

2020-21 California Career Technical Education Incentive Grant Program

Application Information Session

Introduction – RFA page 1

- ▶ 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 through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to **encourage, maintain, and strengthen** the delivery of career technical education (CTE) programs. *Education Code (EC) sections 53070–53076.4*

Funding Distribution

- ▶ Per *EC* Section 53070 the total amount appropriated for the program is designated as follows, unless otherwise determined by the State Superintendent of Public Instruction in collaboration with the executive director of the SBE:
- ▶ For applicants with average daily attendance (ADA) in grades seven through twelve (7–12) of less than or equal to 140, 4 percent or \$6 million is designated.
- ▶ For applicants with ADA in grades 7–12 of more than 140 and less than or equal to 550, 8 percent or \$12 million is designated.
- ▶ For applicants with ADA in grades 7–12 of more than 550, 88 percent or \$132 million is designated.

Funding Distribution (Cont.)

The ADA determination is based on the second principal reporting period (2019–20) for grades 7–12 in accordance with Senate Bill 117, which considers the impact of COVID-19. The sum of the ADA for each of the constituent entities will be used for applicants applying as part of a consortium.

Renewal Grant Applications RFA

Page 3-4

EC section 53073 requires the CDE, in collaboration with the SBE, to use specified metrics to determine the eligibility of a renewal grant applicant. FY 18-19 data was collected beginning January of 2020 and was to be submitted during March of 2020. Due to COVID-19, not all LEAs were able to submit their FY 2018–19 data. Due to this disruption, we will use multiple measures, including but not limited to, expenditure reports from January 2020 for the 2018-19 year, and data that was submitted for the 2018-19 year, to evaluate renewal grant applications.

Expenditure Reporting

The first grant expenditure report for FY 2020-21 will be due to the CDE by January 31, 2022. The final expenditure reporting will be due by January 31, 2023.

Data Reporting

Data is aligned with the quality indicators described in the California State Plan for CTE and by the Perkins IV or its successor which is now Perkins V.

Data points 1-6 will be due annually. This is the data LEAs are required to submit into CALPADS and will be used to determine eligibility status of future renewal grant applications. See page 4 of the RFA for more information.

Application Review Process

- ▶ There are a total of 52 points possible for this Request for Applications (RFA).
- ▶ The minimum application score to be eligible for funding is 27 points.
- ▶ The number of grant awards will be based on the number of eligible applications (minimum score of 27 points) and the amount of available funding.

Appeals – RFA page 8

Applicants who are determined to be ineligible for funding will receive a letter of notification. Any LEAs not awarded funding, and who wish to appeal, must submit a Letter of Appeal to the Career and College Transition Division (CCTD) within 10 working days from the date of the letter. The CDE will respond to the appeal within 30 working days.

Appeals are limited to the grounds that the CDE failed to correctly apply the standards for reviewing the application as specified in the RFA.

Grant Award and Payment Procedures RFA page 8

Following the November 2020 SBE approval, all grantees will be sent a Grant Award Notification (GAN), unless we do not have your consortia member MOUs on file.

The grant payments will be dispersed to the LEAs based on the following schedule for 2020–21 grant term:

Full allocation less 10% disbursed after the CDE receives the signed GAN with 10% following upon review and approval of the final report.

Application Process Part II

RFA pages 14-22

There are two separate application processes for completing Part II:

- Applicants who **received** CTEIG funding for FY 2019–20
- Applicants who **did not** receive CTEIG funding for FY 2019–20

Application Process Part II (Cont.)

RFA Page 15

Applicants who **received** CTEIG funding for FY 2019–20:

- a) **Copy and paste** your previous year's (FY 2019–20 application) ratings and information into the High-Quality CTE Program Evaluation chart, and **update** the Strengths and Opportunities for Improvement and Plans in the High-Quality CTE Program Evaluation & Plan FY 2020–21 (Attachment I)
- b) Complete a Budget Narrative for FY 2020–21 (Attachment II)
- c) Complete a Three-Year Budget Plan (Attachment III)

III. Application Process Part II (Cont.)

Applicants who did not receive CTEIG funding for FY 2019–20:

- a) Complete a High-Quality CTE Program Evaluation & Plan FY 2020–21 (Attachment I)
- b) Complete a Budget Narrative for FY 2020–21 (Attachment II)
- c) Complete a Three-Year Budget Plan (Attachment III)

High-Quality CTE Program Evaluation & Plan. Attachment I

Unique Conditions: Describe any existing CTE program-specific unique condition(s) of the LEA(s) which may affect this application. Unique conditions may include, but are not limited to, such items as rural or isolated schools or educational agencies, unique partnership arrangements, unique costs and expense issues, new CTE program, etc.

