

Step by Step Process: Please follow these steps to access, view and submit vouchers.

- 1) After your Perkins Local Plan is approved and after October 1st, you will receive a notification that your Award Packet has been posted to your CTE Online Account. Once your Award Packet has been submitted and approved, you will receive notification that your Award Packet has been approved and that your educational institution's Voucher 1 has been posted to the CTE Online Account (see Screen Shot # 1.) **Voucher 1 must be processed immediately.** It is required and it must be received by December 31st of the current fiscal year.
- 2) After accessing 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 # 2.)
- 3) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page*. Review the note at the top of the page advising you that the Voucher has been posted and click on the Voucher link and its *View* button (see Screen Shot # 3.)
- 4) At the *Voucher Main Page* (see Screen Shot # 4), read the instructions listed at the top of the page and then click on the Voucher 1 *Edit* button. **Note: Voucher 1 is used to request Quarter 1 (first installment maximum limit applies) obligations paid. If you did not have any Quarter 1 costs, you must still submit a Voucher 1, print it, sign it and mail it, requesting \$0.**
- 5) At the *Voucher 1* page (see Screen Shot # 5), **read the instructions** listed at the top of the page and then take these steps to submit your educational institution's Voucher 1:
 - a. Enter the reimbursement amount you would like to request on Voucher 1 for your educational institution's Nonreserved grant. Entering a request amount that exceeds the grant allocation amount will result in an error message.
 - b. Enter the reimbursement amount you would like to request on Voucher 1 for your educational institution's Reserved grant. Entering a request amount that exceeds the grant allocation amount will result in an error message.
 - c. Review the total requested reimbursement amount. Entering a total requested amount on Voucher 1 that exceeds the First Installment will result in an error message. (Click on the "?" link next to "Voucher 1 must not exceed" to learn more about First Installment.)
 - d. Select an option to claim or not claim Equipment in your reimbursement request.
 - i. If you included Equipment in your approved Local Plan and you wish to claim reimbursement for it on Voucher 1, click the radio button for "Yes, we are claiming reimbursement for equipment in this Voucher." Detailed equipment information is included on the next page.

1. Before claiming Equipment reimbursement, please note the following:
 - a. If approved equipment ends up actually costing less than \$5,000, you must revise the Local Plan before submitting the voucher to request reimbursement. (Specifically, for the appropriate Action Step, you will need to change the Spending Category from Equipment to Other.)
 - b. If one piece of equipment incurs more than one payment transaction, and if those multiple transactions occur in different quarters or will be requested for reimbursement on different vouchers, revise the local plan **prior to submitting the voucher requesting reimbursements for these transactions as follows:**
 - i. First completely delete the original action step. Do not simply rewrite the original action step because the system database sees this as two different pieces of equipment and at the end of the fiscal year, the database will incorrectly compare your actual equipment expense amount to “what it thinks should be your equipment expense amount.” This will cause errors to your Budget to Actual Year End Analysis and prevent you from submitting a final voucher.
 - ii. Second enter one new action step for each transaction – (i.e., one for the Quarter 1 voucher, the other for the Quarter 2 voucher, etc.) Each action step needs to be unique or discernable from the other action step by having different descriptions for each one.
 - iii. Equipment purchases can only be reimbursed when there is a unique action step for each payment transaction. More than one payment requires more than one action step.
 - iv. Once a voucher is submitted that requests reimbursement for equipment, that equipment will not be available again for any subsequent vouchers.
2. At the *Voucher 1 Equipment Information* page (see Screen Shot # 6), read the instructions listed at the top of the page and then take these steps:
 - a. Review the Equipment Information presented. This is the information submitted in your most recently approved Local Plan.
 - b. Enter the Manufacturer’s Name.
 - c. Enter the Specific Location where the Equipment will be located, including the room number.
 - d. Enter the Serial Number.

