

**CALIFORNIA COMMUNITY
COLLEGES
CHANCELLOR'S OFFICE**

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**CEP Memo 16-01**

February 2, 2016

TO: District Chief Executive Officers

FROM: Van Ton-Quinlivan, Vice Chancellor
Division of Workforce and Economic Development

SUBJECT: 2016-17 Perkins IV Title I, Part C Section 132 Formula Distribution Preliminary Reports 1 & 2 and Certification Instructions

This memo provides notice of the 2016-17 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 January 10, 2016, the Chancellor's Office posted 2016-17 Perkins IV Section 132 Formula Distribution Preliminary Reports for fiscal year 2014-15 (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/Report1-Unduplicated_Headcounts_by_College_2014-2015.pdf

- Section 132 Preliminary Report 2 - Career Technical Education Duplicative Counts by Economic Disadvantaged Categories
http://extranet.cccco.edu/Portals/1/WED/Perkins/Report2-Duplicated_Headcounts_by_College_2014-2015.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 26, 2016 or are unable to certify and will submit MIS data to correct inaccuracies on or before March 4, 2016.

Certification Forms

In previous years, the Certification forms by District were placed on the Chancellors' Office website available for download by the District with instructions to sign and date the form and return with original Chief Executive Officer signature via US mail. For fiscal year 2016-17 the Chancellors office has devised a web-based form with electronic certification through the Title I, Part C Application Portal.

The following are instructions on completing and certification for the Perkins IV Section 132 Formula Distribution for Title I, Part C Allocation for 2016-17:

- Proceed to the following Title I-C Application portal;
https://misweb.cccco.edu/ctegran_tplan/Prod/logon.cfm
- Choose Fiscal Year 2016-17; Action Type Headcount Certification; District Name and use the application Chief Executive Officer passcode and hit logon;
- Fill in the required information for the Perkins Title I-C Project Director (name, title, address, city, state, zip code, phone, e-mail); and
- 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 **OR** Check the Box in Section II which 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:

- Proceed to <https://webdata.cccco.edu/login.aspx> to submit revised MIS data no later than **Friday, February 19, 2016;**
- 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 (by Friday February 26, 2016) the District will proceed to the following Title

I-C Application portal (to certify no later than March 4, 2016);
<https://misweb.cccco.edu/ctegran tplan/Prod/logon.cfm>

- Choose Fiscal Year 2016-17; Action Type Headcount Certification; District Name and use the application Chief Executive Officer passcode and hit logon; and
- 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

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