

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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August 20, 2009

TO: Occupational Education Deans
Tech-Prep Coordinators

FROM: Ron Selge, Dean Career Technical Education Unit

SUBJECT: October 1, 2009 Final Date for Fully Executing Tech Prep Applications

Synopsis: This announces a significant policy change. All Title II, Tech Prep online applications for fiscal year 2009-2010 must be fully-executed (approved by the monitor of record) no later than October 1, 2009. **Any application that does not meet the deadline date (end of the first quarter of the grant) will be informed of the cancellation of their grant for the remainder of the fiscal year.**

Background: Historically, a very limited number of Tech Prep applications fail to be finalized and approved for funding during the program year.

This circumstance not only prevents the Chancellor's Office from re-deploying the funding, but also creates an extraordinary workload on the Chancellor's Office. Program operations are most efficient when work can be "bundled" and processed through various offices in the Chancellor's Office. Individual handling of late applications is inefficient.

With the current mandated furloughs and other budget restrictions, the Chancellor's Office is particularly impacted this program year.

The Chancellor's Office has made strides in operational efficiency with the implementation of various online reporting systems: The year-to-date quarterly reporting system (fiscal), the application system for Title I-C and Title II Tech Prep (program) and the Title I-C end of year reporting (final claims). However, the imposition of deadlines is now required, especially because some of these systems interlock.

Action Requested: Please ensure your compliance with this deadline. If you have any questions or concerns you may contact your application monitor at the Chancellor's Office.

All monitors will be diligently working with their grantees to review any revisions necessary in order to get applications approved. Tech Prep applications without completed Chancellor's Office approvals by October 1, 2009 will be eliminated from the 2009-2010 program year funding.