

Step by Step Process: Please follow these steps to submit a Local Plan Revision. These steps apply when you wish to make a revision to an already-approved Local Plan. In addition to making budget and equipment revisions, these steps must be followed to provide details for any out-of-state travel action steps outlined in an already-approved Local Plan, and thus to submit your request for specific out-of-state travel approval.


- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account. Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 1.)
- 2) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page*. You will see text in red advising you that your Local Plan is approved and frozen. You cannot make changes by viewing existing documents on the Main Perkins Local Plan Page. Instead, to make changes, you must click on the [revise the local plan](#) link contained in the text and, after confirming that you want to prepare a Local Plan Revision (see Screen Shot # 2), you will be informed via an email from the CTE Online Account System that you have successfully opened the Local Plan for revision (see Screen Shot # 3.)
- 3) Once you have accessed the part of the Local Plan that you wish to revise, make the appropriate changes. In this example we are revising one of the projects outlined on the Funded Projects Information page. Specifically, on the Action Step Descriptions, we made the below changes (see Screen Shot # 4.)
  - a. On the original project, changed the Amount to \$989
  - b. On the original project, changed the Provide Travel Details Now or Later to Now
  - c. On the original project, changed the End Date to 01/04/2009
  - d. On the original project, changed the Event Name, to Actual Name Big Conference
  - e. Created a new action step to utilize the extra funds resulting from the travel plan changes
- 4) When you have finished entering the revisions click on the *Next* button to save your work, or if you have no changes to any other parts of your Local Plan click on the *Save* button and then the *Main* button which will take you back to the *Main Perkins Local Plan Page* (see Screen Shot # 5.)
- 5) From the *Main Perkins Local Plan Page*, click on the *Summary, Authorization & Signature View* button and then the *Next* button at the bottom of the *Summary* page (see Screen Shots # 6 and 7.) At the bottom of the Authorization and Signature Page, please provide a comment that summarizes for the Perkins Director the changes you have made in your Local Plan Revision (see Screen Shot # 8.) Your comment should be specific and include for example the Project and Action Step

number(s) that were revised. Then click on the *Submit* button. After confirming that you are ready to submit your Local Plan Revision, you will receive confirmation that you have successfully submitted the Local Plan Revision within your Account (see Screen Shot # 9) and via an e-mail (see Screen Shot # 10.) Please note that it is not necessary for you to resubmit the Signature Page since it is not required for revisions to approved Local Plans.

- 6) Once the Perkins Director has received your Local Plan Revision, the review and approval process will be the same as the process followed for originally submitted Local Plans. (See the Review and Approval Process section in the CTE Administrators' Handbook and the Review and Approval Process Technical Guide for details.) You will be notified that your Local Plan Revision has been approved via email (see Screen Shot # 11.)
- 7) If you have made multiple revisions and would like to see the various approval snapshots, you may do so by clicking on the appropriate date links found at the top of the Summary Page (see Screen Shot # 12.)

Screen Shots

*Screen Shot # 1: Perkins Local Plan - Work Areas: Your Existing Perkins Local Plan*



CTE Online Account  
Test Account  
FY 2008 - 2009

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[Log Off](#) [Reports](#)

Perkins Local Plan - Work Areas - Welcome Test Secondary

Initial Award Estimate			
Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$1,222	\$333	\$1,555	\$1,349


 Please read [Perkins First Installment Grant Award Notification](#).  
 The [Performance Metrics Report](#) at your institution has been posted.


**New Perkins Local Plan in FY 2008 - 2009**

You can NOT create a new Perkins local plan right now because a Perkins local plan already exists for your institution. Only one Perkins local plan may be created at each institution within a fiscal year. To revise or access an existing Perkins local plan, go to the bottom section and select the Perkins Local Plan Number from the drop down list.

**Your Existing Perkins Local Plan**

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan. (You only need to click this button one time.)