High-Quality CTE Program Evaluation & Plan Attachment I

The **minimum score** to be funded for the High-Quality CTE Program Evaluation & Plan is **23 points**.

Budget Narrative Worksheet (Attachment II)

All Applicants

Minimum Eligibility Standard #:

- ▶ **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.

Match Source:

- ▶ **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.**

This section of the application is worth up to 2 points and the minimum score to be funded for this section is 1 point.

Three Year Budget Plan (Attachment III)

The applicant will need to **create a three-year plan for FYs 2020–21, 2021–22, and 2022–23** demonstrating continued LEA financial and administrative support of CTE programs in the Local Control Accountability Plan (LCAP).

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). The budget must indicate the source of the funds and account. All numbers must be whole numbers, no decimals or commas.

A minimum score of 1 point in this section is required to be funded.

FY 2019-20 LCAP

The **minimum score of 1 point** in this section is required to be funded.

CTE must be explicitly mentioned in the 2019–20 LCAP for districts to qualify. Note: “*College and Career Readiness*” inclusive of Advance Placement, International Baccalaureate Program, A-G, Gifted and Talented Education, and other district programs, is not the equivalent to CTE.

Application Preparation and Submission

RFA Page 23

CTEIG applications must be submitted via **email**, as **one continuous PDF document file** (multiple emails or emails with multiple attachments will not be accepted), following the order below:

- 1) A copy of Part 1 of the CTEIG application from the PGMS.
- 2) Attachment I: High-Quality CTE Program Evaluation & Plan (if a consortium, the lead LEA overall/collaborative evaluation should be placed on top of the other LEA evaluations). **All consortium members must submit Attachment I.** The lead applicant of the consortium must submit an additional Attachment I showing an average score generated from the members.
- 3) Attachment II: Budget Narrative (with original signature).
- 4) Attachment III: Three-Year Budget (with original signature).
- 5) Highlighted and relevant pages of 2019–20 LCAP(s), showing CTE inclusion.

Application Preparation and Submission

Order continued below:

- 6) MOUs for CTEIG Consortia must be submitted prior to receiving a GAN.
- 7) Evidence of participation in SWP Consortia (when applicable).

The application file sent, must be named as follows: LEA Name CDS Code (Make sure to spell out all acronyms).

Example: Shadow Unified School District 12123456000000

When emailing the application file, the subject line must include the following language: CTEIG Application 2020–21 (LEA Name)

Example: CTEIG Application 2020–21 (Shadow Unified School District)

With the application file and subject line completed as directed above, email the CTEIG application to CTEIncentive@cde.ca.gov by **11:59 p.m. Thursday, September 17, 2020.**

Application Due Date

RFA Page 23

- ▶ Both Parts I and II of the CTEIG application are **due on Thursday, September 17, 2020, by 11:59 p.m.**
- ▶ Submitting only one part of the application by the deadline will result in an ineligible application and the application will not be scored.
- ▶ Applications that are received after **11:59 p.m. on September 17, 2020**, will not be accepted.

FAQ:

Q. How do I get my account information?

A. There is no “account information”. Enter the email of the LEA employee who will be responsible for the CTEIG grant. Do not enter the email for an independent contractor/grant writer, it must be an employee at the LEA.

FAQ:

Q. I already have a CTEIG grant. Do I have to submit an application to renew my grant?

A. Yes, CTEIG grants do not automatically “renew,” so you must apply each year. For more information on renewal grant applications, see page 3 in the Request for Applications (RFA).

FAQ:

Q. If there is a change of membership in a consortium application from 19-20 do we need to do a new Attachment 1 for each consortium member?

A. No. If a consortia member is added, add a new Attachment I for the new consortia member. If a consortia member is no longer part of the consortia, do not include their Attachment from the previous year. PGMS must reflect all current consortium members.

