



CTEIG

Career Technical Education Incentive Grant

CTE LEADERSHIP OFFICE – CTEIG REGIONAL CONSULTANTS
Educating for Careers 2024

CALIFORNIA DEPARTMENT OF EDUCATION

Tony Thurmond, State Superintendent of Public Instruction

WHAT IS CTEIG?

The California Career Technical Education Incentive Grant (CTEIG) program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten and grades 1 to 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education.

The purpose of this competitive program is to encourage, maintain, and strengthen the delivery of high-quality career technical education (CTE) programs. *Education Code (EC) sections 53070–53076.4.*

OVERVIEW

- Grant Period & Timeline
- % designated based on 7-12 ADA
- Positive Considerations
- Matching Fund Requirements
- Allowable & Non-Allowable Expenditures
- Reporting Requirements
- Capital Outlay
- Application Review Process
- Grant Award & Payment Process
- Tips on Completing the Application
- CTEIG Contacts

GRANT PERIOD

Application Year = 1 Fiscal Year

Grant Period to Expend Application Year Funds = 2 ½
Fiscal Years

Example:

- Application Year: 2023-24
- Last day to spend 2023-24 funds: December 31, 2025

CTEIG TIMELINE

This is an ideal timeline that is subject to change at any time by CDE and SBE

<p><u>JANUARY</u></p> <ul style="list-style-type: none">• Complete Expenditure Report – due Jan 31	<p><u>FEBRUARY</u></p> <ul style="list-style-type: none">• CDE Processes Expenditure Reports• CTE Completer Data Due• GANs Sent to LEAs	<p><u>MARCH</u></p> <ul style="list-style-type: none">• Continue to Process Expenditure Reports	<p><u>APRIL</u></p> <ul style="list-style-type: none">• Continue to Process Expenditure Reports
<p><u>MAY</u></p> <ul style="list-style-type: none">• Invoice LEAs if needed for unused funds• Remaining % released to LEAs	<p><u>JUNE</u></p>	<p><u>JULY</u></p>	<p><u>AUGUST</u></p> <ul style="list-style-type: none">• Release RFA & Annual Grant Application
<p><u>SEPTEMBER</u></p> <ul style="list-style-type: none">• Complete Annual Grant Application• CDE Processes Annual Grant Applications	<p><u>OCTOBER</u></p> <ul style="list-style-type: none">• CDE Processes Annual Grant Applications• Allocations Determined	<p><u>NOVEMBER</u></p> <ul style="list-style-type: none">• SBE Approval	<p><u>DECEMBER</u></p> <ul style="list-style-type: none">• Expenditure Reports released• CTE Completer Data Report• Webinars• Expend funds of final year(s) report

% DESIGNATED BASED ON 7-12 ADA

- 7-12 ADA of less than or equal to 140 = 4 % = \$12 million
- 7-12 ADA of more than 140 and less than or equal to 550 = 8 % = \$24 million
- 7-12 ADA of more than 550 = 88 % = \$264 million

The ADA determination is based on the second principal (P2) reporting period for grades 7–12.

The sum of the ADA for each of the constituent entities will be used for applicants applying as part of a consortium.

POSITIVE CONSIDERATIONS (1)

Pursuant to *EC* Section 53075, the CDE and SBE will give positive consideration to each of the following characteristics in an application:

- Unduplicated pupils
- Higher than average dropout rates
- High unemployment rate
- Successfully leverage one or both of the following:
 - Existing structures, requirements, and resources of Perkins V, California Partnership Academies, or Agricultural Career Technical Education Incentive Grants
 - Contributions from industry, labor, and philanthropic sources

POSITIVE CONSIDERATIONS (2)

- Engage in regional collaboration with postsecondary educational institutions, including the Strong Workforce Program consortium operating in their respective geographic areas, or other local educational agencies to align career pathway instruction with postsecondary program requirements
- Make significant investment in career technical education infrastructure, equipment, and facilities
- Operate within rural school districts
- Joint powers' agency or county office of education

How is it determined in the allocation calculation?

This information is pulled from CDE and Federal databases as well as what data is self-reported in PGMS.

MATCHING FUND REQUIREMENTS

For any funding received from this program, *EC* Section 53071 requires a proportional match as follows:

- A local match of \$2 for every \$1 received from this program

Per *EC* Section 53071 (a)(1)(D)(ii), an applicant will need to demonstrate a proportional dollar-for-dollar match that shall be encumbered in the fiscal year (FY) for which an applicant is applying to receive a grant under the program.

MATCHING FUND REQUIREMENTS (1)

The local match may include funding from:

- School district or charter school local control funding formula (LCFF) apportionments pursuant to *EC* Section 42238.02.
- Perkins V
- California Partnership Academies
- Agricultural CTE Incentive Grant
- Specialized Secondary Programs Grant (SSP)
- Middle-School Foundation Academies Grant
- Golden State Pathways Grant
- Dual Enrollment Opportunities College & Career Access Pathways Grant (only for CTE courses)
- Any other allowable source (including community and/or business partnerships). Funds cannot be used for match twice.

