



September 27, 2007

Dear CTE Administrators,

We are excited about the direction of Career and Technical Education in Colorado and want to continue to work with you in strengthening CTE. As the agency responsible for the federal Perkins supplemental funding for CTE, we have a responsibility to maintain compliance with all regulations. A recent review of federal guidelines indicates that CCCS must revise our processes regarding grant recipient agreements, first quarter spending, and fund reimbursements for the first quarter spending.

Given that the US Department of Education, Office of Vocational and Adult Education, awards the State Perkins Award in two installments, CCCS must duplicate the two-installment award process. This will affect you in the following ways:

- **Grant Recipient Agreements:** You will receive (in this letter) a “Perkins First Installment Grant Award Notification” from CCCS. Save this letter with all of your Perkins documentation. There is no need to sign and return this paperwork. After you complete and submit your Perkins Local Plan, CCCS will review it. When the Local Plan is approved, CCCS will send to you the “Perkins Second Installment Grant Award Notification.” This paperwork must be signed and the originals must be returned to CCCS.
- **First Quarter Spending:** After your Local Plan is approved, and the “Perkins Second Installment Grant Award Notification” documents are signed and returned, CCCS will issue your “Quarter 1 Voucher” so that you can submit the voucher for reimbursement of your Quarter 1 (July 1, 2007 – September 30, 2007) Perkins expenses. The Quarter 1 Voucher must be submitted to CCCS **no later than December 31, 2007.**
- **Fund Reimbursements for the First Quarter Spending:** If you made no expenditures during Quarter 1, simply submit the Quarter 1 Voucher with a \$0 request. (Be sure to sign the Voucher as verification that you are requesting \$0.) **The Quarter 1 Voucher will be your only opportunity to receive reimbursement for expenses incurred from July 1, 2007 – September 30, 2007.** The Quarter 1 Voucher must be submitted to CCCS by December 31, 2007 and should not exceed the amount provided in your first installment grant award notification. Please note that the Quarter 1 Voucher is not emailed to you until after your Local Plan is approved and after your signed “Perkins Second Grant Installment Award Notification” is returned to CCCS.

Attached you will find an updated calendar for Perkins due dates and your “Perkins First Installment Grant Award Notification.” Please save the Award Notification with your Perkins files.

We are committed to assisting you as we adjust to full compliance with federal guidelines. Please do not hesitate to contact the CTE Team at the Colorado Community College System with questions about these changes.

Best Regards,  
Linda Bowman, Ph.D.

Cliff Richardson

VP, Academic and Student Services

VP, Finance and Administration