# Career Technical Education Incentive Grant



**California Department of Education**

**Request for Applications**

**2024–25**

**ROUND 10B**

Administered by the

California Department of Education

Career and College Transition Division

Career Technical Education Leadership Office

1430 N Street, Suite 4202

Sacramento, CA 95814–5901

**January 2025**

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**Attachments**

Attachment I: High-Quality Career Technical Education Program Evaluation & Plan: <https://www.cde.ca.gov/fg/fo/r17/documents/2024-25cteigattach1.pdf>

Attachment II: Career Technical Education Incentive Grant Fiscal Year 2024–25 Budget Narrative Worksheet: <https://www.cde.ca.gov/fg/fo/r17/documents/2024-25cteigattach2.xlsx>

**Career Technical Education Incentive Grant  
Request for Applications 2024–25**

## Chapter 1: General Information

### I. Introduction

California *Education Code* (*EC*) Section 53070(a) states that 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 one to twelve, 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.

### II. Grant Timeline and Funding Distribution

Grant applications must be received at the California Department of Education (CDE) by **Friday,** **January 24, 2025**, **at 5 p.m.**

Recommendations for grant award amounts will be presented to the State Board of Education (SBE) during the March 2025 board meeting for its consideration and approval.

Following approval from the SBE, Grant Award Notifications (GANs) will be sent to the local educational agencies (LEAs) which were awarded grant funds.

The 2024–25 application will cover the grant period beginning July 1, 2024, and ending December 31, 2026.

Per *EC* Section 53070(d), the total amount appropriated for the program in the state budget is $300 million\*, and is designated as follows, unless otherwise determined by the State Superintendent of Public Instruction in collaboration with the Executive Director of the SBE:

1. For applicants with average daily attendance (ADA) in grades seven through twelve (7–12) of less than or equal to 140, 4 percent is designated = $12 million
2. For applicants with ADA in grades 7–12 of more than 140 and less than or equal to 550, 8 percent is designated = $24 million
3. For applicants with ADA in grades 7–12 of more than 550, 88 percent is designated = $264 million

The ADA determination is based on the second principal reporting period (2023–24) 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.

\*Note: Round 10B funding amount comprises of remaining funds not allocated in Round 10A.

### III. Matching Funds Requirement

For any funding received from this program, *EC* Section 53071(a)(1)(D)(i) requires a local match from fiscal year (FY) 2024–25 of two dollars ($2) for every one dollar ($1).

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 FY for which an applicant is applying to receive a grant under the program.

By submitting a CTEIG application, you are attesting to the ability **to encumber** **match dollars in the FY beginning on July 1, 2024, and ending June 30, 2025.**

The local match may include funding from:

1. School district or charter school Local Control Funding Formula (LCFF) apportionments pursuant to *EC* Section 42238.02
2. Strengthening Career and Technical Education for the 21st Century Act (Perkins V)
3. California Partnership Academies
4. Agricultural CTE Incentive Grant
5. Specialized Secondary Programs Grant
6. Middle School Foundation Academies Grant
7. Any other allowable source (including community and/or business partnerships) not stated below

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

1. Kindergarten through grade twelve (K–12) component of the Strong Workforce Program (SWP) established pursuant to *EC* Section 88827
2. CTE Facilities Program pursuant to *EC* Section 17078.72
3. Past CTEIG awarded amounts

\*Per 10/01/2024 Errata, local match **may not** include funding from:

* + Dual Enrollment Opportunities College and Career Access Pathways Grant (only for CTE courses)
  + Golden State Pathways Grant
  + California Community Schools Partnership Program (for CTE– focused projects and support only)

Per *EC* Section 53071(a)(5), an applicant’s matching funds shall be used to support the program or programs for which the applicant was awarded a grant.

### IV. Allowable and Non-Allowable Expenditures

Current list of Allowable and Non-Allowable Expenditures available on the CTEIG website at: <https://www.cde.ca.gov/ci/ct/ig/allowables20.asp>.

**Allowable Activities and Costs**

Funds provided under CTEIG may be used for, but are not limited to, the following:

* 1. Purchasing and/or developing 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;
  2. CTE Professional Development to enhance teaching and learning;
  3. 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;
  4. Purchasing of CTE equipment and materials needed to maintain industry standards that are within the scope of practice;
  5. Transportation and other expenses that enable CTE leadership and WBL activities, including after-school, extended day, and out-of-school opportunities;
  6. Food and refreshments for CTE conference travel, student field trips and special events, and working CTE Advisory Committee and partnership meetings;
  7. Pupil support services for career, academic, and social and emotional needs;
  8. Facility repair and industry upgrade for use of CTE program specific course equipment for industry skills attainment within the scope of practice; and
  9. Purchasing or renting of vehicles exclusively for CTE use and available for use by all CTE programs.

**Note:** All Object Code 6000 purchases over $5000 require individual review and approval by your CTEIG Regional Consultant. Projected Capital Outlay expenses detailed in the LEA’s CTEIG application still require review and approval by your Regional Consultant.

1. Non-allowable Activities and Costs-Funds provided under the CTEIG may not be used to:
   1. Supplant existing funding or efforts, including costs otherwise necessary to operate a school or program without this grant.
   2. Acquire or utilize CTE equipment for administrative or personal use.
   3. Purchase furniture that would already furnish a regular classroom (e.g., bookcases, chairs, desks, file cabinets, tables).
   4. Purchase or remodel facilities unless directly related to CTE pathways, instruction, or services for students with disabilities for accessibility. Facility projects must be completed within the grant term.
   5. Travel outside of the United States.
   6. Pay students for student internships.

Final allowable and non-allowable expenditures will be approved during the SBE meeting in March 2025, as part of the CTEIG SBE 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.

### V. Applicant Eligibility

**All Grant Applicants:** Per *EC* Section 53072, a grant recipient may consist of one or more, or any combination, of the following:

1. School Districts
2. County Offices of Education (COEs)
3. Charter schools
4. Regional Occupational Centers and Programs (ROCPs) operated by a joint-powers agency (JPA) or a COE

Pursuant to *EC* sections 53073(a) and 53071(c)(11)(A)(B), previous CTEIG grantees who did not submit a CTEIG Expenditure report for CTEIG funds due on January 31, 2024, and who did not report CTE Completer data by March 2024, are ineligible to apply for the CTEIG grant.

### VI. Memorandum of Understanding

Applicants who wish to apply for the CTEIG grant as a Consortium must complete a Memorandum of Understanding (MOU) establishing the partnership(s) for the grant term.

