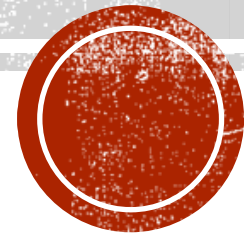


# CTEIG APPLICATION ATTACHMENTS

Professional Development for K–14 Technical Assistance  
Providers (TAPs) and Pathway Coordinators (PCs)



# AGENDA

- Questions from last weeks' PD?
- PGMS Example
- Attachment I – High Quality CTE Evaluation & Plan
- Attachment II – Budget Narrative Worksheet
- Attachment III – Three Year Budget Plan
- 2019-2020 LCAP



# QUESTIONS FROM LAST WEEKS PD?

- SSP Funds can be used as Match
- Round 1 of CARES cannot be used as Match, however, Round 2 (that is coming out) CAN be used as Match
- Match dollars do not have to match exactly to the identified CTE pathways being used for the CTEIG Allocation.
- Match dollars used for CTEIG identified CTE pathways CANNOT be used as Match dollars in SWP
- At this time there is no discussion about sub county unemployment rates.



# QUESTIONS FROM LAST WEEKS PD?

- **Where in the RFA does it state that applicant's cannot "double dip" with matching funds?**
  - *Page 2 under not allowed funding & page 7 under matching fund requirements, and the slide deck that is presented to the LEAs*
- **Can we get clarity on what they define as regional collaboration with K12 SWP and CC SWP consortiums? (p.16 under Step 9 and p.9 under positive considerations)**
  - *Are LEAs collaborating with their secondary partners to develop a seamless and cohesive pathway that align career pathway instruction with postsecondary program requirements?*
- **Can ESSER or CARES be used as a match? And if not, please provide where that is stated.**
  - *The upcoming Round 2 of CARES can be used as match. It has been added to the slide deck that is presented to the LEAs*



# PGMS EXAMPLE

In the middle box on the screen, select on Apply to CTEIG (last bullet)

<https://www3.cde.ca.gov/pgms/logon.aspx>

OR

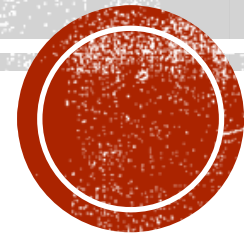
Shortcut to the first page of the application where an LEA can start with the County District School (CDS) Code and the email address

<https://www3.cde.ca.gov/pgms/cteintent5>



# CTEIG ATTACHMENT I

High Quality CTE Evaluation and Plan



# HIGH-QUALITY CTE PROGRAM EVALUATION & PLAN: ATTACHMENT I

- 11 Elements of a HQCTE Program Evaluation
- Areas of Strengths
- Improvement Opportunities & Plans
- Unique Conditions
- The **minimum score** to be funded for the HQ CTE Program Evaluation & Plan is **24 points**.

# 11 ELEMENTS OF A HQCTE 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 1,500 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.

# TIPS ON COMPLETING ATTACHMENT I

- Be open and honest when you are evaluating your CTE program(s)
  - A higher score **does not** mean more money. LEAs are at different levels of achieving a high-quality CTE program
  - Narratives should illustrate what your CTE program consists of, achievements you have made and plans for improvement
  - What you narrate in this attachment, **SHOULD** reflect Attachment II, III and your LCAP
- CDE rates Attachment I based on what the LEA scored and the narrative they provide as evidence of that score to give a score which deems an LEA eligible to receive an award.



# CTEIG ATTACHMENT I RATING

- You rate the standard based on what is written under the minimum eligibility standard
- LEAs Rating
  - How did the LEA prove their rating?
- How could the rating be higher? (if applicable)
- How would you advise an LEA to strengthen their CTE program?
  - CTE Stakeholder meeting value
  - Periodic Teacher/Student/Program Updates
  - Pathway & Program Alignment



# IF THE LEA:

STRENGTHEN  
THEIR CTE  
PROGRAM



MAXIMIZE  
POINTS FOR A  
SOLID  
APPLICATION



LEADING  
HQCTE  
PROGRAM IN  
CALIFORNIA

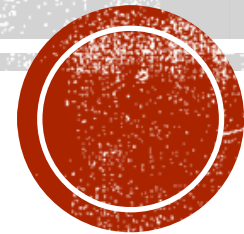


EXAMPLE TO  
OTHER LEAs



# CTEIG ATTACHMENT II

Budget Narrative Worksheet



# BUDGET NARRATIVE WORKSHEET

- 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.
- No in-kind is allowed in the budget (must be real dollars), in-kind dollars can be accounted for in the special consideration area.
- Amounts between object codes do not have to be exactly 2:1 as long as the total budget reflects 2:1 overall
- **This section of the application is worth up to 2 points and the minimum score to be funded for this section is 1 point.**



# 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(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.**

# 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

# 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

# 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

# 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

# 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

# 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



# 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

# TIPS ON COMPLETING ATTACHMENT II

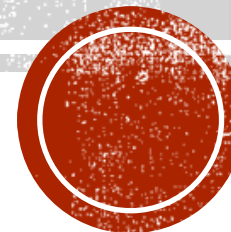
- Align each object code to the minimum eligibility standards as outlined in the High-Quality Program Evaluation & Plan (Attachment I)
- The Budget Narrative should indicate clear alignment to the LEA's Improvement Opportunities and Plans
- Indicate source of matching funds for each proposed object code.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

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



# CTEIG ATTACHMENT III

Three Year Budget Plan



# THREE YEAR BUDGET PLAN

- Create a three-year budget for **FYs 2021–22, 2022–23, and 2023–24** that realistically reflect the entire CTE program within the LEA excluding the non-allowable matching funds. Funding sources are clearly identified, and funding remains equal to or greater than the previous fiscal year.
- Enter the amount of funding that **was spent** on CTE programs, excluding CTEIG and non-allowable matching funds in FY 2019–20, in the box at the top of the attachment.
- **Do not include past or present CTEIG or SWP funds.**
- The superintendent or designee must sign this attachment certifying the financial commitment to their CTE program(s).
- **A minimum score of 1 point in this section is required to be funded.**

# TIPS ON COMPLETING ATTACHMENT III

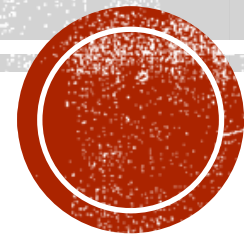
- The three-year plan should demonstrate a financial commitment of no less than the amount expended on those programs in the previous FY per *EC* Section 53071(b).
- It is not a proposed budget for the match amount required for CTEIG funds, but an overall commitment of the LEA to funding CTE programs,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

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



# 2019-2020 LCAP

Local Control Accountability Plan



# FY 2019–20 LCAP

- CTE must be explicitly mentioned in the 2019–20 LCAP for districts to qualify
- Highlight where CTE is included in LCAP
- Provide **ONLY** the pages of the LCAP that have CTE inclusion
- 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
- The **minimum score of 1 point** in this section is required to be funded

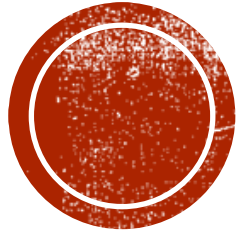
# TIPS ON COMPLETING THE LCAP COMPONENT

- The LCAP should show clear and explicit inclusion of CTE, is highlighted, and can easily be matched back to the proposed budget.
- CTE must be explicitly mentioned in the LCAP for districts to qualify.
- **Reminder:** “*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.

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







**QUESTIONS?**