



COMMONWEALTH of VIRGINIA
Department of Education

March 6, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2015-2016 Perkins Local Plan and Budget for Career and Technical Education

In compliance with the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), the 2015-2016 Local Plan and Budget for Career and Technical Education must be submitted annually. Based on requirements authorized by the Standards of Quality and Perkins IV, the school division must submit its application to the Virginia Department of Education in "[substantially approvable form](#)" via the *Online Management of Education Grant Awards* (OMEGA) not later than April 30, 2015. In order to obligate Perkins funds on July 1, 2015, school divisions must adhere to the submission due date. To prepare your local plan and budget, please use the [2015-2016 Perkins Local Plan and Budget template](#).

The local plan for career and technical education is managed through the [OMEGA reporting system](#). After the local plan and budget has been approved by your school board, the application must be uploaded to OMEGA. The OMEGA system will support either Excel 2003 or Excel 2007 documents. When the application has been uploaded to OMEGA, you or an authorized superintendent's designee must approve the application in OMEGA by the April 30 deadline. The original application cover page with appropriate signatures must be retained and filed in the school division and a copy faxed to the Office of Career and Technical Education at (804) 530-4560.

If you have questions or need additional information, please contact George Willcox, coordinator for CTE planning, administration and accountability, at CTE@doe.virginia.gov or at (804) 786-4206.

SRS/LBH/jts