The Consortium member list must be the same from year-to-year to be considered a Returning applicant. When the Consortium list changes, the LEA is now considered a New applicant. The LEA must submit a new Board-approved CTEIG MOU to CDE if the Consortium member list changes.

Consortium MOUs are not due by the RFA due date. The MOUs are due after the SBE approval of the FY 2024–25 CTEIG allocations. Consortium grantees will be sent GANs upon receipt of the CTEIG MOU.

Consortium MOUs will need signatures from all participating members emailed to [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov) with the subject line: CTEIG MOU (Consortium Name)   
  
Following the SBE approval, all grantees awarded CTEIG funding will be sent a GAN from the CDE. Consortium grantees will be sent GANs upon receipt of CTEIG MOU.

### VII. Program and Administrative Requirements

The signed CTEIG application is a commitment to comply with the assurances, certifications, terms, and conditions associated with the grant.

A duly authorized representative (Superintendent or Designee), or the lead LEA of a Consortium, should review all assurances, certifications, and terms and conditions to be familiar with the expectations of the grant.

Applicants are not required to submit assurances and certifications to the CDE. Applicants must print and keep assurances and certifications on file at the local level for compliance reviews, complaint investigations, or audits.

**General Assurances**

Applicants should download all the general assurances and certifications from the CDE website as shown below. The documents must be reviewed and kept on file by the LEA.

In addition to the CTEIG 2024–25 Grant Assurances and Conditions (see Appendix A), applicants should download all the general assurances and certifications from the CDE website as shown below. The documents must be reviewed and kept on file by the LEA.

* CDE General Assurances (CDE-100A)

<https://www.cde.ca.gov/fg/fo/fm/generalassurances2024-25.asp>

**CTEIG FY 2024**–**25 Grant Assurances and Conditions**

The CTEIG FY 2024–25 Grant Assurances and Conditions are in Appendix A of the Request for Applications (RFA).

### VIII. Reporting Requirements

**Final Grant Expenditure Report**

Grantees are required to complete and submit a Final Grant Expenditure Report describing how they spent the CTEIG and matching funds. Grantees must provide evidence of attainment or detailed explanations for not meeting the expenditures. Grantees will report by Object Code showing CTEIG Expenditures, matching funds, and the source of the match.

All CTEIG and matching funds expenditures must be coded with the goal code of 3800 (CTE) or 6000 (ROCP).

The Final Grant Expenditure Report for the FY 2024–25 grant round is due January 29, 2027.

Grantees will submit one (1) Final Grant Expenditure Report by January 29, 2027, demonstrating that CTEIG and Match funds for FY 2024–25 have been spent.

Lead Consortium grantees will provide one compiled report that includes expenditures from all members of the Consortium. Individual Consortium members do not need to submit an individual report to the CDE.

Communications for Expenditure Reporting will be sent out by the CTE Incentive ListServ. Anyone administrating an LEA’s CTEIG award may subscribe to the ListServ. To subscribe to the ListServ, send a “blank” email to [join-CTEIncentive@mlist.cde.ca.gov](mailto:join-CTEIncentive@mlist.cde.ca.gov).

**CTE Completer Data**

Per *EC* Section 53071(c)(11)(B), grantees are annually required to generate and submit the following data points into the California Longitudinal Pupil Achievement Data System (CALPADS):

1. The high school graduation rate
2. The number of pupils completing CTE coursework
3. The number of pupils meeting academic and career-readiness standards as defined in the College/Career Indicator associated with the California School Dashboard
4. The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment
5. The number of former pupils employed and the types of businesses in which they are employed
6. The number of former pupils enrolled in any of the following:
7. A postsecondary educational institution
8. A state apprenticeship program
9. A form of job training other than a state apprenticeship program

Communications for CTE Completer Data Reporting will be sent out by the CTE Incentive ListServ. Anyone administrating an LEA’s CTEIG award may subscribe to the ListServ.

To subscribe to the ListServ, send a “blank” email to [join-CTEIncentive@mlist.cde.ca.gov](mailto:join-CTEIncentive@mlist.cde.ca.gov).

CTEIG Expenditure Report(s) and Completer data must be completed and submitted on time. If CDE does not receive the Final Grant Expenditure Report due by January 29, 2027, and CTE Completer data due by March 2026, the grantee will be invoiced an amount up to the entire amount of the grant award.

**Capital Outlay Requests**

Capital Outlay is defined as any single item purchase of $5,000 or more.

All Object Code 6000 purchases over $5,000 require individual review and approval by your CTEIG Regional Consultant.

Projected Capital Outlay expenses detailed in the LEA’s CTEIG application still require review and approval by your Regional Consultant. The Regional Consultant will review and respond to your request with ten (10) days of receipt.

The purchase must meet all requirements, as outlined on page 1 of the Capital Outlay request form:

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

The current Capital Outlay form and attached quote that has not expired 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 <https://www.cde.ca.gov/ci/ct/ig>.

For questions regarding Capital Outlay requests, contact your CTEIG Regional Consultant. Contact information is available on the CTEIG web page at: <https://www.cde.ca.gov/ci/ct/pk/cteigcontacts.asp>

### IX. Matching Fund Reporting Requirements

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 FY 2024–25 CTEIG award must be encumbered by June 30, 2025.

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:

1. A reduction of future grant award by the amount of grant funding not appropriately matched in the previous funding round.

OR

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

### X. Application Review Process

The CDE will carefully screen all applications received by the due date for compliance with all requirements stated in this Request for Applications (RFA). Only fully completed applications will be considered eligible for advancement to be read and scored. Readers from the CDE Career and College Division (CCTD), will read, review, and score each eligible application.

**New Applicants**

New applications will be scored based on the following components:

1. High-Quality CTE Program Evaluation & Plan (Attachment I)
2. “Wet” or certified electronically signed Budget Narrative Worksheet (Attachment II) detailing planned CTEIG and matching funds

**Returning Applicants**

Returning applications will be scored based on the following components:

1. High-Quality CTE Program Evaluation & Plan (Attachment I), previously submitted for FY 2023–24 (Round 9A and 9B)
2. “Wet” or certified electronically signed FY 2024–25 Budget Narrative Worksheet (Attachment II) detailing planned CTEIG and matching funds

There are a total of 47 points possible for this RFA. Applications that receive a minimum score of 25 or higher will be considered for funding.

The number of grant awards will be based on the number of total eligible applications and the amount of available funding.

Application scoring will begin immediately following the final filing date, with final approval by the SBE at the March 2025 SBE meeting.

