2021–22 California Career Technical Education Incentive Grant Program

Application Information Session

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Introduction

▸ 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 (K–12), inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. <u>The purpose of this program is to **encourage**, **maintain**, and **strengthen** the delivery of career technical education (CTE) programs.</u> California *Education Code (EC)* sections 53070–53076.4

Introduction (Cont)

▸ The 2021–22 application year will cover the grant period beginning July 1, 2021, and ending December 31, 2023.

▸ Shortcut to the CTEIG Application in the PGMS system: https://www3.cde.ca.gov/pgms/cteintent5

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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 State Board of Education (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.

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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.

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Matching Funds Requirements

- For any funding received from this program, *EC* Section 53071 requires a local match from Fiscal Year (FY) 2021–22 and/or FY 2022–23 of $2 for every $1 received from this program.
- The local match may include funding from:
  - School district or charter school local control funding formula apportionments pursuant to *EC* Section 42238.02.
  - Strengthening Career and Technical Education for the 21st Century Act (Perkins V)
  - California Partnership Academies
  - Agricultural CTE Incentive Grant
  - Any other allowable source (including community and/or business partnerships) not excepted below.

Matching Funds Requirement

- 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

- Per *EC* Section 53071 (a)(4), an applicant's matching funds shall be used to support the program or programs for which the applicant was awarded a grant.

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Allowable & Non-Allowable Expenditures

▸ Final allowable and non-allowable expenditures will be approved during the SBE meeting in September 2021, and can be found in the CTEIG Board item.

▸ 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.

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CTEIG Required Data Reporting

▸ Annual Expenditure Reports (January)

▸ Annual CTE Completer Data (March)

▸ Capital Outlay Requests (Items over $5,000)

Expenditure Reporting

The first grant expenditure report for FY 2021–22 will be due to the California Department of Education (CDE) by January 31, 2022. The next expenditure reporting will be due by January 31, 2023. The final report will be due January 31, 2024.

1st Report	2nd Report	Final Report
January 31, 2022	January 31, 2023	January 31, 2024

CTE Completer Data Reporting

▸ As a recipient of funds, the CTEIG requires that you report specific data to the CDE including data aligned with the quality indicators described in the California State Plan for CTE and by Perkins V.

▸ This data is collected beginning in January and is reported in March.

▸ You must submit this data to remain eligible for future state and federal funds.

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Capital Outlay Requests

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

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

Matching Fund Reporting Requirement

- The CDE will compile a report of each grantee's financial activity associated with the accounting goal codes 3800 and 6000.
- Matching funds for the 2021–22 CTEIG award must be from the 2021–22 or 2022–23 FY.
- This data will be used to verify matching funds for all CTEIG funds spent.
- Failure to meet this matching requirement will result in one of the following:
  - A reduction of future grant award by the amount of grant funding not appropriately matched in the previous funding round.

  OR
  - An invoice for remittance of grant funds and possible removal from eligibility status for a future grant.

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Application Review Process

- There are a total of 52 points possible for this 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.

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Positive Considerations

▸ Pursuant to *EC* Section 53075, based on data collected by the CDE and information provided in the CTEIG application.

▸ Pages 8–9 of the RFA outline how these considerations are determined.

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Minimum Eligibility Requirements

▸ Pursuant to *EC* Section 53071, all recipients of the CTEIG funds are required to encourage, maintain, and strengthen high-quality CTE programs meeting all of the following minimum eligibility standards outlined on pages 9–10 of the RFA.

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Appeals

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 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

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

The grant payments will be disbursed to the LEAs based on the following schedule for 2021–22 grant term:

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

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III. Application Process

a) Part 1 – PGMS

b) Part 2 – Application

  1) Complete a High-Quality CTE Program Evaluation & Plan FY 2021–22 (Attachment I)

  2) Complete a Budget Narrative for FY 2021–22 (Attachment II)

  3) Complete a Three-Year Budget Plan (Attachment III)

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High-Quality CTE Program Evaluation & Plan: Attachment I

- High-Quality CTE Program Evaluation
- Areas of Strengths
- Improvement Opportunities & Plans
- Unique Conditions

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High-Quality CTE Program Evaluation

- Review the minimum eligibility standards and rate your overall CTE program, inclusive of **all** industry sectors and pathways offered. This should be a holistic review of the CTE programs offered by the LEA

- List the evidence on file at your LEA

- Make specific and detailed comments in the text box to assist the application reader in understanding your scoring

Areas of Strengths

- Describe the LEA's areas of strength for each minimum eligibility standard in 1500 characters or less.
- Include the following:
  - industry sector and pathway highlights
  - accomplishments and/or effective systems and/or processes put in place.