- e. Enter the Invoice Number.
 - f. Enter the Invoice Date. Note that the Invoice Date for Voucher 1 Equipment must be between July 1st and September 30th.
 - g. Enter the Actual Cost.
 - h. When you are done, click the *Next* button.
 - ii. If you do not wish to claim reimbursement for any Equipment on Voucher 1, click the radio button for “No, we are not claiming reimbursement for equipment in this Voucher.”
 - e. Click the *Next* button.
- 6) At the *Voucher 1 Signature Page*, certify that “all expenditures reported are for appropriate purposes and in accordance with the provisions of our CCCS approved Perkins Local Plan, EDGAR, applicable OMB Circulars and the Grant Recipient Award documents”, by clicking the certification check box. Then enter your first and last name and your title and click on the *Submit* button.
- 7) The Online System will present you with a summary of the information you just entered. Follow the instructions listed at the top of the page to complete the rest of the process to submit your Voucher 1.
- a. Please print, sign and physically mail this page along with supporting documentation to CCCS. Remember to attach invoices for any single transaction equal to or greater than \$5,000.
 - b. Attach account transaction details that provide enough detail to determine allowability of costs and that clearly agree to requested expenditure amount. Due to so many variations in GL formats, aggregated totals should have detail to determine allowability of specific expenditures. (For indirect cost reimbursement claims, the Local Plan Funded Project List Page must be completed per the directions in the “C10-Funded Projects Information” technical guide, item 6.b., located at http://www.coloradostateplan.com/admin_handbook.htm.)
 - c. This checklist can be used to ensure all support documentation has been included in your voucher packet, as appropriate, before it is mailed:
 - i. Signed Voucher (Original)
 - ii. General Ledger – Year to date representing all Perkins expenditures
 - iii. Equipment – requisition, purchase order, packing slip and invoice
 - iv. Payroll Reports – Copies of payroll distribution reports or timesheets indicating employee name
 - v. Expenses for any/all advertising or marketing – copies of the actual ad and invoice must be included with voucher
 - vi. Items posted to General Ledger greater than \$5000 (other than payroll): Include requisition and invoice.
- Fiscal personnel may ask for other documentation upon review of the voucher.
- 8) You will be notified that your electronically submitted voucher has been received via email (see Screen Shot # 7.) You will also be notified via email when the supporting

documents and your printed/signed voucher have been received and the review process has begun (see Screen Shot # 8.)

- 9) Each voucher is reviewed by the Perkins Grant Accountant and by the Chief Accountant. If either reviewer has questions, you will be contacted directly. Otherwise, you will receive an email when the voucher is approved. This e-mail also advises that the next voucher is posted to your CTE Online Account (see Screen Shot # 9.)
- 10) Follow this same process to submit any additional interim vouchers. You may submit as many as four (4) vouchers but you are only required to submit two (2) vouchers: Voucher 1 and a Final Voucher. However, if your award amount is large, it is strongly recommended and definitely preferred that four vouchers be submitted (one per quarter) because:
 - a. Quarterly submittals allows for better cash flow.
 - b. Quarterly submittals facilitate better grant management and support more timely Perkins Local Plan revisions as needed.
 - c. Quarterly submittals allow faster processing of your vouchers.
- 11) To submit your Final Voucher the process is the same with a few exceptions as noted below.
 - a. Indicate that the voucher is your Final Voucher either by i) claiming reimbursement for the full remaining balance, or ii) selecting the "Yes, this is the final voucher" option at the bottom of the voucher (see Screen Shot # 10.)
 - b. Complete the Budget to Actual Variance Report by first reading the instructions listed at the top of the page and then taking the following steps (see Screen Shot # 11.)
 - i. Review the Budgeted Costs section. Budgeted Costs are taken directly from the Funded Projects Information pages of the Local Plan submitted by your educational institution at the beginning of the year.
 - ii. Enter Actual Costs by grant and by direct spending category (Personnel, Equipment, Travel and Other.)
 - iii. Review the resulting Variance. If your Actual Costs have exceeded your Budgeted Costs by more than the variance threshold the variance numbers will be highlighted in red. (Click on the "?" link next to "variance threshold" to learn more about how the threshold is calculated.)
 - iv. If you have exceeded the variance threshold, provide an explanation for why you were unable to request budget revision approval for the variance by the May 1 Perkins Local Plan Revision deadline.
 - c. Complete the Final Voucher Information section on the Signature Page by providing two assurances (click on the check boxes) and providing the first name, last name and title of two reviewers (see Screen Shot # 12.)

Screen Shots

Screen Shot # 1: Voucher Posting Notification Email

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that the status of the Award Packet for Local Plan Reference Number 1182 has been updated to "Award Packet Approved". You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of the Award Packet.

Please note that Voucher 1 is also posted. Voucher 1 should be submitted by December 31st, 2009 and that it may be used only to request reimbursements for Quarter 1 expenses paid.

If you have any questions, please [contact us](#).

Thank you.

