This memo provides notice of the 2015-16 Perkins allocation data reports and certification form availability and instructions for submitting forms. The reports are for district verification and certification of student counts used to determine the district allocations of federal Carl D. Perkins Career and Technical Education Act (Perkins – formerly VTEA), Title I, Part C, Section 132, Local Assistance funds.

Perkins local allocations are based on economically disadvantaged career technical education student counts in two reports. Student counts and subsequent allocations are derived from data submitted by the district to the California Community Colleges Chancellor's Office through the Management Information System (MIS). Prior to receiving Perkins funds, districts must verify and certify that the counts used to allocate funds are supported by auditable sources.

**Data Verification and Certification** forms are due to the Chancellor's Office on or before **Friday, February 27, 2015**.

**Allocation Data Reports**

On February 9, 2015, the Chancellor's Office posted two reports displaying unduplicated headcounts of economically disadvantaged students enrolled in credit and/or noncredit Career Technical Education (CTE) courses at districts and colleges for the 2013-14 academic year.

- Section 132 Preliminary Report 1 - Categories of Unduplicated Headcounts by District and College
- Section 132 Preliminary Report 2 – Career Technical Education Student Counts by Economic Disadvantaged Categories

**Certification Forms**

Certification forms are posted on the Chancellor's Office website. The forms show counts of economically disadvantaged CTE students reported by districts in their MIS data. Counts are by district and college and match those in column 6 of *Preliminary Report 1*. Districts must certify that these numbers are supported by auditable

sources before Perkins applications can be approved. Please note that column 5 is based on data submitted by the district. Counts don't include students identified through the California Department of Social Services (DSS) data match used to update column 6.

Each district should review the student counts on the preliminary reports and complete the certification form. The certification form has two sections – districts should **complete only one of the two sections**.

1. Section I is used to certify to auditable sources for the counts shown on the form. *Do not complete section I if completing section II.*
2. Section II is used only if additional data will be submitted through the MIS after February 27, 2015 but before Friday, March 6, 2015 to correct inaccuracies.

### **Directions**

The certification forms are available on the Chancellor's Office website at:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/PerkinsIV/PerkinsIVTitleIPartC/201516PDCF.aspx>

- Download, complete, and print the appropriate district form
- District Chief Executive Officer or designees must sign the form, and
- Ensure that the signed certification form reaches the Chancellor's Office no later than **Friday, February 27, 2015**

Mail completed forms to: Suzanne Louie  
California Community Colleges  
1102 Q Street, Suite 4554  
Sacramento, CA 95811  
Attn: Perkins 132 Certification

### **MIS Data Submissions and Resubmissions**

If a district considers the counts in these reports inaccurate and cannot certify to auditable sources in Section I, the district must: a) complete *Section II* of the certification form; b) submit the supporting auditable MIS data no later than Friday, February 27, 2015; and c) submit the completed form to the Chancellor's Office on or before Friday, March 6, 2015.

For districts resubmitting data, district MIS contacts can review and verify changes in annual counts after each data submission by selecting the *VTEA Annual Unduplicated Headcount* report on the Chancellor's Office website in the password protected District Data Submission area at:

[http://edit2.cccco.edu/CFM/anlcnts/anlcnts\\_logon.cfm](http://edit2.cccco.edu/CFM/anlcnts/anlcnts_logon.cfm).

Districts that resubmit MIS data after February 27, 2015 and before Friday, March 6, 2015 will receive new certification forms by March 10, 2015.

**Contact:** Suzanne Louie, (916) 322-1091 or [slouie@cccco.edu](mailto:slouie@cccco.edu)

cc: Administrators of Occupational Education  
Chief Instructional Officers  
Chief Information Systems Officers  
Perkins Project Directors