


**CALIFORNIA COMMUNITY  
COLLEGES  
CHANCELLOR'S OFFICE**

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**CEP Memo 17-01**

February 7, 2017

**TO:** District Chief Executive Officers

**FROM:** Dr. Jeffrey A. Mrizek, Dean   
Division of Workforce and Economic Development

**SUBJECT:** 2017-18 Perkins IV Title I, Part C Section 132 Formula Distribution Preliminary Reports 1 & 2 and Certification Instructions

This memo provides notice of the 2017-18 Perkins IV Title I, Part C Preliminary Reports 1 & 2 (CTE disadvantaged student counts) and instructions for submission and certification of the number reported in Preliminary Report 1 Categories of Unduplicated CTE Headcount by District and College, Column 5. 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 IV), Title I, Part C, Section 132, Local Assistance funds.

Perkins IV district allocations are based on unduplicated CTE economically disadvantaged student counts from data submitted by the district to the California Community Colleges Chancellor's Office through the Management Information System (MIS).

Prior to receiving Perkins IV funds, districts must verify and certify that the numbers taken from Preliminary Report 1 Categories of Unduplicated CTE Headcount by District and College, Column 5 are supported by auditable sources. The following are instructions for data verification and certification:

**Data Verification**

On February 1, 2017, the Chancellor's Office posted 2017-18 Perkins IV Section 132 Formula Distribution Preliminary Reports for the 2015-16 academic year (see the following two reports with web links).

- Section 132 Preliminary Report 1 - Categories of Unduplicated Headcounts by District and College  
[http://extranet.cccco.edu/Portals/1/WED/Perkins/2017-18%20Report\\_1%20CTE%20Head%20Count.pdf](http://extranet.cccco.edu/Portals/1/WED/Perkins/2017-18%20Report_1%20CTE%20Head%20Count.pdf)

- Section 132 Preliminary Report 2 - Career Technical Education Duplicative Counts by Economic Disadvantaged Categories  
<http://extranet.cccco.edu/Portals/1/WED/Perkins/2017-18%20Report%202%20CTE%20Head%20Count.pdf>

After review of the two above-listed reports, the District will specify (using the posted certification from) that they can certify the CTE economically disadvantaged student counts within Preliminary Report 1 by Friday February 19, 2016 or are unable to certify and will submit MIS data to correct inaccuracies on or before March 14, 2017.

## Certification Forms

The following are instructions on completing and certification for the Perkins IV Section 132 Formula Distribution for Title I, Part C Allocation for 2017-18:

- Proceed to the following Title I-C Application portal  
<https://misweb02.cccco.edu/ctegrantplan/prod/logon.cfm>
- Choose Fiscal Year 2017-18; Action Type Headcount Certification; District Name and use the application Chief Executive Officer passcode and hit logon;
- Fill in the required information for the Chief Executive Officer (name, title, address, city, state, zip code, phone, e-mail)
- Check the box in Section I that states: I certify that the number of economically disadvantaged Career Technical Education students reported above has been reviewed and verified. I certify that the data reported are supported by auditable sources and type in the district Chief Executive Officer's name **OR** Check the Box in Section II that states the District is unable to certify and type in the district Chief Executive Officer's name and then click save/update. Districts should **complete only one of the two sections**. Print a copy for the District Audit File.

For those districts that completed Section I, certification is now complete. For those districts that completed Section II unable to certify the following steps must still be completed:

- Jean Claude Mbomeda will send the web address to submit revised MIS data and on or before March 14, 2017 the district will submit the corrected data.
- Once the Chancellor's Office MIS division has reposted the new data into the Section 132 Final Reports 1 and 2 and updated the headcount on the certification form the District will proceed to the following Title I-C Application portal  
<https://misweb02.cccco.edu/ctegrantplan/prod/logon.cfm>
- Choose Fiscal Year 2017-18; Action Type Headcount Certification; District Name and use the application Chief Executive Officer passcode and hit logon;
- Check the Box in Section I which states: I certify that the number of economically disadvantaged Career Technical Education students reported above has been reviewed and verified. I certify that the data reported are supported by

auditable sources and Type in the district Chief Executive Officer's name and click save/update. Print a copy for the District Audit File.

**If you have any questions regarding data submissions, please contact:**

Jean Claude Mbomeda: (916) 322-6883 or [JMbomeda@cccco.edu](mailto:JMbomeda@cccco.edu)

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