**Positive Consideration Factors –**Pursuant to *EC* Section 53075, based on data collected by the CDE and information provided in the CTEIG application, the CDE and SBE will do the following when determining grant recipients:

Give the greatest positive consideration to each of the following characteristics in an applicant:

1. Serving unduplicated pupils, as defined in *EC* Section 42238.02. This positive consideration is determined in the allocation calculation based on the information that is pulled from the CDE database and results are in a per pupil dollar amount.
2. Serving pupil subgroups that have higher than average dropout rates as identified by the Superintendent. This positive consideration is determined in the allocation calculation based on information that is pulled from the CDE Adjusted Cohort Graduation and Student Outcome Data database, and results are in a per pupil dollar amount.
3. Located in an area of the state with a high unemployment rate. This positive consideration is determined in the allocation calculation at the time allocations are calculated, the average state unemployment rate is pulled from the Economic Development Department (EDD). If an LEAs unemployment rate is higher than the state unemployment rate (based on county), then the LEA is awarded the positive consideration.
4. Offer an existing high-quality regional-based CTE program as a joint powers’ agency, county office of education, or regional occupation center/program.

Positive consideration is given to programs to the extent grantees do any of the following:

1. Successfully leverage one or both of the following:
2. Existing structures, requirements, and resources of the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (Public Law 115-224), California Partnership Academies, or Agricultural CTE Incentive Grants.
3. Contributions from industry, labor, and philanthropic sources.
4. Engage in regional collaboration with postsecondary educational institutions, including the SWP consortium operating in their respective geographic areas, or other LEAs to align career pathway instruction with postsecondary program requirements. This shall include, but not be limited to, pathway programs provided under an adopted California and Career Access Pathways partnership agreement pursuant to *EC* Section 76004.
5. Make significant investment in CTE infrastructure, equipment, and facilities. This positive consideration is determined in the allocation calculation based on LEA information that is entered into PGMS if expenditures are 25 percent or more.
6. Operate within rural school districts. This positive consideration is determined in the allocation calculation based on data pulled from the National Center for Education Statistics Rural Codes.
7. Receive Equity Multiplier funding through the Local Control Funding Formula (LCFF). This positive consideration is determined if a local educational agency receiving Local Control Funding Formula Equity Multiplier funding pursuant to Section 42238.024, as identified through the stability rate data file produced by the department in the prior fiscal year.

### XI. Minimum Eligibility Standards

Pursuant to *EC* Section 53071(c), 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:

1. Offers high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards, including, but not limited to, providing a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment or industry certification upon graduation from high school, including programs that integrate academic and CTE and that offer the opportunity for participants to prepare for postsecondary enrollment and to earn postsecondary credits through Advanced Placement courses, International Baccalaureate courses, or by formal agreement with a postsecondary partner to provide dual enrollment opportunities.
2. Provides pupils with quality career exploration, guidance, and a continuum of work-based learning opportunities aligned with academic coursework, which may include paid internships.
3. Provides pupil support services, including counseling and leadership development, to address pupils’ social, emotional, career, and academic needs.
4. Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, documented through formal written agreements allowing for dual enrollment opportunities.
5. Forms ongoing and meaningful industry and labor partnerships, evidenced by written agreements and through participation on advisory committees and collaboration with business and labor organizations to provide opportunities for pupils to gain access to pre-apprenticeships, internships, industry certifications, and work-based learning opportunities as well as opportunities for industry to provide input to the CTE programs and curriculum.
6. Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships; competitions; leadership development opportunities; career and technical education student organizations; and other work-based learning opportunities.
7. Reflects regional or local labor market demands, focuses on current or emerging high-skill, high-wage, or high-demand occupations, and is informed by the regional plan of the local Strong Workforce Program (SWP) consortium.
8. Leads to an industry-recognized credential or certificate, or appropriate postsecondary education or training, employment, or a postsecondary degree.
9. Is staffed by skilled teachers or faculty and provides professional development opportunities for any teachers or faculty members supporting pupils in those programs.
10. Provides opportunities for pupils who are individuals with exceptional needs to participate in all programs.

**New Applicants** are required to complete the High-Quality CTE Program Evaluation & Plan (Attachment I) for their CTE programs. Each application must describe the 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.

Based on responses to the High-Quality CTE Program Evaluation & Plan, New applicants will be required to submit the CTEIG FY 2024–25 Budget Narrative (Attachment II) aligning proposed expenditures to the High-Quality CTE Program Evaluation & Plan (Attachment I).

**Returning Applicants** will be required to submit an updated CTEIG FY 2024–25 Budget Narrative (Attachment II), explicitly detailing how the CTEIG funds and required match dollars will be allocated.

### XII. Appeals

Applicants who are determined to be ineligible for funding will receive a letter of notification (Ineligibility Letter) via email and United States Postal Service. To appeal an Ineligibility Letter, an LEA must submit a Letter of Appeal to the Career and College Transition Division (CCTD) within 10 calendar days of the date of the Ineligibility Notice. The CDE will respond to the Letter of Appeal within 30 calendar days.

Appeals are limited to the grounds that the CDE failed to correctly apply the RFA’s specified standards for reviewing the application; however, disagreement with an application reader’s professional judgment is not grounds for appeal and appeals based on such disagreement will be denied.

The Letter of Appeal must include a detailed and complete statement and explanation of their appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, any facts supporting the appeal, and the remedy sought.

The Letter of Appeal must have a “wet” or certified electronic signature of the authorized agent or the designee. The Letter of Appeal should be emailed with the subject line CTEIG Appeal to [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov).

### XIII. Grant Award and Payment Procedures

Following the SBE approval, all grantees awarded CTEIG funding will be sent a GAN (Form AO-400) from the CDE. Consortium grantees will be sent GANs upon receipt of CTEIG MOU. The full grant allocation will be dispersed to the LEAs for FY 2024–25 after the CDE receives an e-signed GAN. GANs are to be sent via email to [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) with subject line **FULL LEA NAME FULL CDS CODE 2024**–**25 GAN**.  
Example subject line: Shadow Unified School District 12123456000000 2024–25 GAN

### XIV. Technical Assistance

Appendix B provides a listing of CDE Regional Consultants and a link to the K–12 SWP Technical Assistance Providers and associated Workforce Pathway Coordinators who are available to provide the applicant with technical assistance in completing the application.

# Chapter 2: Instructions for Submitting the 2024–25 CTEIG Application

All interested applicants must complete the CTEIG Application Part I and Part II to be considered for 2024–25 funding.

### New Applicants

New Applicants are first-time CTEIG applicants and LEAs that did not receive CTEIG award in CTEIG FY 2023–24 (Rounds 9A and 9B). Applicants must complete and submit all required documents detailed in Part I and Part II of the CTEIG application below.