Casey Sacks, CTA and Credentialing Manager
Colorado Community College System
Phone: 720-858-2841
Fax: 720-858-2544
E-mail: Casey.Sacks@cccs.edu
Mailing address: 9101 E. Lowry Blvd.,
Denver, CO 80230-6011
www.cccs.edu

Screen Shot # 2: Perkins Local Plan - Work Areas: Your Existing Perkins Local Plan



COLORADO COMMUNITY
COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Log Off

Reports Help

Perkins Local Plan - Work Areas - Welcome Test Secondary

FY2010 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651


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


New Perkins Local Plan in FY 2009 - 2010

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 # 3: Main Perkins Local Plan Page: Voucher




COLORADO COMMUNITY COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Work Area Log Off
Reports Help

Perkins Local Plan - Main Page


Perkins Local Plan Reference Number: 1182

 Please note that Voucher 1 has been posted. Please go to the [Voucher](#) section to submit the Voucher reimbursement amount online, and then send the signature page and other supporting documents to CCCS.

Please note that this local plan has been officially approved. Through May 01, 2010 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, 2010 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	Local Improvement Plan	View
Step 3	One Year Short Term Strategic Local Plan	View
Step 4	Funded Projects 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
	Award Packet	View
	Voucher	View

Screen Shot # 4: Voucher Main Page



COLORADO COMMUNITY COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Main Log Off
Reports Help

Voucher Main Page


Perkins Local Plan Reference Number: 1182

Welcome Test Secondary . Please read the directions carefully.

- Voucher 1 must be submitted by December 31st, 2009; otherwise, it will only be paid as funds are available.
- Each fiscal year, you must submit at least 2 Vouchers and no more than 4 Vouchers.
- The next Voucher will be available on this page after the previous Voucher is approved and payment has been finalized.
- The Final Voucher must be submitted by Sep 30th, 2010; otherwise, it will not be paid since funds are deobligated after this date.
 - A Voucher is considered to be the *Final Voucher* if any of the following conditions are true:
 1. It is the 4th Voucher.
 2. It is the 2nd or 3rd Voucher and the remaining balance of each grant is zero.
 3. It is the 2nd or 3rd Voucher and it is marked *Final Voucher* by the recipient.
- The Voucher request amount may be modified by the Perkins Grant Accountant and/or the Grant Compliance Officer.
- You can check detailed Voucher processing status including Voucher amount changes by clicking on the *Voucher Processing Status* tab.
- Whenever your Voucher is received or approved, an email notification will be sent to you.

Voucher 1	Edit
Voucher Processing Status	View

Screen Shot # 5: Voucher 1 Page



CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off
Reports Help

Voucher 1

Perkins Local Plan Reference Number: 1182

- Voucher 1 must be submitted by Dec 31st, 2009 otherwise, it will only be paid as funds are available.
- Dollar amounts should be rounded to the nearest dollar. Only enter the whole number. Do not include dollar signs and commas.
- Fields marked with * are required.
- Press the Save button to save the information on this page and stay on this page.
- Press the Next button when you finish this page and ready to move to the next page.


Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher			
Institution/District Name	Test Account	Vendor Code	D0200931500
Institution Code	2009315	* DUNS Number	123456789
Grant Name	Total Allocation	* Voucher 1 Request	Remaining Balance
Nonreserved (basic)	\$12,300	5000	\$7,300
Reserved	\$30,000	0	\$30,000
Totals	\$42,300	\$5,000	\$37,300
Total Reimbursement to Date		\$5,000	
Voucher 1 must not exceed	\$15,651	Voucher 1 Diff:	\$10,651

No, we are not claiming reimbursement for equipment in this Voucher.

Yes, we are claiming reimbursement for equipment in this Voucher. Detailed equipment information is included on the next page.

Reset
Save
Next >>

Screen Shot # 6: Voucher 1 Equipment Information Page



CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off
Reports Help

Successfully updated Voucher information.
Successfully updated DUNS Number.

Voucher 1 Equipment Information

Perkins Local Plan Reference Number: 1182

- Below is a list of all equipment in your most recent approved Local Plan which was approved on 08/20/2009 14:26:36.
- If you would like to claim reimbursement of a piece of equipment, you should provide detailed information as requested on this page.
- Equipment information should be provided for each unit.
- Dollar amounts should be rounded to the nearest dollar. Only enter the whole number. Do not include dollar signs and commas.
- Press the Save button to save the information on this page and stay on this page.
- Press the Next button when you finish this page and ready to move to the next page.

Equipment Description	CTE Programs						
Test	ACE @ ELIZABETH HIGH SCHOOL 11/24/2008						
Item	Project Name	Grant Category	Total Amount	Number of Units	Unit Cost		
Test	Test	Non-Reserve (Basic) Funds	\$5,000	1	\$5,000		
Unit	Voucher #	Manufacturer Name	Specific Location	Serial Number	Invoice Number	Invoice Date (mm/dd/yyyy)	Actual Cost
#1		Test	Test	1234	1234	08/15/2009	5000

<< Previous
Save
Next >>

Click the Previous button will direct you to Voucher information page without saving the information on this page.

