

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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April 17, 2013

MEMO: CEP 13-03

TO: Administrators of Occupational Education;
Title I-C District Project Directors

FROM: Debra G. Jones, Ed.D.
Dean, Career Education Practices Unit

SUBJECT: Release of Perkins Title I-C 2013-2014 District Allocations and
Online Local Application

This memo announces the 2013-2014 Perkins Allocations under Title I, Part C of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (P.L. 109-270; CFDA # 84.048A) and release of the 2013-2014 Perkins IV Title IC Online Local Application. The attached document shows your relative “allocation” of 2013-14 Perkins funds based on the community college system allocation.

The 2013-14 district allocations were developed using the Perkins allocation and *Report 1: Categories of Unduplicated Headcounts by District and College – Final Report* dated January 4, 2013. The allocations are intended for district planning and completion of the 2013-14 Perkins IV Title IC Funds – Local Application.

Templates of the online local application forms were provided to enable districts to begin the planning process in advance of release of the online application system. The Perkins Career and Technical Education Act, Title I-C 2013-2014 Local Application Web-based System is now available for data input and can be accessed at:

<http://misweb.cccco.edu/ctegrantplan/prod/logon.cfm> or <http://misweb.cccco.edu>

For complete instructions on the online application system, please consult the **Web-based Perkins Online Local Application User Guide** located on the logon screen. Districts are reminded that the purpose of Carl D. Perkins Title I-C funds is Career Technical Education (CTE) course and program improvement. These funds cannot be used for courses with non-vocational TOP codes (even if it is a required general education or pre-requisite for a CTE degree/certificate program) or generic basic skills courses. When districts/colleges fund “Across CTE Programs” or “By TOP Code Program” activities, they should make an effort to focus on addressing the needs of CTE Special Populations students and support professional development to better assist these students. For more information, check-out the [Managing Perkins Funds Tutorial](#).

District Title I-C Project Directors will shortly receive from their Regional Program Monitors two passwords used to access the Perkins Title I-C 2013-2014 Local Application system. The Project Director password is the same password that the District Project Director uses to access the Perkins Title I-C Year-to-Date Expenditures and Progress Report system. The first order of business: the District Project Director should review, update and save the District Contact Information Form (CTE-5) within two weeks after the release of the 2013-2014 Perkins IV Title I-C Online Local Application.

The Project Director can delegate access into the application system by means of the General User password. The General User password functions are limited to entering, revising, and saving data on specific forms. In addition to the usual input functions, the Project Director password is permitted to mark each of online application form as completed, except those that only the District Chief Executive Officer (CEO) can complete.

When the online application is complete, Project Directors should ask their Regional Program Monitors to email the CEO password to their District Superintendent/Presidents. If necessary, Project Directors should also assist their CEOs in certifying and submitting the online application.

After the online Local Application is certified and submitted by the CEO, the CTE-1 (Allocation Certification Face-sheet) will be generated and displayed online. **NOTE:** The deadline to certify and submit the District Perkins IV Title I-C 2013-2014 Local Application via the web-based system is **Wednesday, May 15, 2013**.

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

Attachment: 2013-2014 Perkins IV Title I Part C Final Allocations

cc: Chief Executive Officers
 Chief Instructional Officers
 CTE Directors and Deans
 Regional Consortia Chairs
 Career Education Practices Unit Staff