Both Part I and Part II of the CTEIG application are due by **Friday,** **January 24, 2025**, **at 5 p.m.**, to be considered for funding.

#### Part I: New Applicants

* Submitted PGMS portion of CTEIG application

#### Part II: New Applicants

* High-Quality CTE Program Evaluation & Plan FY 2024–25 (Attachment I)
* Budget Narrative for FY 2024–25 (Attachment II)

### Returning Applicants

Returning Applicants are applicants that received CTEIG award in CTEIG FY 2023–24 (Rounds 9A and 9B). Returning Applicants must complete and submit all required documents detailed in Part I and Part II of the CTEIG application below.

**Part I: Returning Applicants**

* Submitted PGMS portion of CTEIG application

**Part II: Returning Applicants**

* Budget Narrative for FY 2024–25 (Attachment II)

#### I. Application Process Part I - PGMS

The CTEIG Application Part I is used to determine the allocation for each grant applicant.

**Note:** The PGMS times out without warning. It is strongly recommended the applicant save the application after completing each question.

A designated District or Consortium employee, not a third party or grant writer, should complete the PGMS portion of the CTEIG application to ensure all grant information is available to the LEA.

**Part I: PGMS**

Copy and paste the address below into your web browser: <https://www3.cde.ca.gov/pgms/logon.aspx>

In the middle column titled “Career Technical Education Incentive Grant (CTEIG)”, select the “Access Your CTEIG Application” hyperlink.

Note: A username and password are not required to access the CTEIG PGMS portion of the application.

After reviewing the Purpose, CTE Program Requirements, Matching Funds Requirement, and Applicant Eligibility sections, scroll to Start Your Application at the bottom of the page. Enter the LEA’s County-District-School (CDS) Code in the required field. Click “Verify CDS Code” to confirm that the CDS code matches the intended agency. Once verified, click Continue to advance to Section 1.

**Note:** If the LEA does not have a CDS code, the LEA is not eligible to apply for funding.

**Section 1: LEA Information**

The following items below will self-populate based on the information currently on file with the CDE:

* Name: (LEA district name, COE, JPA, or Charter School name)
* CDS Code
* Address: (Physical and mailing address required, if different)
* City: (Physical and mailing address required, if different)
* State: CA
* Postal Code: (Physical and mailing address required, if different)
* Phone Number: (Phone and extension of designated administrator)
* Email: (Email address of designated administrator)
* Administrator Name: (First and last name of designated administrator)
* Administrator Title: (District, COE, JPA, or Charter School)

Please contact Career Technical Education Leadership Office (CTELO), at [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov) if the LEA contact information has changed or appears incorrect.

A designated district or consortium employee, not a third party or grant writer, should be completing the PGMS portion of the CTEIG application to ensure all grant information is available to the LEA.

**CTEIG Coordinator Information**

Enter the CTEIG Coordinator or intended CTEIG Coordinator contact information. This should be a designated District or Consortium employee to ensure that all grant information is available to the LEA.

First Name:

Last Name:

Phone Number (including extension):

Email:

After entering CTEIG Coordinator Information, click “Save” to save information. Click Next to continue to Section 2.

**Section 2 - Types of Applicants**

Determine the type of application that will be submitted. Select “Apply as a single LEA” to apply as a single applicant or “Apply as a Consortium” to apply as the lead member of a Consortium.

**2023–24 Reported Second Principal Apportionment (P–2) ADA**

The CTEIG applicant 2023–24 Reported P-2 ADA will auto-populate in two forms:

1. Actual ADA Number Reported
2. Remaining ADA Number

**Single LEAs**

P-2 ADA will automatically populate the actual ADA number reported and the remaining ADA number.

**Consortium Applicants**

If applying as a Consortium, a Consortium application should be completed prior to a single LEA application.All members of the Consortium must have a CDS code to apply for CTEIG funding.

**Consortium CDS Code:** Enter the CDS code for each member of the Consortium. The 2023–24 P-2 ADA and remaining ADA Balance columns will automatically populate.

**ADA Contributed to Consortium:** Determines how much ADA the LEA will be contributing to the Consortium application for each member. For each partner LEA, enter the amount of ADA that will be contributed to the lead entity of the Consortium. The applicant must use whole numbers only.

Once you have reviewed the ADA being attributed to the lead member’s Consortium application(s), you will be required to certify that the LEA(s) listed above are permitted to use your ADA as listed in the ADA Contribution to Consortium table.

When an individual or lead member of a consortium has fully submitted and certified their application, any remaining ADA cannot be applied to another consortium application.

| Members CDS Code | Consortium Members Name | 2023–24 Reported  P-2 ADA | Remaining ADA Balance | ADA Contributed to Consortium | Action |
| --- | --- | --- | --- | --- | --- |

**New and Returning Applicants**

Enter the CDS code for each member of the Consortium. The 2023–24 P-2 ADA and remaining ADA Balance columns will automatically populate. Out of the Remaining ADA Balance, enter the ADA that will be contributed to the Consortium.

**Consortium MOU Assurance**

The applicant will be required to certify that the LEA(s) listed as part of the lead member application are participating partners in the Consortium.

By checking the box under the table, the lead Consortium certifies that all LEAs listed are confirmed participating partners in the Consortium and will provide MOUs as proof of partnership.

As proof of partnership, an LEA’s Board-approved CTEIG Consortium MOU with “wet” or certified electronic signatures of all participating members should be emailed to [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov) with the subject line: CTEIG MOU (Consortium Name).

**This is not the applicant’s evidence of SWP Consortia participation.**

**This is not the applicant’s K–12 SWP grant application and/or funding MOU.**

After entering all partner members of the Consortium, check the assurance box in PGMS under **Consortium MOU Assurance (Required)**:  
   
As the lead Consortium, all LEAs listed are confirmed participating partners in the Consortium and will provide MOUs as proof of partnership.

After entering Type of Applicant information, click “Save” to save information. Click Next to continue to Section 3.

**Section 3**

**Previous Grants Received**

Each LEA will be required to certify if they have received a previous grant award under the CTEIG or K–12 SWP grant programs.

Did your LEA receive CTEIG funds for FY 2023–24?

Select: Yes or No

Did your LEA receive K–12 SWP grant program funds for FY 2023–24?

Select: Yes or No

Did your LEA receive Equity Multiplier funding through the Local Control Funding Formula (LCFF)?

Select: Yes or No

**Match**

The 2024–25 CTEIG application requires a local match of $2 for every $1 to be encumbered in FY 2024–25 (by June 30, 2025).