Click the Save button will save the information on this page, and stay on this page.

Click the Next button will save the information on this page, and then go to the Voucher Signature page.

Screen Shot # 7: Electronically Submitted Voucher 1 Received Email

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that Voucher 1 for Local Plan Reference Number 1182 has been electronically submitted. Remember, as noted in the instructions on the Voucher web page, you **must also mail a signed copy of this voucher and the required supporting documentation**. The CTE Online Account System will send another e-mail upon receipt of the mailed documents. You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of this Voucher.

Below is the current summary of the electronically submitted Voucher for your reference:

Local Plan #: 1182 - Voucher 1

Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher			
Institution/District Name	Test Account	Vendor Code	D0200931500
Institution Code	2009315	DUNS Number	123456789
Grant name	Total Allocation	Voucher 1 Request	Remaining Balance
Nonreserved (basic)	\$12,300	\$5,000	\$7,300
Reserved	\$30,000	\$0	\$30,000
Totals	\$42,300	\$5,000	\$37,300
Total Reimbursement to Date		\$5,000	
Voucher 1 can't exceed	\$15,651	Voucher 1 Diff \$10,651	

Yes Reimbursement for Equipment is included in this Voucher.

Claiming Reimbursement for Equipment

Equipment Description		CTE Programs				
Test		ACE @ ELIZABETH HIGH SCHOOL 11/24/2008				
Item	Project Name	Grant Category	Total Amount	Number of Units	Unit Cost	
Test	Test	Non-Reserve (Basic) Funds	\$5,000	1	\$5,000	
Unit	Manufacturer Name	Specific Location	Serial Number	Invoice Number	Invoice Date	Actual Cost
#1	Test	Test	1234	1234	08/15/2009	\$5,000

Yes I certify that all expenditures reported are for appropriate purposes and in accordance with the provisions of our CCCS approved Perkins Local Plan, EDGAR, applicable OMB Circulars and the Grant Recipient Award documents.

Authorization & Signature

Preparer's First Name	Last Name	Title
Patti	Arroyo	Consultant

Jennifer Austin, Perkins Grant Accountant
 Colorado Community College System
 Phone: 720-858-2760
 Fax: 720-858-2544
 E-mail: Jennifer.Austin@cccs.edu
 Mailing address: 9101 E. Lowry Blvd.,
 Denver, CO 80230-6011
www.cccs.edu

Screen Shot # 8: Voucher 1 Received & Under Review Email

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that the status of the Voucher for Local Plan Reference Number 1114 has been updated to "Voucher 2 Received & Under Review". You can always go to <http://cte.cccs.edu/perkins/index.jsp> and check the status of the Voucher.

You may receive an e-mail from Jennifer Austin or Laura Speaker with questions or a request for more information. Be sure to watch for, read and respond to these e-mails immediately.

Screen Shot # 9: Voucher 1 Approved & Voucher 2 Posted Email

Hello,


This is an automatic email from the [CTE Online Account](#) web application to let you know that the status of the Voucher for Local Plan Reference Number 1182 has been updated to "Voucher 1 Approved & Voucher 2 Posted". You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of the Voucher.

Please note Voucher 2 is also posted.

Below is the current summary of the Voucher for your reference:

Local Plan #: 1182 - Voucher 1

Screen Shot # 10: Final Voucher: Indication



COLORADO COMMUNITY
COLLEGE SYSTEM


CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off
Reports Help

Voucher 2

Perkins Local Plan Reference Number: 1182

- If a Final Voucher is submitted after Sep 30th, 2010, it may not be paid since funds are deobligated after this date.
- Dollar amounts should be rounded to the nearest dollar. Only enter the whole number. Do not include dollar signs and commas.
- Fields marked with * are required.
- Press the Save button to save the information on this page and stay on this page.
- Press the Next button when you finish this page and ready to move to the next page.

Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher				
Institution/District Name	Test Account	Vendor Code	D0200931500	
Institution Code	2009315	DUNS Number 	123456789	
Grant Name	Total Allocation	Voucher 1	* Voucher 2 Request	Remaining Balance
Nonreserved (basic)	\$12,300	\$5,000	7300	\$0
Reserved	\$30,000	\$0	30000	\$0
Totals	\$42,300	\$5,000	\$37,300	\$0
Total Reimbursement to Date			\$42,300	

No, we are not claiming reimbursement for equipment in this Voucher.

Yes, we are claiming reimbursement for equipment in this Voucher. Detailed equipment information is included on the next page.

No, this is not the final Voucher.

Yes, this is the final Voucher.