MATCHING FUND REQUIREMENTS (2)

The local match **may not** include funding from:

- K–12 component of the Strong Workforce Program (SWP) established pursuant to *EC* Section 88827
- CTE Facilities Program pursuant to *EC* Section 17078.72
- Past CTEIG awarded amounts

ALLOWABLE EXPENDITURES (1)

Allowable Activities and Costs - Funds provided under the CTEIG grant may be used for, but are not limited to, the following:

- Purchase and/or develop evidence-based, standards-based curriculum and instructional materials that focus on career technical pathway courses through a collaborative effort with secondary, postsecondary, and industry. This could include the development of updated or new career technical pathway courses, articulated and dual credit courses, curriculum to support leadership and work-based learning (WBL), and/or the development of curriculum and activities that lead to industry-recognized certifications or credentials;
- CTE Professional Development to enhance teaching and learning;
- Training and planning meetings between district CTE Advisory Committee personnel, including counselors, parents, college faculty, and business leaders, to support program sustainability and build local and regional awareness on the benefits of having such programs;

ALLOWABLE EXPENDITURES (2)

- Purchase of CTE equipment and materials needed to maintain industry standards that are within the scope of practice.
- Transportation and other expenses that enable CTE leadership and WBL activities, including after-school, extended day, and out-of-school opportunities;
- Food and refreshments for CTE conference travel, student field trips and special events, and working CTE Advisory Committee and partnership meetings;

ALLOWABLE EXPENDITURES (3)

- Pupil support services for career, academic, and social and emotional needs.
- Facility repair for use of CTE program specific course equipment for industry skills attainment within the scope of practice.
- Purchase or rent vehicles exclusively for CTE use and available for use by all CTE programs. Capital outlay requests for vehicle purchases must be submitted to the regional CDE Consultant for review and approval.

NON-ALLOWABLE EXPENDITURES (1)

Non-allowable Activities and Costs - Funds provided under the CTEIG grant may not be used to:

- Supplant existing funding or efforts, including costs otherwise necessary to operate a school or program without this grant
- Acquire or utilize CTE equipment for administrative or personal use
- Purchase furniture (e.g., bookcases, chairs, desks, file cabinets, tables).

NON-ALLOWABLE EXPENDITURES (2)

- Purchase or remodel facilities unless directly related to accessibility to CTE pathways, instruction or services for students with disabilities.
- Travel outside of the United States
- Pay for student internships

Final allowable and non-allowable expenditures will be approved during the State Board of Education in the Fall/Winter. It is the responsibility of the grantee to ensure that all expenditures are allowable as the grantee will be billed back for any non-allowable expenditures.

REPORTING REQUIREMENTS (1)

Grantees are required to complete and submit **Grant Period Expenditure Report** addressing the “Improvement Opportunities and Plans” described in their application for the grant term

- Grantees must provide evidence of attainment or detailed explanations for not meeting the planned activities or expenditures
- If LEA expenditures, plans, and/or budget narratives change over the course of the grant term, be sure to report those changes on the next expenditure report. No revised budget (Attachment II) is necessary.
- Failure to make progress in meeting the planned activities and expenditures will result in a recommendation to the SBE that the grantee not receive funding in the next grant cycle and/or the requirement that the grantee remit a portion of or the entire amount of grant funds awarded

REPORTING REQUIREMENTS (2)

At the end of each grant term, data points will be collected through CALPADS. LEA data must be entered into CALPADS following the early spring deadline for CALPADS. = **CTE**

Completer Data Collection:

- The high school graduation rate
- The number of pupils completing CTE coursework
- The number of pupils meeting academic and career-readiness standards as defined in the College/Career Indicator associated with the California School Dashboard
- The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment
- The number of former pupils employed and the types of businesses in which they are employed

REPORTING REQUIREMENTS (3)

Data Points – Continued –

The number of former pupils enrolled in any of the following:

- A postsecondary educational institution
- A state apprenticeship program
- A form of job training other than a state apprenticeship program

The data above is what is required for LEAs to submit into CALPADS and will be used to determine eligibility status of future renewal grant applications

CAPITAL OUTLAY (1)

**NEW FORM DATED
1/10/2024**

Capital Outlay is defined as **any single item** purchase of \$5,000 or more. The purchase must meet all of the requirements:

- a) Directly relates to a CTE program approved for assistance in the LEA's local plan
- b) Intended to improve, enhance or expand the CTE program
- c) Necessary” and “reasonable” for proper and efficient administration of the CTE programs
- d) Adds to the district's historical inventory system when received
- e) Specific to the CTE program – as opposed to a general expense required to carry out the agency's overall responsibilities

The Capital Outlay form and attached quote must be submitted to the CDE for approval **prior** to purchasing the item. The Capital Outlay form can be found on the CDE CTEIG web page at:

[Capital Outlay Request Form - CTEIG \(CA Dept of Education\)](#)

CAPITAL OUTLAY (2)

**NEW FORM DATED
1/10/2024**

Tips for a successful capital outlay request:

- To avoid delay, make sure you are using the most current Capital Outlay form AND attach a current quote.
- Plan your Capital Outlay purchases in a timely manner. You must have them purchased and invoiced before the end of the grant period. No spending extensions will be allowed.
- Do NOT purchase the item(s) before you submit your request. It will get denied and you will need to find another source of funding.