The local match may include funding from:

1. School district or charter school LCFF apportionments pursuant to *EC* Section 42238.02
2. Strengthening Career and Technical Education for the 21st Century Act (Perkins V)
3. California Partnership Academies
4. Agricultural CTE Incentive Grant
5. Specialized Secondary Programs Grant
6. Middle School Foundation Academies Grant
7. Any other allowable source, including community and/or business partnerships not listed below in the non-allowed match sources.

The local match may not include funding from:

1. K–12 component of the SWP established pursuant to *EC* Section 88827
2. CTE Facilities Program pursuant to *EC* Section 17078.72
3. Past CTEIG awarded amounts

**Match Amount**

Enter the amount of dollars that the applicant has for the FY 2024–25 local match based on the amount of funds expended on CTE programs (as required by the grant terms and *EC* sections 53070–53076.4).

**Estimated CTEIG Award Amount**

PGMS will automatically populate the estimated amount each applicant would expect to receive at a local match of $2 for every $1 received from this program. This estimate is not a guarantee of funding in this amount. This amount must be the same amount entered into Attachment II.

After entering Previous Grants Received and Match Amount, select the following assurance checkbox before proceeding to the next section:

**I certify that I attest to the ability to encumber match dollars in the FY beginning on July 1, 2024, and ending June 30, 2025.**

Once the assurance is selected, click “Save” to save information. Click Next to continue to Section 4.

**Section 4**

**JPA –**

Select “Yes” or “No” if your LEA offers an existing high-quality, regionally based CTE program such as a JPA, COE, or ROC/P.

**Collaboration –**

Does your LEA and/or Consortium members engage in collaboration with another institution? Yes No

If LEA selects Yes, the following checkboxes appear (check all that apply):

Strong Workforce Program consortium operating in their respective geographic areas

Postsecondary educational institutions   
  
Dual Enrollment

Concurrent Enrollment

Other LEAs that align career pathway instruction with postsecondary program requirements.   
   
After entering selections for JPA and Collaboration, click “Save” to save the information. Click next to proceed to Section 5.

**Section 5**

**Infrastructure/Equipment Investment (Capital Outlay)**

Enter the total Match investment dollars for CTE infrastructure, equipment, facility repairs, and upgrades for this grant round in the text box. Enter whole numbers only. No dollar signs, commas, or decimals.

Ensure that Match investment dollars are reflected in Attachment II’s budget and connected to Goal Codes 3800 and 6000.

Do not include past and present CTEIG and/or K–12 SWP funds.

**Infrastructure/Equipment Investment Percentage**

The Infrastructure/Equipment Investment Percentage will auto populate as a percentage of your total budget amount.

This is a positive consideration category that is determined in the allocation calculation based on the LEA’s information that is entered into this section when expenditures are 25 percent or more.

**Contributions from Industry, Labor, and Philanthropic Sources**

Enter the contributions from industry, labor, and philanthropic sources, source of the contribution name, and contribution amount for each source. You may add multiple sources of contributions.

After entering Infrastructure/Equipment Investment and Contributions, click “Save” to save the information. Click Next to proceed to Section 6.

**Section 6****: Continued Financial Commitment**

Per Education Code 53071(b), an applicant must provide a three-year plan for continued financial and administrative support of career technical education programs that demonstrates a financial commitment of no less than the amount expended on those programs in the previous FY.

Both New and Returning applicants must complete the following:

1. Enter the actual amount of funding that was spent on Career Technical Education (CTE) programs by your local educational agency (LEA), excluding CTE Incentive Grant (CTEIG) and the kindergarten through grade twelve component of the Strong Workforce Program (K–12 SWP) funds, during fiscal year 2023–24 in the box provided
2. Enter the amount of funding budgeted for CTE programs by your LEA, excluding CTEIG and K–12 SWP funds, for fiscal years 2023–24, 2024–25, and 2025–26 in the chart provided. Align with Local Control and Accountability Plan (LCAP).
3. In Sources of Funding, specify the source of all funds included and not included in LCAP for the fiscal years 2023–24, 2024–25, and 2025–26.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Intentionally left blank) | FY 2023–24 Actual | FY 2024–25 Budgeted | FY 2025–26 Budgeted | FY 2026–27 Budgeted |
| Total Amount | $ | $ | $ | $ |

**Sources of Funding:**

Enter Sources of Funding.

After completing the table, the applicant is required to check the assurance box certifying the three-year financial commitment to their CTE programs:

Per *EC* 53071(b) our district is committed to a three-year plan for continued financial and administrative support of our Career Technical Education programs. We demonstrate a financial commitment of no less than the amount expended on those programs for the previous fiscal year. Our proposed budget includes the identification of all available funding to continue to support Career Technical Education programs.

After entering Continued Financial Commitment, Sources of Funding, and the assurance check box, click “Save” to save the information. Click Next to proceed to Section 7.

**Section 7: Assurances**

By selecting all assurances, the applicant is confirming the information entered in the RFA – Part I is correct and complete.

All five boxes in this section of PGMS must be selected to submit the PGMS entry.

**Assurance for Local Control and Accountability Plan**

Our district’s Local Control and Accountability Plan (LCAP) and annual updates include Career Technical Education (CTE) or College and Career Readiness. College and Career Readiness is inclusive of Career Technical Education which includes Advance Placement, International Baccalaureate Program, a-g, Gifted and Talented Education, and other district programs.

**Assurances for Continued Financial Commitment**

The applicant has read the information provided regarding the CTEIG and understands, during the 2024–25 grant term, the LEA will be required to locally match the grant award $2 for every $1 dollar received for this grant period.

The applicant also understands that the Estimated Award Amount is not a guarantee of being funded for that amount and that the allocations are based on ADA and the positive consideration categories determined by the allocation’s formula.

The applicant also certifies that the forms and assurances for Program and Administrative Requirements are signed and on file at the LEA.

**Final Confirmation**

If the applicant is ready to submit their PGMS entry, check the final assurance box and click “Save” to save the information.

**Checking this box will prevent you from making any changes to the PGMS entry and will allow you to submit Part I of your CTEIG application.**

Once the final assurance is selected and the PGMS entry is submitted, the LEA is unable to edit the submitted PGMS entry. The LEA must contact CTELO at [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) to request their PGMS entry be opened for revision.

If the applicant is ready to submit their PGMS entry, check the box that will prevent you from making any changes to the PGMS entry and will allow you to submit Part I of the application.