Reset

Save

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Screen Shot # 11: Final Voucher: Budget to Actual Variance Report



CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off

Reports Help

Successfully updated Voucher information.
Budget to Actual Variance Report

(This report, which will compare the estimated costs contained in your most recently approved Local Plan to your final actual costs, is required since this is your final voucher for this fiscal year.)

Perkins Local Plan Reference Number: 1182

- Please enter the **actual** total FY2010 dollars spent in the appropriate cells below. Your most recently approved **budget** totals for FY2010 dollars are shown to the left side of these cells.
- The total actual equipment cost claimed so far for Non Reserved and Reserved funds is \$5,000, and \$0 respectively.
- Dollar amounts should be rounded to the nearest dollar. **Only enter the whole number. Do not include dollar signs and commas.**
- Please include actual indirect cost amounts within the "Other" category.
- Grants should be spent as close possible to estimated budgets. Budget variances should be submitted as Perkins Plan Revisions prior to May 1st. If any of the variances are highlighted in **red** and have exceeded the **variance threshold** which is \$4,230, you must provide an explanation for why you were unable to request budget revision approval by the May 1st deadline. If you did not receive prior approval for a variance, CCCS reserves the right to deny approval of the varied funds if your explanation is not valid and reasonable.
- Press the **Save** button to save the information on this page and stay on this page.
- Press the **Next** button when you finish this page and ready to move to the next page.

Grant	i Budgeted Costs					ii Actual Costs					iii Variance			
	Personnel	Equipment	Travel	Other	Total	Personnel	Equipment	Travel	Other	Total	Personnel	Equipment	Travel	Other
Non Reserved	\$7,300	\$5,000	\$0	\$0	\$12,300	7300	5000			\$12,300	\$0	\$0	\$0	\$0
Reserved	\$0	\$0	\$0	\$30,000	\$30,000				30000	\$30,000	\$0	\$0	\$0	\$0
Total	\$7,300	\$5,000	\$0	\$30,000	\$42,300	\$7,300	\$5,000	\$0	\$30,000	\$42,300				

Budget Variance Explanation (required if any of the above variances are highlighted in red)

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Save

Next >>

Click the *Previous* button will direct you to the previous page without saving the information on this page.

Click the *Save* button will save the information on this page, and stay on this page.

Click the *Next* button will save the information on this page, and then go to the Voucher Signature page.

Screen Shot # 12: Final Voucher Information



CTE Online Account
Test Account
FY 2009 - 2010

[Main](#) [Voucher](#) [Log Off](#)

[Successfully updated Budget to Actual Variance information.](#)
Voucher 2 Signature Page

[Reports](#) [Help](#)

Perkins Local Plan Reference Number: 1182

- Fields marked with * are required.
- Press the *Submit* button when you are ready to submit the Voucher request amount online, and then print, sign, and send the confirmation page to CCCS.

Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher				
Institution/District Name	Test Account	Vendor Code	D0200931500	
Institution Code	2009315	DUNS Number	123456789	
Grant Name	Total Allocation	Voucher 1	Voucher 2 Request	Remaining Balance
Nonreserved (basic)	\$12,300	\$5,000	\$7,300	\$0
Reserved	\$30,000	\$0	\$30,000	\$0
Totals	\$42,300	\$5,000	\$37,300	\$0
Total Reimbursement to Date			\$42,300	

- I certify that all expenditures reported are for appropriate purposes and in accordance with the provisions of our CCCS approved Perkins Local Plan, EDGAR, applicable OMB Circulars and the Grant Recipient Award documents.

Final Voucher Information

GRANT The following language applies to all pages of this document:

- Colorado State Board for Community Colleges and Occupational Education - (Hereinafter known as the **Grantor**).
- Institution - (Hereinafter known as the **Grantee**): Institution Code: 2009315 Date: August 28th, 2009
- Institution/District Name: Test Account Phone #:

- To the extent authorized by law the Grantee shall indemnify, save and hold harmless the Grantor, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any action or omission by the grantee, or its employees, agents, subcontractors, or assignees in connection with the performance of this grant.**

ASSURANCE

- The programs/projects identified on this form represent programs/projects described on the approval documents on file with CCCS. Signing below will certify the grantee has met the following criteria: 1. All related costs submitted for reimbursement for this fiscal year are compliant with the applicable Grant Recipient Agreement. 2. Career and Technical Education instructors of funded programs have and maintain credentialing appropriate to their funded program.

Note: Reviewer should be at least one supervisory level higher than preparer.

* Preparer's First Name: * Last Name: * Title:

* Reviewer's First Name: * Last Name: * Title: