

Step by Step Process: Please follow these steps to access, view and print for hard copy submission your educational institution's Award Packet documents.

- 1) You will receive initial notification that your educational institution's Award Packet has been posted to the CTE Online Account via an email (see Screen Shot # 1a.) If your plan is approved after October 1st, the approved Local Plan email notification will include notice of your Award Packet (see Screen Shot # 1b.)
- 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 Award Packet has been posted and click on the *View* button for the Award Packet (see Screen Shot # 3.)
- 4) At the *Award Packet Main Page* (see Screen Shot # 4), you will be able to view and print each component of your educational institution's Award Packet document set. After viewing each document, you may return to the *Award Packet Main Page* by clicking on the Award Packet link in the upper left corner (see Screen Shot # 5.) Each of the presented documents must be read, printed, signed and submitted in hard copy to CCCS as outlined below.
 - a. For all educational institutions, the first document is a customized Grant Recipient Agreement. Read, print, sign, make a copy and submit the original of the first and last page to CCCS.
 - b. For all educational institutions except CCCS colleges and the consortia for which they act as fiscal agents, the second document is the Certification of Exemption From OMB A-133 Audit. (This document is not required for CCCS colleges and the consortia for which they act as fiscal agents because CCCS already has a copy of their A-133 Audit.) Read, print, sign, make a copy and submit the original of this document to CCCS. Or, if your educational institution received \$500,000 or more in total federal funding in the prior fiscal year, submit a copy of the A-133 Audit. Please see the Non Technical Guidance of the Award Packet section in the CTE Administrators' Handbook for more information on the OMB A-133 Audit and the Certification of Exemption.
 - c. For all educational institutions, the last document is the Civil Rights Assurance. Read and review for compliance, print, sign, make a copy and submit the original to CCCS. Please see the Non Technical Guidance of the Award Packet section in the CTE Administrators' Handbook for more information on the Civil Rights Assurance.
- 5) You will be notified that your Award Packet has been received and is under review via email (see Screen Shot # 6.)
- 6) If your Award Packet is complete, you will be notified via email that it has been approved (see Screen Shot # 7) and that your Voucher 1 is posted. Otherwise,

CCCS staff will contact you for missing information. Please process your Voucher 1 immediately. Another technical guide is available that explains processing vouchers.

Screen Shots

Screen Shot # 1a: Award Packet Posting Notification Email

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the Award Packet for approved Local Plan Reference Number 1063 in FY 2009 has been posted.

Please go to the CTE Online Account system select the proper Local Plan, click on the Return to Local Plan button and then click on the Award Packet View button. From here you will be able to print each of the Award Packet documents and prepare them 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 CTE Online Account.

If you have any questions, please contact us.

Thank you.

Lorrie Toni, Perkins Director
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Fax: 720-858-2544
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Mailing address: 9101 E. Lowry Blvd.,
Denver, CO 80230-6011
www.cccs.edu

Screen Shot # 1b: Local Plan Approved & Award Packet Posting Notification Email

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the status of Local Plan Reference Number 1182 has been updated to "Local Plan Approved". You can always go to http://test.cte.cccs.edu/perkins/index.jsp and check the status of this local plan.

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.

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

CTE Online Account Test Account FY 2009 - 2010
Perkins Local Plan - Work Areas - Welcome Test Secondary
FY2010 Initial Award Estimate table with columns: Non-Reserve (Basic) Funds, Reserve Funds, Total Funds, First Installment.
New Perkins Local Plan in FY 2009 - 2010
Your Existing Perkins Local Plan
1182 (FY 09 - 10)
Return to Local Plan >>

Screen Shot # 3: Main Perkins Local Plan Page: Award Packet



Perkins Local Plan - Main Page

Perkins Local Plan Reference Number: 1182



Please note that the Award Packet has been posted. Please go to the [Award Packet](#) section, print, sign, and physically mail the Award Packet documents to CCCS. You can check the processing status as well.

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](#)



Screen Shot # 4: Award Packet Main Page



Award Packet Main Page

Perkins Local Plan Reference Number: 1182

Welcome Test Secondary . Please first go to the Grant Recipient Agreement document section. Print, sign and prepare the first and last pages for physical mailing to CCCS. Second, along with the Grant Recipient Agreement pages, send your educational institution's most recent A-133 Single Audit Report. If your educational institution is not required to do an A-133 Single Audit, print, sign and send the Certification of Exemption From OMB A-133 Single Audit waiver instead. Third, print, sign and mail, along with the Agreement pages and A-133 documents, the Civil Rights Assurance form.

You can check the Award Packet processing status by clicking the *Award Packet Processing Status View* button.

You may log out after printing the necessary documents. An email notification will be sent to you when your Award Packet is received and approved.

If the Award Packet has been approved by CCCS, then its title on the Main Perkins Local Plan Page will be "grayed out".

Please see the [Help page](#) for more details.

- Section 1 Grant Recipient Agreement [View](#)
- Section 2 Certification of Exemption From OMB A-133 Audit [View](#)
- Section 3 Civil Rights Assurance [View](#)
- Award Packet Processing Status [View](#)



Screen Shot # 5: Award Packet: Navigation



CTE Online Account
Test Account
FY 2009 - 2010

Main **Award Packet** Log Off

Reports Help

Award Packet - Grant Recipient Agreement

Perkins Local Plan Reference Number: 1182

COLORADO COMMUNITY COLLEGE SYSTEM
9101 East Lowry Boulevard
Denver, Colorado 80230-6011
Telephone: (303) 620-4000

GRANT RECIPIENT AGREEMENT

Screen Shot # 6: Award Packet Received by CCCS: 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 Received & Under Review". You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of the Award Packet.

You may receive an e-mail from [Casey Sacks](#) with questions or a request for missing Award Packet information. Be sure to watch for, read and respond to these e-mails immediately.

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

Thank you.

Lorrie Toni, Perkins Director
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Mailing address: 9101 E. Lowry Blvd.,
Denver, CO 80230-6011
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Screen Shot # 7: Award Packet Approved by CCCS: 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.

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