**Submission of PGMS entry**

Upon completion of all sections of PGMS, click on the “Submit” button. When “Submitted” appears at the top of the entry, click “Print to .pdf” to save and generate a .pdf copy of the LEA’s PGMS responses to submit with the CTEIG application. Save the .pdf of the PGMS responses before exiting PGMS.

Note: Both Part I and Part II of the CTEIG application are due by **Friday, January 24, 2025, at 5 p.m.** Part II of the application will not be scored if Part I is not submitted and the application will be ineligible for funding.

#### II. Application Process Part II – New Applicants

Below are all the steps needed for New Applicants to complete the CTEIG Application Part II:

1. Complete a High-Quality CTE Program Evaluation & Plan FY 2024–25 (Attachment I)
2. Complete a Budget Narrative for FY 2024–25 (Attachment II)

\*Consortium applicants – Include an CTEIG MOU for each member of the Consortium

**Application Process Part II – Returning Applicants**Below are all the steps needed for Returning Applicants to complete the CTEIG Application Part II:

1. Complete a Budget Narrative for FY 2024–25 (Attachment II)

\*Consortium applicants – Include an CTEIG MOU for each member of the Consortium

**Step 1**

**Attachment I: High-Quality Career Technical Education Program Evaluation & Plan (New Applicants Only)**

Using the High-Quality CTE Program Evaluation & Plan (Attachment I) provided on the RFA web page at <http://www.cde.ca.gov/fg/fo/r17/cteig24rfa.asp>:

1. Review the Minimum Eligibility Standards and rate your overall CTE program, inclusive ofall industry sectors and pathways offered. This should be a holistic review of the CTE programs offered by the LEA. Provide your total score.
2. Check only one box for each Minimum Eligibility Standard (criteria). A score must be entered for each Minimum Eligibility Standard to populate the Total Score (TO BE COMPLETED BY THE LEA) on page 1 of Attachment I.
3. If the Total Score (TO BE COMPLETED BY THE LEA) field is blank on the first page, review all responses to confirm that all Minimum Eligibility Standards are scored.
4. **Evidence on File at LEA:** Include list with a detailed description of evidence on file matching Minimum Eligibility Standards score indicated by the prompt. The LEA may be asked to provide this evidence for auditing purposes.
5. **LEA Comments**: This text box allows the applicant to elaborate on evidence to assist the application reader with understanding the LEA’s scoring.
6. **Areas of Strength:** This text box allows applicant to describe the LEA’s areas of strength for each Minimum Eligibility Standard. Include Industry Sector and Pathway highlights, accomplishments, effective systems, and/or processes put in place.
7. **Improvement Opportunities and Plans:** This text box allows the LEA to explicitly state programs and systems needing improvement and correlate them to the Budget Narrative in Attachment II.

Provide Object Codes that correspond to each improvement needed for each Minimum Eligibility Standard.

| **Object Code** | **Description of the Object Code** |
| --- | --- |
| 1000 | **Certificated Salaries** – Certificated CTE teacher salaries |
| 2000 | **Classified Salaries** – Classified salaries associated with CTE programs only |
| 3000 | **Employee Benefits** – Only those benefits associated with CTE teachers and classified salaries associated with CTE programs only |
| 4000 | **Books and Supplies** – Only those expenses related to CTE courses |
| 5000 | **Services and Other Operating Expenditures**  **Travel and Conference**  **Contracting Services**  – Only those charges related to CTE teachers and CTE programs |
| 6000 | **Capital Outlay** – Only those expenses related to CTE courses |
| 7000 | **Indirect Cost** –<https://www.cde.ca.gov/fg/ac/ic/> |

1. **Unique Conditions:** This text box allows the LEA to identify CTE program-specific situation(s), conditions, and challenges affecting your LEA on an ongoing basis. Unique conditions can include, but are not limited to, rural or isolated schools or educational agencies, unique partnership arrangements, unique costs, unique expense issues, an emerging CTE program, etc.

**Scoring Attachment I**

The LEA will score each Minimum Eligibility Standard accordingly in the (TO BE COMPLETED BY THE LEA) column. A Total Score will auto populate on page 1 of Attachment I. If the total score is blank on the first page, review that all Minimum Eligibility Standards are scored in Attachment I.

The minimum score to be funded for the High-Quality CTE Program Evaluation & Plan is 24 points. Each of the 15 questions will be scored using the scoring system below. There are a total of 45 points available.

| **Score** | **Criteria** |
| --- | --- |
| 3 points | Exemplary Practice |
| 2 points | Quality Practice |
| 1 point | Emerging Practice |
| 0 points | Not Yet in Practice |

**Consortium applicants:** Include a High-Quality CTE Program Evaluation & Plan (Attachment I) for each LEA member of the Consortium.

Lead Consortia must average these scores and complete a separate High-Quality CTE Program Evaluation & Plan (Attachment I) integrating the needs of member LEAs in the narrative sections. All information in the Budget Narrative Worksheet (Attachment II) should align directly with plans for improvement.

**Step 2:**

**Attachment II - Career Technical Education Incentive Grant Fiscal Year 2024–25 Budget Narrative Worksheet**

**(Required for New and Returning Applicants)**

The Budget Narrative Worksheet (Attachment II) is located on the CDE CTEIG RFA web page at <https://www.cde.ca.gov/fg/fo/r17/documents/2024-25cteigattach2.xlsx>.

Complete the Budget Narrative Worksheet (Attachment II) with the applicant’s proposed budget for CTEIG and matching funds. The proposed budget should align to Attachment I and the budget narrative in the applicant’s LCAP.

**Consortium applicants:** Create one proposed budget with matching funds and identify sources inclusive of all members.

**Object Code Tabs**

Under each Object Code tab, specify the following:

