MEMORANDUM

May 16, 2019

TO: Administrators of Occupational Education
    Title I-C District Project Directors
    CTE Transitions Project Directors
    Chief Executive Officers
    Chief Instructional Officers

FROM: Dr. Jeffrey A. Mrizek, Ed.D, MBA
    Dean of Effective Practices
    Workforce & Economic Development Division

CC: Sheneui Weber, Vice Chancellor
    Workforce & Economic Development Division
    Chancellor’s Office Project Monitors
    Workforce & Economic Development Division Leadership and Staff

SUBJECT: 2019/20 Perkins Title I, Part C and CTE Transitions District Preliminary Allocations, Online Application Availability and Certification

Synopsis: This memo announces the 2019/2020 Perkins Title I, Part C and CTE Transitions “Preliminary” allocations of the Perkins V Strengthening Career and Technical Education for the 21st Century Act (attached); and the timeline the Perkins Title I, Part C and CTE Transitions combined online application will be available for data entry and certification.

ALLOCATIONS: Due to Federal budget issues, the State Director is still computing the Perkins final allocations. Since the Chancellor’s Office cannot be sure when the final allocations will be complete and there is a need to substantially approve all Title I-C and CTE Transitions applications by June 30, 2019, a preliminary allocation is being released (see attached document that shows district preliminary allocations for 2019-20 for Title I, Part C and CTE Transitions funding). The funding allocations were determined based on:

1) Categories of Unduplicated Headcounts by District and College (Final Report 1);
2) The formula for the CTE Transitions allocation based on an equal allocation for all colleges multiplied by the number of colleges within a district.

**COMBINED ONLINE APPLICATION:** The 2019-20 Perkins Title I, Part C and CTE Transitions combined online application will be available for data entry on Friday May 17, 2019 and certification by the District will be required by Friday June 7, 2019. If the federal budget issues are resolved before the Friday June 7, 2019 certification date, the Chancellors Office will release the final allocations, and the Districts will make budget adjustment from the current application. Otherwise, an amendment to applications will happen later and instructions sent to all Districts at that time.

**SUBSTANTIALLY APPROVED:** The Perkins Title I-C/CTE Transitions applications certified according to the timeline will be substantially approved by all Chancellor’s Office Project Monitors before the new 2019-20 fiscal year begins (July 1, 2019).

Substantially approved means that once a District’s application is fully executed, expenditures can be backdated to July 1, 2019. Until a Project Monitor reviews a District’s application and provides approval for further expenditures, Project Director/Coordination salaries are the only approved expenditures. Project Monitors will attempt to get all applications reviewed and all requests for application revisions/clarification sent to Districts by Friday July 12, 2019. Any special expenditure approval needed before an agreement is fully executed requires a request be sent (via e-mail) to the District’s Project Monitor.

**Action Requested:** The 2019-20 Perkins Title I, Part C and CTE Transitions combined online application must be certified and submitted by the Chief Executive Officer of each District by Friday June 7, 2019 (3 weeks after the application opens for data entry) in order to allow Chancellor’s Office Monitors to review and substantially approve by Friday, June 28, 2019.

**Contact:** If you have any questions, please contact your Regional Program Monitor.
http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs.aspx

Attachment