Improvement Opportunities & Plans

- Describe LEA's plans for improvement and use of funds in 1,500 characters or less.
- Include the following:
  - industry sector and pathway plans for improvement
  - and/or systems and/or processes that need to be put in place.

- **The plan should explicitly state proposed services and/or needs requested in the Budget Narrative Worksheet (Attachment II).**

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 HQ CTE Program Evaluation & Plan is **24 points**.

Budget Narrative Worksheet: Attachment II

▸ Ensure that the total amounts entered the Budget Attachment II are the **same amounts** entered into the Programs Grant Management System (PGMS)

▸ Create a proposed budget with matching funds and sources **aligned to** the HQ CTE Program Evaluation & Plan (Attachment I) for the 2021–22 grant application.

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

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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.

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Match Source

- **Indicate source(s) of matching funds** for each proposed object code categories.

- See explanation of allowable matching funds. (page 2 – Matching Funds Requirement)

- **Match Amount is for FY 2021–22 (FY 2021–22 and/or FY 2022–23).**

- **No past CTEIG or SWP funds can be used.**

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Budget Example: 1000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021-22)
10 CTE Teachers at XYZ High School	All	Perkins	$250,000	$50,000
CTSO Advisor Stipends	9A	LCAP	$10,000	$10,000
Professional Development for Culinary Pathway	9B	ABC Business	$5,000	$5,000
Sub Pay for Professional Development Days	9B	LCAP	$500	$1,250
Object Code 1000 Total			$270,000	$66,250

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Budget Example: 2000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021-22)
3 CTE Counselor Salaries	2, 3A	LCAP	$100,000	$10,000
1 Administrative Asst at District Office dedicated to CTE	All	LCAP	$5,000	$45,000
1 CTE Administrator District Office Salary	All	LCAP	$125,000	$50,000
Object Code 2000 Total			$230,000	$105,000

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Budget Example: 3000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021-22)
3 CTE Counselor Salaries	2, 3A	LCAP	$50,000	$5,000
1 Administrative Asst at District Office dedicated to CTE	All	LCAP	$50,000	$0
1 CTE Administrator District Office Salary	All	LCAP	$50,000	$25,000
10 CTE Teachers at XYZ High School	All	LCAP	$50,000	$50,000
Object Code 3000 Total			$200,000	$80,000

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Budget Example: 4000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021-22)
125 Supplemental Textbooks for Child Development Pathway at XYZ High School	1A, 1B	LCAP	$5,000	$5,000
Instructional Materials for Culinary Arts Pathway at EFG Middle School	1A, 1B	LCAP	$5,000	$45,000
Supplies for Student Support Services	3A	LCAP	$1,500	$3,500
325 Textbooks for new CTE program – Technology at EFG Middle School	1A, 1B	LCAP	$10,000	$10,000
Object Code 4000 Total			$21,500	$63,500

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Budget Example: 5000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021-22)
CTSO – SkillsUSA Regional Conference Travel Expenses for Advisors	3A	LCAP	$10,000	$10,000
CTSO – CalHOSA Travel Expenses for Advisors to PD Seminar	3A	LCAP	$10,000	$10,000
Contracted Technical Services for PD of Web Design Pathway at XYZ HS	9B	GHI Business	$50,000	$2,500
CTSO – FCCLA Affiliation Fees	3A	LCAP	$2,500	$2,500
Object Code 5000 Total			$72,500	$25,000

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Budget Example: 6000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021-22)
6 ovens for Culinary Arts Pathway at XYZ High School	All		$0	$6,000
500 CTE iPADS for entire District CTE program	1A, 1B	LCAP/GHI Business	$250,000	$25,000
Object Code 6000 Total			$250,000	$31,000

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Budget Example: 7000 Category

Detailed Expenditure Description	Minimum Eligibility Standard(s) #	Match Source	Match Amount	CTEIG Amount (FY 2021–22)
Indirect Costs at State Rate 3.5%	All		$0	$6,000
Object Code 7000 Total			$0	$150,000

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Three Year Budget Plan: Attachment III

- The applicant will need to **create a three-year plan for FYs 2021–22, 2022–23, and 2023–24** demonstrating continued LEA financial and administrative support of CTE programs.
- **<u>Do not include past or present CTEIG funds.</u>**
- Specify source of match of all matching funds included and not included in LCAP.
- The superintendent or designee must sign this attachment certifying the financial commitment to their CTE program(s).

Three Year Budget Plan (con't)

- ‣ Enter the amount of funding that **was spent** on CTE programs, excluding CTEIG funds, in FY 2019–20 in the box at the top of the attachment.