Screen Shot # 2: Main Perkins Local Plan Page: Local Plan Revision

CTE Online Account  
Test Account  
FY 2008 - 2009

Main Log Off Reports Help

**Main Perkins Local Plan Page**

Perkins Local Plan Reference Number: 1063

Please note that this local plan has been officially approved. Through May 01, 2009 you may [revise the local plan](#) as necessary, however, during this phase of the web site development all revisions must be approved by the Perkins Director. After May 01, 2009 you will need to ask the [Office Manager](#) or the [Perkins Director](#) to open the local plan in order to submit a revision. You will need to provide the Perkins Local Plan Reference Number printed above this paragraph.

Step 1	Five Year Long Term Strategic Local Plan	View
Step 2	One Year Short Term Strategic Local Plan	View
Step 3	Funded Projects Information	View
Step 4	Requirements Assurance Information	View
Step 5	General Assurances Information	View
Step 6	Funded Projects - Year End Analysis	View
Final Step	Summary, Authorization & Signature	View
	Local Plan Workflow and Current Status	View

Screen Shot # 3: Local Plan Revision / Open for Revision (Email)

Hello,


This is an automatic email from the CTE Online Account web application to let you know that the Local Plan Reference Number 1063 has been opened for revision through the web site by the recipient. You can always go to <http://CCCSDNA-00985vs/perkins/index.jsp> and check the status of this local plan.

Below is the current summary of the submitted local plan for your reference:

**Summary on Tuesday, September 30, 2008**

Contact Name	Test Secondary
Fiscal Year	09
Affiliation	Test Account
Created on	03/25/2008
Submitted on	03/27/2008
Current Status	Open for Revision (via the Web by Recipient)

Screen Shot # 4: Local Plan Revision: Funded Projects Information / Funded Project Page / Changes



COLORADO COMMUNITY COLLEGE SYSTEM

CTE Online Account  
Test Account  
FY 2008 - 2009

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Main Funded Projects Log Off
Reports Help

**Funded Project: My First Project Page**

Perkins Local Plan Reference Number: 1063

- Fields marked with \* are required. A funded project can't be considered complete until all such fields are finished. However, you can finish them at a later time before you submit the local plan.
- Dollar amounts should be rounded to the nearest dollar. **Only enter the whole number. Don't include dollar signs and commas.**
- Please include the traveler's name in the action step description box if an action step's spending category is travel. Please also include the CTE program impacted in the action step description box if an action step's spending category is travel, the travel is out of state and the traveler is a teacher.
- We recommend pressing the **Save** button frequently so your work is not lost. Click on the **Save** button to save your work and stay on this same page. Click on the **Next** button to save your work and move on to the next step in the process. Clicking on the **Cancel** button will return you to the **Main** page without saving any information on this page.
- You may also visit [Colorado Perkins Implementation Strategies](#), [Performance Metrics](#) report, [Travel Policy](#), or [a list of Required and Permissible Uses of Local Funds](#).

\*Action Steps (At least one is required.) Action description should be defined in the format of "Do step x to accomplish outcome y".

Description (Up to 1000 characters)	Item	Amount	Spending Category	Grant Type
1. Do step x to accomplish outcome y. Administrator name is Jane Doe.	Test Travel Type: Out of State Start Date (mm/dd/yyyy): 01/01/2009 End Date (mm/dd/yyyy): 01/04/2009 Event Name/Web Site: Actual Name Big Confer How will this travel help improve the CTE program? It will help us better understand the industry.	989	Travel	Basic
2. Do step x to accomplish outcome y.	Test	233	Other	Basic

Screen Shot # 5: Local Plan Revision: Funded Projects Information / Funded Project Page / Save & Main


<< Cancel      Add Funded Project      Save      Next >>

Clicking on the "Cancel" button will discard any new edits/ new additions on this page only and return you to the Main page. Also, note that you will lose any new edits on this page if you click your browser's "Back" button.

Click on the "Save" button to save indirect cost related information and stay on this same page.

Clicking on the "Next" button will save indirect cost related information, verify budgeted amount with grant amount again, and forward you to the next page in the process.

