



COMMONWEALTH of VIRGINIA  
Department of Education

February 22, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: 2013-2014 Perkins Local Plan and Budget for Career and Technical Education**

The local plan for career and technical education is managed through the *Online Management of Education Grant Awards* (OMEGA) reporting system. Please initiate local planning, developing, and approval of the plan with requirements authorized by the Standards of Quality and the Carl D. Perkins Career and Technical Education Act of 2006. In compliance with [federal requirements](#), the school division must submit its application to the Virginia Department of Education in “substantially approvable form” via OMEGA not later than April 30, 2013. In order to obligate Perkins funds on July 1, 2013, school divisions must adhere to the submission due date.

Use the [2013-2014 Perkins Local Plan and Budget template](#) to prepare your local plan and budget.

After the local plan and budget has been approved by your school board, the application must be uploaded to OMEGA (the file must be a 2003 Excel .xls document). 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](mailto:CTE@doe.virginia.gov) or at (804) 786-4206.

PIW/LBH/sgj