CAPITAL OUTLAY (3)

**NEW FORM DATED
1/10/2024**

- Complete the entire Capital Outlay request:
 - Provide Description of item and what it will be used for
 - Identify the Cal Pads codes for each course item will be used in
 - Identify the current CTE technical standards that pertains to the item

Capital Outlay Directions:

<https://cde.box.com/s/5jb00z5eig8nicz0h5lqgptfskqyxu1r>

APPLICATION REVIEW PROCESS

Applicants will be scored based on the following criteria:

- High-Quality CTE Program Evaluation and Plan (Attachment I)
- Budget Narrative Worksheet (Attachment II) including matching funds
- CTE Three-Year Budget (Attachment III) for continued financial and administrative support of CTE programs.
- CTE Inclusion in the LCAP
 - *College and Career Readiness*” is inclusive CTE that includes Advance Placement, International Baccalaureate Program, A-G, Gifted and Talented Education, and other district programs.

Minimum total score of 27 for all three attachments

GRANT AWARD & PAYMENT PROCEDURES

Following the SBE approval, all grantees awarded CTEIG funding will be sent a GAN from the CDE.

The grant payments will be disbursed to the LEAs based on the following schedule for the grant term:

- Entire allocation will be sent starting 2023-24 Application year

TIPS ON COMPLETING THE APPLICATION

**PLEASE READ THE
RFA &
ATTACHMENT(S)
DIRECTIONS!**

TIPS ON COMPLETING THE APPLICATION - ATTACHMENT I

High-Quality CTE Program Evaluation and Plan (Attachment I)

- Be open and honest when you are evaluating your CTE program(s)
- A higher score **does not** mean more money. LEAs are at different levels of achieving a high-quality CTE program.
- Narratives should illustrate what your CTE program consists of, achievements you have made, and plans for improvement.
- Attachment I detail reflects your proposed budget in Attachment II and your LCAP

CDE rates Attachment I based on what the LEA scored and the narrative they provide as evidence of that score to give a score which deems an LEA eligible to receive an award.

TIPS ON COMPLETING THE APPLICATION - ATTACHMENT II

Budget Narrative Worksheet (Attachment II) including matching funds

- Align each object code to the minimum eligibility standards as outlined in the High-Quality Program Evaluation & Plan (Attachment I)
- The Budget Narrative should indicate clear alignment to the LEA's Improvement Opportunities and Plans
- Indicate source of matching funds for each proposed object code. See explanation of allowable matching funds. No past CTEIG or SWP funds can be used.

CDE rates Attachment II based on how the LEA clearly aligns to Attachment I to give a score which deems an LEA eligible to receive an award.

TIPS ON COMPLETING THE APPLICATION - ATTACHMENT III

CTE Three-Year Budget (Attachment III) for continued financial and administrative support of CTE programs

- The Three-Year plan should demonstrate a financial commitment of no less than the amount expended on those programs in the previous FY per *EC* Section 53071(b).
- It is not a proposed budget for the Match amount required for CTEIG funds, but an overall commitment of the LEA to funding CTE programs, independent of CTEIG. Do not include past or present CTEIG funds.

CDE rates Attachment III based on how realistic the LEA budget is, funding sources are clearly identified, and funding continues to increase to give a score which deems an LEA eligible to receive an award.

TIPS ON COMPLETING THE APPLICATION - LCAP

CTE Inclusion in the LCAP

- The LCAP should show clear and explicit inclusion of CTE, is highlighted, and can easily be matched back to the proposed budget.
- CTE must be explicitly mentioned in the LCAP for districts to qualify.
 - *"College and Career Readiness"* is inclusive CTE that includes Advance Placement, International Baccalaureate Program, A-G, Gifted and Talented Education, and other district programs.

CDE rates CTE inclusion in the LCAP that shows clear and explicit inclusion of CTE, is highlighted, and can easily be matched back to the proposed budget to give a score which deems an LEA eligible to receive an award.

CTEIG REGIONS CONTACT INFO

REGION 1

Butte
Del Norte
Humboldt
Lassen
Modoc
Nevada
Trinity
Plumas
Shasta
Siskiyou
Tehama

REGION 2

Amador
Calaveras
Colusa
El Dorado
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CTEIG REGIONS CONTACT INFO

REGION 3

Alameda
Contra Costa
Lake
Marin
Mendocino
Napa
San Francisco
San Mateo
Santa Clara
Santa Cruz
Solano
Sonoma

REGION 5

Monterey
San Benito
San Luis Obispo
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CTEIG REGIONS CONTACT INFO

REGION 4

Fresno

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Mono

San Joaquin

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CTEIG REGIONS CONTACT INFO

REGION 6

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REGION 7

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THANK YOU!

Any Questions?

