

**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
<b>1st Quarter</b> (July 1, 2014 – September 30, 2014)	October 15, 2014
<b>2nd Quarter</b> (October 31, 2014 – December 31, 2014)	January 15, 2015
<b>3rd Quarter</b> (January 1, 2015 – March 30, 2015)	April 15, 2015
<b>4th Quarter</b> (April 1, 2015 – June 30, 2015)	July 15, 2015
<b>Final Report</b>	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