FAQ:

Q. What does positive consideration mean?

A. Positive consideration means that your Local Educational Agency (LEA) will receive **additional funds** from the grant for meeting the Positive Consideration Criteria. Page 1-2 of RFA.

FAQ:

Q. Attachment I requires that we list the pathways for each question. Do we have to repeat this same information for each question?

A. No.

FAQ:

Q. Can we request up to our match or is there a cap on what we can ask for?

A. You may request any amount that you are able to match keeping in mind the \$2 local to \$1 state match. There is no guarantee that you will be funded for the amount requested. Page 2-3 of RFA.

Q. Does the match have to support a specific pathway program?

A. Matching funds should be used to either support the pathway/program for which the application is written or to support the larger Career Technical Education (CTE) program. This should be apparent when completing the High-Quality CTE Program Evaluation. Page 3 of RFA.

FAQ:

Q. Can 2020-21 match be used when calculating match for this round of funding?

A. Yes. The grant period for the current application is July 1, 2020 – June 30, 2021. Match must come from fiscal years 2020-21 and/or 2021-22. Page 2 of RFA.

CTEIG Grant Application Fiscal Year	Local LEA Match Year	Dates for LEAs to Expend funds
2019 - 20	July 1, 2020 - June 30, 2021	July 1, 2019 - December 31, 2021
2020 - 21	July 1, 2021 - June 30, 2022	July 1, 2020 - December 31, 2022
2021 - 22	July 1, 2022 - June 30, 2023	July 1, 2021 - December 31, 2023
2022 - 23	July 1, 2023 - June 30, 2024	July 1, 2022 - December 31, 2024
2023 - 24	July 1, 2024 - June 30, 2025	July 1, 2023 - December 31, 2025

FAQ:

Q. Can bonds be used for match?

A. Maybe. You must look at the language of the Bond to determine if it qualifies as CTEIG match. The Bond language must address CTE specifically.

FAQ:

Q. Can Title one funds be used for match?

A. Title I funds may be used to match funds as long as the matched Title I funds are used as required by Title I. The Title I, Part A Authorized Use of Funds Web page, located at <https://www.cde.ca.gov/sp/sw/t1/authuseoffunds.asp> , provides general criteria when approving activities or expenditures supported with Title I, Part A funds.

FAQ:

Q. I have a question about matching funds and "double dipping. "Can I use the same budgeted amounts to match both SWP and CTEIG?

A. No.

FAQ:

Q. Can in-kind contributions be used as match?

A. No. All match must be real dollars.

FAQ:

Q. Thinking ahead, I'm concerned about the match for future years. How should I address this?

A. Do not request more money for the 2020-21 grant year if you anticipate being unable to equal or increase your match for subsequent years.

FAQ:

Q. Can you use CTEIG funds for paid internships for students?

A. No.

FAQ:

Q. In lieu of the 2020-21 Local Control Accountability Plan (LCAP), LEAs have been instructed to create a Learning Continuity and Attendance Plan (LCAP). Which document should we submit?

A. For this CTEIG application, please submit your 2019-20 Local Control Accountability Plan (LCAP), and be sure to only include pages that specifically mention “CTE” or “Career Technical Education. RFA Pages 21-22

FAQ:

Q. What if our 2019-20 Local Control Accountability Plan (LCAP) mentioned Career and College Readiness, but not “CTE” or “Career Technical Education”

A. Per EC 53070.1(a)(2)(E), the LCAP must include “CTE” or “Career Technical Education”. See page 22 of RFA.

FAQ:

Q. On page 14, the RFA says “After submission of part I, print out two hard copies...?”

A. Cross out this sentence in the RFA. You will not need to do this since we have moved to an electronic submission process.

FAQ:

Q. What if I can't email my pdf, because the file is too big?

A. We are currently working on an alternative submission process. More information will be provided by Tuesday, September 8th.

