

## First Installment Grant Award Notification

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Created: Fall 2008; Last Modified: 10/12/2009

Step by Step Process: Please follow these steps to access and view your educational institution's First Installment Grant Award Notification. This notification represents part of the official documentation of your Perkins grant award.

- 1) You will receive notice that your educational institution's First Installment Grant Award Notification has been posted to the CTE Online Account via email (see Screen Shot # 1.)
- 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. You will see the *First Installment* amount in the upper right corner of the *Initial Award Estimate* box at the top of the page (see Screen Shot # 2.) By clicking on the *Perkins First Installment Grant Award Notification* link you will be able to view the details of the First Installment and when it can be spent (see Screen Shot # 3.) **Please print a copy of this notification and save it with your other auditable Perkins documentation.**

Screen Shots

*Screen Shot # 1: First Installment Grant Award Notification: Email*

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the Perkins FY 2009 First Installment Grant Award Notification for your institution has been posted.

You can also go to [CTE Online Account](#) system to view it.

<b>1. Recipient Name</b>
Test Account
<b>2. Project Description</b>
Carl D. Perkins Formula Grant, Non-Reserved (Basic) and Reserve, CFDA NO.: 84.048A
<b>3. Authorized First Installment Amount</b>
\$1,349
<b>4. Administrative Information</b>
This first installment award may be used for obligations incurred July 1, 2008 through September 30, 2008.  The second installment is dependent on final approval of the Local Plan.  The Quarter 1 Voucher reimbursement request must be received at CCCS by December 31, 2008. The Quarter 1 Voucher can only request reimbursement for obligations incurred July 1, 2008 through September 30, 2008.  Keep a copy of this notification as part of the complete award notification.  This funding originates from the U.S. Department of Education, Office of Vocational and Adult Education through the Carl D. Perkins Career and Technical Education Improvement Act of 2006

7/30 testing of Test Account.

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

Thank you.

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## Screen Shot # 2: Perkins Local Plan - Work Areas: Perkins First Installment Grant Award Notification



COLORADO COMMUNITY  
COLLEGE SYSTEM

CTE Online Account  
Test Account  
FY 2008 - 2009

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Log OffReports Help

**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.)

1063 (FY 08 - 09) ▾

Return to Local Plan >>

## Screen Shot # 3: Perkins First Installment Grant Award Notification

[Close This Window](#)

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