| **Object Code** | **Description of the Budget Category** |
| --- | --- |
| 1000 | Certificated Salaries. Certificated Salaries are salaries that require a credential or permit issued by the Commission on Teacher Credentialing. |
| 2000 | Classified Salaries. Classified Salaries are salaries for services that do not require a credential or permit issued by the Commission on Teacher Credentialing that are associated with CTE programs. |
| 3000 | Employee Benefits. Only those benefits associated with CTE teacher and classified salaries. |
| 4000 | Books and Supplies. Only those expenses related to CTE courses. Record expenditures for books, supplies, and other noncapitalized property/equipment. Expenditures for the following, but not limited to:  ● Supplemental books and supplies  ● Textbooks for new CTE programs  ● Instructional materials  ● Supplies for student support services  ● CTE Industry Sector publications and software necessary to operate a CTE project  ● All equipment purchased with any portion of these grant funds that include, but not limited to, computers and laptops for CTE only  Noncapitalized property/equipment is movable personal property that has both an estimated useful life over one year, and an acquisition cost that meets the LEA’s threshold for capitalization. Anything less than $5,000 should be posted in Object Code 4000. |
| 5000 | Services and Other Operating Expenditures, Travel and Conference, Contracting Services. Only those related to CTE teachers and CTE programs.  Services and Other Operating Expenditures: Record expenditures for services, rents, leases, maintenance contracts, dues, travel, insurance, utilities, legal counsel, and other operating expenditures.  Travel and Conference: Include expenditures incurred by and/or for employees and other representatives of the LEA for travel and conferences necessary to meet the objectives of the program. Receipts are required and must be kept on file by your agency for audit purposes. Bus transportation for students can be listed here.  Contracting Services: Services provided to the school by outside contractors appear under this category. Appropriate activities include conducting workshops, training, and technical assistance activities.  LEAs should provide adequate detail and justification if significant funds are budgeted for an outside party to provide CTE related services. |
| 6000 | Capital Outlay. Only those expenses related to CTE courses that exceed $5,000. Record expenditures for sites, buildings, and equipment, including leases with an option to purchase that meet the LEA’s threshold for capitalization. |
| 7000 | Indirect Cost if applicable (not to exceed CDE-approved rate). Indirect costs are not assessed on expenditures for capital outlay.  Indirect cost calculations cannot include any expenditure for capital outlay.  If you have any questions related to indirect costs please visit the CDE Indirect Costs Rates web page at https://www.cde.ca.gov/fg/ac/ic/. |

**Detailed Expenditure Descriptions**

Provide a detailed explanation of each proposed expenditure explicitly for CTE programs.

**Minimum Eligibility Standard(s)#**

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**

Identify sources of matching funds for each proposed Object Code, if applicable. See explanation of allowable matching funds. No past CTEIG or K–12 SWP funds can be used.

**Match Amount ($2)**

Indicate all applicable Object Codes for matching funds that will be used towards the LEA’s CTE programs. For any funding received from this program, *EC* Section 53071(a)(1)(D)(i) requires a local match from Fiscal Year (FY) 2024–25 of $2 for every $1.

All numbers must be whole numbers. No dollar signs, decimals, or commas.

**CTEIG Amount FY 2024–25**

Indicate all applicable Object Codes for estimated CTEIG awarded amount that will be used towards the LEA’s CTE programs.

All numbers must be whole numbers. No dollar signs, decimals, or commas.

**Totals Tab**

Match and CTEIG Amount (FY 2024–25) totals entered for each of the Object Codes 1000–7000 tabs will auto populate on the Totals tab. If the totals do not auto populate, be sure to enter both Match and CTEIG Amount (FY 2024–25) totals for each applicable Object Code in the Totals tab.

Ensure that the total Match dollars and CTEIG Amount (FY 2024–25) on the Totals page of Attachment II match the totals entered in PGMS for Match Amount and Estimated Award Amount totals.

**Superintendent or Designee Signature**

The Superintendent or Designee must sign Attachment II certifying the financial commitment to their CTE program(s).

Attachment II must include “wet” signature or certified electronic signature (.pdf, Excel, or DocuSign).

**Scoring Attachment II**

This section of the application is worth up to 2 points and the minimum score to be funded for this section is 1 point. The Budget Narrative (Attachment II) will be scored in the following manner:

| **Score** | **Criteria** |
| --- | --- |
| 2 points | The budget narrative worksheet is detailed, expenditure proposals are explicitly aligned to CTE Pathways, and to the High-Quality CTE Program Evaluation & Plan (Attachment I) without question. |
| 1 point | The budget narrative worksheet is somewhat detailed, expenditure proposals are somewhat aligned to CTE Pathways and to the High-Quality CTE Program Evaluation & Plan (Attachment I), but there are one or more questions. |
| 0 points  (not eligible for funding) | The budget lacks detail, does not provide adequate information, proposes non-allowable or multiple non-CTE expenditures, and is not aligned to the High-Quality CTE Program Evaluation & Plan (Attachment I). |

#### IV. Application Preparation and Submission

CTEIG applications must be submitted via email to [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) for the 2024–25 CTEIG RFA, following the order below:

1. A copy of **Part 1 (PGMS)** of the CTEIG application confirming PGMS submission.
2. **Attachment I**: High-Quality CTE Program Evaluation & Plan (**New** **applicants only)**
3. **Attachment II**: A completed FY 2024–25 Budget Narrative with “wet” or certified electronic signature **(Both New and Returning applicants)**

**Creating a .zip File**

For your convenience we have provided applicants with instructions on how to create a .zip file for both Windows and MacOS users. Please see below:

Zip Files for Windows

<https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

Zip Files for MacOS

<https://support.apple.com/guide/mac-help/compress-uncompress-files-folders-mac-mchlp2528/mac>

Label your .zip file exactly as instructed below:

Full LEA Name CDS Code

Make sure to spell out all acronyms and include all 14 digits of the CDS Code

**Example**: **Shadow Unified School District 12123456000000**

Include the following documents in the zip folder and save the file to your computer. Keep file names short using the exact names below for each corresponding attachment:

1. PGMS Printout

2. Attachment l

3. Attachment ll

Note: Attachment I required for New Applicants only.

**Application Submission Instructions – New and Returning Applicants**

After creating your .zip file and labeling file names using the instructions above, attach the .zip file to an email message to [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) with subject line **CTEIG FY 2024**–**25 Application FULL LEA NAME FULL CDS CODE**.

Example email of correct email subject line for application submission with full LEA name and CDS code:   
  
**CTEIG FY 2024–25 Application Shadow Unified School District 12123456000000**

Due to multiple LEA names with identical acronyms, ensure that all LEA names are spelled out with the full LEA name and full CDS code for all file names and email subjects. **Do not abbreviate LEA names**.

Ensure the email address used for sending the application can receive email replies. CTEIG staff will reply to the email address used to send the CTEIG application to confirm receipt of the application materials.

Note: [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) will only accept CTEIG application submissions, requests to withdraw application, and resubmission of application materials once CTELO confirms in writing that the previous application submission was deleted.   
  
Direct all other CTEIG inquiries to [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov).

**Revising Application Submissions**

If the LEA suspects they did not include all required attachments, contact CTELO by email at [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) to request the previous email submission be deleted.

If an LEA submits multiple .zip files without contacting CTELO prior to file submission, the submissions will be considered two separate incomplete applications. Both application(s) will automatically be disqualified from consideration.

When replying to CTELO with revised/completed application materials, use the following subject line: Resubmission Full LEA Name Full CDS Code. In the body of the email reply, detail the reason for application resubmission.