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COMMUNITY COLLEGE SYSTEM

CTE Online Account  
Test Account  
FY 2008 - 2009

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Main Log Off
The funded project information has been saved.  
**Funded Project List Page**
Reports Help

### Screen Shot # 6: Main Perkins Local Plan Page / Summary, Authorization & Signature Step / View Button

### Screen Shot # 7: Summary Page / Next Button

#### Funded Projects - Year End Analysis

Name of FY2007-2008 Perkins Project	Perkins Requirement(s) Addressed by Project	Key Successes of the Perkins Project	Key Learning Opportunities of the Perkins Project
1. Test.	Academic Rigor	Test.	Test.

NEXT >>

Clicking on the Next button will bring you to the Authorization & Signature page. You must fill the Authorization & Signature page out to submit your local plan to the Perkins Director.

### Screen Shot # 8: Assurance, Authorization & Signature Page / Revision Summary & Submit Button

\*Please provide a brief summary of your revision (Up to 2000 characters).

On My First Project, Action Step 1, I changed the Amount to \$989, changed the End Date to 01/04/2009, changed the Event Name to Actual Name Big Conference and created Action Step 2 to utilize the extra funds resulting from the travel plan changes.

<< Cancel

Clicking on the "Cancel" button will discard any new edits/ new additions on this page only and return you to the Main page. Also, note that you will lose any new edits on this page if you click your browser's "Back" button.

Submit >>

Clicking on the Submit button will send the local plan to CCCS electronically and bring you to a confirmation page. If this is the initial submission, you must print the confirmation page, sign it, and then mail or fax it to CCCS when this local plan is initially submitted.

### Screen Shot # 9: Assurance, Authorization & Signature Page / Successfully Revised Local Plan



CTE Online Account  
Test Account  
FY 2008 - 2009

Main Log Off

Reports Help

Successfully submitted your local plan revision and sent the email notification. Unless the signature sheet was revised, it does not need to be resubmitted for revisions.  
Assurance, Authorization and Signature Page

Perkins Application Reference Number: 1063

Tuesday, September 30, 2008

### Screen Shot # 10: Local Plan Revision / Revision Submitted (Email)

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that the Local Plan Reference Number 1071 revision has been submitted. You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of this local plan.

The following additional comment was made by the recipient:

On My First Project, Action Step 1, I changed the Amount to \$989, changed the End Date to 01/04/2009, changed the Event Name to Actual Name Big Conference and created Action Step 2 to utilize the extra funds resulting from the travel plan changes.



### Screen Shot # 11: Local Plan Revision / (Revision) Local Plan Approved (Email)

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the Local Plan Reference Number 1063 has been updated to "Local Plan Approved". You can always go to <http://CCCSDNA-00985vs/perkins/index.jsp> and check the status of this local plan.

The following additional comment was made by CCCS:

The revision of your January travel plans is approved.

**Please note that the Award Packet has also been posted online.** Please go to the [CTE Online Account](#) system to print the Award Packet documents and prepare them with signatures for hard copy submission to CCCS. Once received by CCCS and reviewed and approved as complete and correct, your educational institution's Voucher 1 will be posted to your account.



Below is the current summary of the submitted local plan for your reference:

#### Summary on Tuesday, September 30, 2008

### Screen Shot # 12: Local Plan Revision / Approval Snapshot Viewing



CTE Online Account  
Test Account  
FY 2008 - 2009

Main Log Off

Reports Help

#### Summary Page

Perkins Local Plan Reference Number: 1063

Below is the summary data for this Perkins local plan. The data is currently frozen (no longer editable) as it is being reviewed by the Perkins Director. If any data is incorrect, please contact the [Perkins Director](#).

A copy of Assurance, Authorization and Signature page can be opened by clicking the NEXT button at the end of this page. If you have not mailed the signed confirmation page to CCCS, please do so as soon as possible.

This local plan was approved on [09/30/2008 11:30:13](#) [09/30/2008 10:00:44](#). You can see its approval snapshot by clicking the approval date.

