

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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August 26, 2014

MEMO: CEP 14-10

TO: Administrators for Occupational Education
Title I-B District Project Directors
Title I-C District Project Directors
CTE Transitions Project Directors

FROM: Dr. Debra Jones, Dean
Career Education Practices
Workforce and Economic Development Division

SUBJECT: 2014-15 Perkins Title I, Part B, Part C and CTE Transitions Year-To-Date Expenditure and Progress Reporting Dates

Every quarter, districts are required to report and certify their expenditures in the Year-To-Date Expenditures and Progress Report online system. The reporting schedule has changed for FY 2014-15 to ensure that districts are reimbursed in a timely manner. The following reporting dates will apply for FY 2014-15.

Quarters	District Certified Deadline
1st Quarter (July 1, 2014 – September 30, 2014)	October 15, 2014
2nd Quarter (October 31, 2014 – December 31, 2014)	January 15, 2015
3rd Quarter (January 1, 2015 – March 30, 2015)	April 15, 2015
4th Quarter (April 1, 2015 – June 30, 2015)	July 15, 2015
Final Report	August 31, 2015

In order for the districts to receive Perkins funding they must certify their reports in the online system by the above dates. The monitors and dean are then required to certify the reported expenditures. Once certified by the district, monitors, and dean, the approved expenditures are reimbursed through the apportionment payment process. Expenditures not certified within this timeline will not be reimbursed until the following quarter.

Your first quarter report must be submitted and certified in the online system by Wednesday, October 15, 2014.

If you have any questions, please contact your Regional Program Monitor.

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs/AreasofResponsibility.aspx>

cc: Chief Executive Officers
Chief Instructional Officers
Workforce & Economic Development Division Staff