Example email subject line:  
**CTEIG Application Resubmission Shadow Unified School District 12123456000000**

The LEA must receive confirmation from CTELO in writing that their previous email submission has been deleted before emailing a new .zip file. The LEA must send a new email submission to [CTEIGSubmissions@cde.ca.gov](mailto:CTEIGSubmissions@cde.ca.gov) prior to the **Friday, January 24, 2025, at 5 p.m.** submission deadline.

#### V. Costs of Preparing the Application

The costs of preparing and delivering an application are the sole responsibility of the applicant. The State of California and the CDE will not reimburse such costs.

#### VI. Application Due Date

Both Parts I and II of the CTEIG application for New and Returning Applicants due by the deadline of **Friday, January 24, 2025, at 5 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 **Friday, January 24, 2025, at 5 p.m.** will not be accepted.

## Appendix A: Career Technical Education Incentive Grant 2024–25 Grant Assurances and Conditions

California *Education Code* (*EC*) Section 53071 stipulates the minimum requirements that must be included in a Career Technical Education Incentive Grant (CTEIG) funded program. The authorized applicant’s signature signifies they have read the following assurances and conditions and will provide these program elements.

In order to be eligible to receive state funding to encourage and maintain the delivery of Career Technical Education (CTE) programs pursuant to *EC* Section 53070, a grant recipient shall provide all of the following:

1. Matching funds in the form of direct support provided by the grant recipient based on the following schedule:

1. For the funding term 2024–25, $2 for every $1 received from this program. Matching funds may be based on the local match (Fiscal Year [FY] 2024–25).

2. An assurance that state funds provided by the CTEIG program shall be used only for the development and maintenance of CTE programs, in line with the Improvement Opportunities and Plans and aligned with the Budget Narrative submitted.

3. An assurance to report all Local Educational Agency (LEA) CTE-expended funds for the grant recipient under accounting goal codes 3800 (CTE) or 6000 (Regional Occupational Centers/Programs). Matching funds will be verified each year.

Conditions of CTEIG funding are as follows:

1. The LEA must meet all state statutes and regulations applicable to the CTEIG in its administration of the program including the submission of all student data reports, annual progress reports, budgets, and fiscal end-of-year reports.
2. All CTEIG funds must be expended within the dates designated and for not more than the maximum amount indicated on the Grant Award Notification (GAN).
3. Encumbrances may be made at any time after the beginning date of the grant stated on the GAN.
4. All matching funds must be legally obligated by June 30, 2025, and expended by December 31, 2026.
5. For any CTEIG funds left unclaimed after December 31, 2026, the LEA will be invoiced, and funds will revert to the state.
6. Any unmatched funds will be deducted from the next grant award allocation.
7. No extensions of this grant term will be allowed.

## Appendix B: Career Technical Education Incentive Grant Technical Assistance

**California Department of Education CTEIG Regional Consultants:**

Current list of CTEIG Regional Consultants located at: <https://www.cde.ca.gov/ci/ct/pk/cteigcontacts.asp>

**California Department of Education CTEIG Consultants**

| **Region** | **Counties Served** | **Consultant** | **Email Address** |
| --- | --- | --- | --- |
| 1 | Butte, Del Norte, Humboldt, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity | Shallie Johnson | [shjohnson@cde.ca.gov](mailto:shjohnson@cde.ca.gov) |
| 2 | Amador, Calaveras, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Tuolumne, Yolo, Yuba | Shallie Johnson | [shjohnson@cde.ca.gov](mailto:shjohnson@cde.ca.gov) |
| 3 | Alameda, Contra Costa, Lake, Marin, Mendocino, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma | Tara Neilson | [tneilson@cde.ca.gov](mailto:tneilson@cde.ca.gov) |
| 4 | Alpine, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tulare | David Kinst | [dkinst@cde.ca.gov](mailto:dkinst@cde.ca.gov) |
| 5 | Monterey, San Benito, San Luis Obispo, Santa Barbara, Ventura | Tara Neilson | [tneilson@cde.ca.gov](mailto:tneilson@cde.ca.gov) |
| 6 | Los Angeles, Orange | David Kinst | [dkinst@cde.ca.gov](mailto:dkinst@cde.ca.gov) |
| 7 | Imperial, Riverside, San Bernardino, San Diego | David Kinst | [dkinst@cde.ca.gov](mailto:dkinst@cde.ca.gov) |

**Kindergarten through Grade Twelve Strong Workforce Program Technical Assistance Providers and Pathway Coordinators**

Through the kindergarten through grade twelve (K–12) Strong Workforce Program, administered by the California Community Colleges Chancellor's Office (CCCCO), there are kindergarten through grade fourteen (K–14) Technical Assistance Providers (TAPs) and K–12 Regional Project Coordinators that can assist LEAs in completing the CTEIG application.

A list of K–14 TAPs can be found on the California Community Colleges Chancellor’s Office web page at

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

## Appendix C: CTEIG Resources

**Career Technical Education Incentive Grant (CTEIG) Website:**

Includes links to 2024–25 RFA and attachments, Capital Outlay request form, CTE Data Collection page, CALPADS User Guide, and more:

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

**CTEIG Allowable and Non-Allowable Expenses:**

<https://www.cde.ca.gov/ci/ct/ig/allowables20.asp>

**CTEIG Education Code:**

[cteigedcodes.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.cde.ca.gov%2Fci%2Fct%2Fig%2Fdocuments%2Fcteigedcodes.docx&wdOrigin=BROWSELINK)

**CTE Incentive ListServ:**

To subscribe to the CTEIG listserv, send a "blank" email to [join-CTEIncentive@mlist.cde.ca.gov](mailto:join-CTEIncentive@mlist.cde.ca.gov).

To unsubscribe from the CTEIG listserv, send a "blank" email to [unsubscribe-CTEIncentive@mlist.cde.ca.gov](mailto:unsubscribe-CTEIncentive@mlist.cde.ca.gov).

**Direct Funded and Local Funded Charter schools:**

<https://www.cde.ca.gov/sp/ch/directfundopt.asp>

**Indirect Cost Rates (ICR):**

<https://www.cde.ca.gov/fg/ac/ic/>

**California School Accounting Manual (CSAM):**

<http://www.cde.ca.gov/fg/ac/sa>

**CDE Audit Guidelines:**

<https://www.cde.ca.gov/fg/au/ag/requirements.asp>

**California Educators Together:**

For more questions regarding CTEIG and related resources, please visit the California Educators Together web page at [https://caeducatorstogether.org](https://caeducatorstogether.org/).