Budget Example: 1000 Category

Object Code 1000 (Certificated Salaries)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (Fiscal Year [FY] 2020–21)
10 CTE Teachers at ABC High School	all	Perkins	\$250,000.00	\$50,000.00
CTSO Advisor Stipends	9A	LCAP	\$10,000.00	\$10,000.00
Professional Development for Culinary Pathway	9B	XYZ Business	\$5,000.00	\$5,000.00
Sub Pay for PD days	9B	LCAP	\$0.00	\$1,250.00
Object Code 1000 Totals			\$265,000.00	\$66,250.00

Budget Example: 2000 Category

Object Code 2000 (Classified Salaries)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2020–21)
3 CTE Counselors Salaries	2, 3A	LCAP	\$100,000.00	\$10,000.00
1 Administrative Asst at District Office dedicated to CTE	all	LCAP	\$5,000.00	\$45,000.00
1 CTE Administrator at District Office Salary	all	LCAP	\$125,000.00	\$50,000.00
Object Code 2000 Totals			\$230,000.00	\$105,000.00

Budget Example: 3000 Category

Object Code 3000 (Employee Benefits)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2020–21)
10 CTE Teachers at ABC High School Benefits	all	LCAP	\$50,000.00	\$50,000.00
3 CTE Counselors Salary Benefits	2, 3A	LCAP	\$50,000.00	\$5,000.00
1 Administrative Asst at District Office dedicated to CTE Benfits	all	LCAP	\$50,000.00	\$0.00
1 CTE Adminstrator at District Office Salary Benefits	all	LCAP	\$50,000.00	\$25,000.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Object Code 3000 Totals			\$200,000.00	\$80,000.00

Budget Example: 4000 Category

Object Code 4000 (Books and Supplies)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount (\$2)	CTEIG Amount (FY 2020–21)
125 Supplemental Textbooks for Child Development Pathway at ABC High School	1A, 1B	LCAP	\$5,000.00	\$5,000.00
Instructional Materials for Culinary Arts Pathway at EFG Middle School	1A, 1B	LCAP	\$5,000.00	\$45,000.00
Supplies for Student Support Services	3A	LCAP	\$1,500.00	\$3,500.00
325 Textbooks for new CTE program - Technology at EFG Middle School	1A, 1B	LCAP	\$10,000.00	\$10,000.00
Object Code 4000 Totals			\$21,500.00	\$63,500.00

Budget Example: 5000 Category

Object Code 5000 (Services and Other Operating Expenditures, Travel and Conference, Contracting Services)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount (\$2)	CTEIG Amount (FY 2020-21)
CTSO - SkillsUSA Regional Conference Travel Expenses for Advisors	3A	LCAP	\$10,000.00	\$10,000.00
CTSO - CalHOSA Travel Expenses for Advisors to Professional Development Seminar	3A	LCAP	\$10,000.00	\$10,000.00
Contracted Technical Services for Professional Development of Web Design Pathway at ABC High School	9B	XYZ Business	\$50,000.00	\$2,500.00
CTSO - FCCLA Affiliation Fees	3A	LCAP	\$2,500.00	\$2,500.00
Object Code 5000 Totals			\$72,500.00	\$25,000.00

Budget Example: 6000 Category

Object Code 6000 (Capital Outlay)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount (\$2)	CTEIG Amount (FY 2020–21)
6 ovens for Culinary Arts Pathway at ABC High School	all	LCAP	\$0.00	\$0.00
500 CTE iPADS for entire District CTE programs	1A, 1B	LCAP/XYZ Business	\$250,000.00	\$25,000.00
Object Code 6000 Totals			\$250,000.00	\$25,000.00

Budget Example: 7000 Category

Object Code 7000 (Indirect Cost)				
Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount (\$2)	CTEIG Amount (FY 2020–21)
Indirect Costs at 3.5%	all			\$150,000.00
Object Code 7000 Totals			\$0.00	\$150,000.00

CTEIG Program Contact Information

CTE Leadership Office
CTEIncentive@cde.ca.gov

or

(916) 322-5050

CTEIG Resources

CTEIG Program Webpage

<https://www.cde.ca.gov/ci/ct/ig/>

CTEIG RFA 2020-21 and Attachments

<https://www.cde.ca.gov/fg/fo/r17/cteig20rfa.asp>

CDE CTEIG Regional Consultants

<https://www.cde.ca.gov/ci/ct/pk/cteigcontacts.asp>

SWP K-12 Pathway Coordinators and Technical Assistance Providers

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/K12-Strong-Workforce/K12-Pathway-Coordinators>

For more assistance, please email us at
CTEIncentive@cde.ca.gov

Questions