- ‣ Create a three-year budget for FYs 2021–22, 2022–23, and 2023–24 that realistically reflect the entire CTE program that the LEA would support with CTEIG funds, funding sources are clearly identified, and funding continues to increase.

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

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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.

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Application Preparation and Submission

CTEIG applications must be submitted via the New Electronic Submission Process for the 2021–22 CTEIG RFA (Instructions can be found on the RFA Website) in the following order:

1) A copy of Part 1 of the CTEIG application from the PGMS.
2) Attachment I: HQCTE 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 (con't)

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 County–District School Code (Make sure to spell out all acronyms).
Example: Shadow Unified School District 12123456000000

With the application file name completed as directed above, follow the ExFiles Upload Procedures for the 2021–22 CTEIG RFA by clicking on the following link:
https://www3.cde.ca.gov/exfiles/index.aspx?pid=161
and submit the CTEIG application by **Wednesday, June 2, 2021, at 5:00 p.m.**

Application Due Date

- Both Parts I and II of the CTEIG application are **due on Wednesday, June 2, 2021**, by 5:00 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 **5:00 p.m. on Wednesday, June 2, 2021, <u>will not be accepted</u>**.

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FAQ #1:

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 #2:

Q. I already have a CTEIG grant. Do I have to submit another application each year?

A. Yes, CTEIG grants do not automatically "renew," so you must apply each year.

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FAQ #3:

Q. **What does positive consideration mean?**

A. Positive consideration means that your LEA will receive **additional funds** from the grant for meeting the Positive Consideration Criteria.

Refer to pages 8–9 in the RFA.

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FAQ #4:

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. The pathways are entered in PGMS.

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FAQ #5:

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.

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FAQ #6:

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 CTE program. This should be apparent when completing the HQCTE Program Evaluation.

FAQ #7:

Q. Can 2022–23 match be used when calculating match for this round of funding?

A. Yes. The application year for the current application is July 1, 2021 – June 30, 2022. Local match from FY 2021–22 and/or FY 2022–23, of $2 for every $1 received from this program.

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FAQ #8:

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 #9:

Q. Can Title I 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.

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FAQ #10:

Q. **Can I use the same budgeted amounts to match both SWP and CTEIG?**

A. No.

FAQ #11:

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

A. No. All match must be real dollars.

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FAQ #12:

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 2021–22 grant year if you anticipate being unable to equal or increase your match for subsequent years.

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FAQ #13:

Q. **Can you use CTEIG funds to pay for internships for students?**

A. No.

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FAQ #14:

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.

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FAQ #15:

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".

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FAQ #16:

Q. Can an LEA use Specialized Secondary Program (SSP) Grant funds as Match?

A. Yes.

FAQ #17:

Q. Can the Coronavirus Aid, Relief & Economic Security (CARES) Act be used as Match?

A. Round 1 cannot be used as Match, however upcoming Round 2 **CAN** be used as Match.

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FAQ #18:

Q. What is the positive consideration breakdown?

A. Base = 70% (ADA Share)

Remaining 30% is divided among the positive

consideration categories as follows:

%	Positive Consideration	%	Positive Consideration
2%	Rural Share	4%	Collaboration Share
2%	Leverage Share	6%	Unduplicated Share
2%	Investment Share	6%	High Dropout Share
2%	JPA Share	6%	Unemployment Share

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FAQ #19:

Q. Why aren't International Baccalaureate (IB) CTE courses consider CTE as defined for CTEIG?

A. IB is coded in CalPADS as an IB course, not a CTE course. In addition, a CTE credentialed teacher is required to have a CTE pathway and not required to teach an IB course.

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FAQ #20:

Q: Can a K-8 district apply for CTEIG and/or apply as a consortium with a COE as the lead fiscal agent?

A: No. K-8 would not be able to comply with reporting requirements of the grant, specifically the CTE Completer Data indicated on slide 11 and pages 5-6 of the RFA.

CDE encourages K-8 districts to apply with their feeder high schools, so that they can meet the reporting requirements and create seamless pathways for students.

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FAQ #21:

Q. Can AB 86 be used as Match?

A. Assembly Bill (AB) 86 is the COVID Reopening Schools Bill. CDE is working on a confirmation for this kind of use.

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FAQ #22:

Q: Why are we not using the 12 Essential Elements to evaluate our CTE programs for CTEIG?

A: The 12 Essential Elements has not been approved in CTEIG legislation. For this application, continue to use the high-quality CTE Program & Evaluation elements.

CTEIG Program Contact Information

CTE Leadership Office
CTEincentive@cde.ca.gov

or

(916) 322-5050

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CTEIG Resources

CTEIG Program Webpage

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

CTEIG RFA 2021–22 and Attachments

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

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

Questions