

TECH PREP FINAL REPORTING REQUIREMENTS CHECKLIST

2010-2011 Tech-Prep (Title II) Final Report of Expenditures (*3 required copies*) – The certification of final expenditures will be reported through our online year-to-date quarterly system by selecting the correct fiscal year and then highlighting the button marked (Final Report) <http://misweb.cccco.edu/techprep/Prod/logon.cfm>. This online system report will certify all final expenditures and release any unexpended funds. Once these figures are certified (by August 25, 2011) you will need to print out your certified copy and include it within each of the three copies of your report packet. **Original signatures are not required.**

The following are helpful hints designed to help you certify this form.

- If you need any of the following budget changes (that require **pre-approval** by your monitor), then you **MUST** request them via the online quarterly reporting system before June 30, 2011: 1) Out-of-State travel not previously approved; 2) Money added to an equipment line item and/or buying equipment not previously approved; 3) adding or deleting a budget category (e.g. category 1000 is zero and needs to be changed to some amount greater than zero); and/or 4) the outcomes of the grant are materially affected and therefore have changed your budget.
- Negative numbers are not allowed in the balance column on this form as budget changes are allowed between fourth quarter and the Final Report of Expenditures. If your budget changes are within allowable parameters (not needing monitor approval), make them on your Final Report of Expenditures and explain the budget changes at the bottom of your narrative section below. Grantee may make changes to any budget category amounts without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant is not affected, the outcomes of the Grant will not be materially affected, and the change does not include purchasing equipment, direct counseling to students (5% cap), work-based learning for students (5% cap) or out-of-state travel.
- Do not report cents when filling out the form. The database system deals in whole numbers only.

1 **Program Narrative** (*3 required copies*) – The final written report consists of the following reporting elements. The responses to each of these two elements should be no more than one page each.

- Provide a description of significant project outcomes. Project outcomes are demonstrated results of the project activities. Descriptions of activities should only relate to the objective and scope of the project.
- Identify and describe those aspects of the project that were unique, particularly effective, or congruent with economic development initiatives.
- Forward an electronic copy of this narrative to techprep@cccoco.edu

2 **Data Summary Form** (*all 3 required copies must have original signatures of the Project Director*)

- Make sure you have the Data Summary Form for 2010-2011.
- Double check to make sure that the amount you report under number (1) Funds Awarded and number (2) Funds Expended match what you report in the Final Report of Expenditures.
- Remember number (3) Estimated Federal Funds Expended is not expected to add up to your total expended amount. It is understood that some money will be spent in areas not listed in this section.
- Make sure that the total of (5a) Number and Gender of Professional Staff Served and (5B) Discipline of Professional Staff Served are the same.
- Forward an electronic copy of this form to **techprep@cccco.edu**

3 **Career Pathway Worksheet** (*3 required copies*)

- Make sure you are using the 2010-2011 Career Pathway Worksheet.
- Make sure that you fill out this form to reflect the total result of your consortium's work for all years of implementation (not just the current year).
- Forward an electronic copy of this form to techprep@cccco.edu

NOTE: The Program Narrative, Data Summary Form and the Career Pathway Worksheet are all contained in one excel workbook. Please do not separate the forms into separate workbooks when you e-mail them to us. It is expected that only one workbook with all three tabs will be received via e-mail at the Chancellor's Office. If an e-mail with the correct workbook attachments is not received, you will be asked to resubmit a corrected workbook.

Label Mailing envelope:

Career Technical Education Unit
California Community Colleges
ATTN: Robin Harrington/Tech-Prep Final Claim Enclosed
1102 Q Street
Sacramento, CA 95811

Submit no later than 5:00 p.m., Wednesday, August 31, 2011.

Of three (3) sets, all three (3) must contain original signatures (**In any ink color other than black**) on the Data Summary Form (*Project Director Signature*)