**California Department of Education**

# Report to the Governor, Legislature, and the Department of Finance: 2021–22 Career Technical Education Incentive Grant Minimum Eligibility Standards Report



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**Career and College Transition Division**

**Access for All Branch**

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Description: 2021–22 Career Technical Education Incentive Grant Minimum Eligibility Standards Report

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## Executive Summary

This report is required by California *Education Code* (*EC*) Section 53070.1(b), as currently established by Assembly Bill 130 (Chapter 44, Statutes of 2021). It provides an administrative overview of various components within the Career Technical Education Incentive Grant (CTEIG) review process used by the California Department of Education (CDE) to assess grant applications.

The review process used to assess and verify a CTEIG applicant meets the minimum eligibility standards (MES) found in *EC* Section 53071(c) and continues to demonstrate financial and administrative support of Career Technical Education (CTE) programs found in *EC* Section 53071(b), remains an administrative imperative to the CDE. Ensuring the integrity of the competitive grant progress is vital to the continued success of the CTEIG program.

While steadfastly committed to the goal of continuous improvement in all areas of public administration, the CDE has provided the requisite details of the application review process currently employed to appropriately verify both requirements of *EC* sections 53071(c) and (b) within this report.

You can find this report on the CDE CTEIG Web page at <https://www.cde.ca.gov/ci/ct/ig/>. If you need a copy of this report or have any questions regarding this report, please contact Colby Franklin, Education Administrator I, Career and College Transition Division (CCTD), by email at [cfranklin@cde.ca.gov](mailto:cfranklin@cde.ca.gov).

## Introduction

In 2015, the Career Technical Education Incentive Grant (CTEIG) program was created as a state education, economic, and workforce development initiative to provide pupils in kindergarten through grade twelve (K–12) with the knowledge and skills necessary to transition from secondary education to postsecondary education and living-wage employment. The sustaining purpose of the program is to encourage, maintain, and strengthen the delivery and administration of high-quality career technical education (CTE) programs by K–12 local educational agencies (LEAs).

Five years removed from the loss of categorial CTE funds and two years after the implementation of the Local Control Funding Formula (LCFF), Assembly Bill 104 (Chapter 13, Statutes of 2015) created the CTEIG program as a three-year infusion of grant funds solely dedicated for CTE programs in California. The funds were distributed sequentially by grant years (2015–16 through 2017–18) in increments of $400 million, $300 million, and $200 million, respectively. In 2018–19, the Legislature established the CTEIG program as an annual appropriation of $150 million in the K–12 education trailer bill, AB 1808 (Chapter 32, Statutes of 2018).

In addition to establishing CTEIG as an annual appropriation, AB 1808 (Chapter 32, Statutes of 2018) required the California Department of Education (CDE) to produce a report regarding the internal process used to verify applicants have met the grant criteria listed in *Education Code (EC)* Section 53071(b) and (c), and referenced in *EC* Section 53070.1(a), prior to the distribution of 2018–19 grant funds.

AB 130 (Chapter 44, Statutes of 2021) increased the annual CTEIG appropriation from $150 million to $300 million. Similar to AB 1808 (Chapter 32, Statutes of 2018), AB 130 (Chapter 44, Statutes of 2021) requires the CDE to deliver an updated report to the original requirements in AB 1808 (Chapter 32, Statutes of 2018), prior to the distribution of 2021–22 CTEIG funds.

This report provides an administrative overview of the CDE’s CTEIG application review and verification process of the MES[[1]](#footnote-1) and continued financial and administrative support of CTE programs by LEA applicants[[2]](#footnote-2) to the CTEIG grant program, as required in subdivision (b) of *EC* Section 53070.1.

## Background

Originally inserted into AB 1808 (Chapter 32, Statutes of 2018), the process report included in AB 130 (Chapter 44, Statutes of 2021) requires the CDE to submit an updated report addressing the two primary criteria for CTEIG eligibility – continuous financial and administrative commitment towards an LEA’s High-Quality CTE program[[3]](#footnote-3) and the grant program MES[[4]](#footnote-4) in the CTEIG statutes[[5]](#footnote-5), as referenced in *EC* Section 53070.1(a)(2). The former has been in statute since AB 1808 (Chapter 32, Statutes of 2018), along with a constant expectation of CTEIG applicants to remain eligible for future grants. While the latter has been part of CTEIG since its inception with AB 104 (Chapter 13, Statutes of 2015), and endured two subsequent iterations – SB 75 (Chapter 51, Statutes of 2019) and AB 130 (Chapter 44, Statutes of 2021).

There are six primary components of a complete CTEIG application: (1) Program Grant Management System (PGMS) Printout, (2) Attachment I: High-Quality CTE Program Evaluation and Plan, (3) Attachment II: CTEIG Budget Narrative, (4) Attachment III: CTEIG 3-Year Budget, (5) Local Control and Accountability Plan (LCAP), and (6) all relevant supporting documents.

Each applicant is required to complete Attachment I: High-Quality CTE Program Evaluation and Plan for their CTE programs, which addresses the first 10 of 11 MESs listed in *EC* Section 53071(c).[[6]](#footnote-6) Within this document, applicants describe their CTE program inclusive of all industry sectors and pathways offered, providing a holistic review of the LEA’s CTE programs. The final MES found in *EC* Section 53071(c)(11)(B)[[7]](#footnote-7), requires applicants to annually submit CTE Completer Data.

Based on the evidence presented in Attachment I: High-Quality CTE Program Evaluation and Plan, applicants concurrently submit the Attachment II: CTEIG Fiscal Year (FY) 2021–22 Budget Narrative aligning proposed expenditures to the program narrative on Attachment I: High-Quality CTE Program Evaluation and Plan.

All 2021–22 applicants were required to provide the amount of funds spent on CTE programs on their Attachment III for FY 2019–20, and a CTE Three-Year Budget for FYs 2021–22, 2022–23, and 2023–24 to demonstrate a continued financial and administrative support of CTE programs[[8]](#footnote-8), of no less than the amount expended in the previous year. The LCAP is the final component reviewed and must reference CTE programs to be eligible for CTEIG funding, as required in *EC* Section 53073(b)(2).[[9]](#footnote-9)

## *EC* Section 53070.1(a)(1): 3 Year Financial and Administrative Commitment

As referenced in *EC* Section 53070.1(a)(1)[[10]](#footnote-10), LEAs applying for CTEIG are required to submit a three-year plan for continued financial and administrative support of CTE programs; moreover, they must demonstrate a financial commitment of no less than the amount expended on their CTE programs in the previous fiscal year. The plan must identify all available funding within an applicant’s current or projected budget to continue to support their CTE programs in writing. Additionally, applications comprised of more than one LEA[[11]](#footnote-11) must submit a three-year budget for each LEA member applying within the consortium application.

When applying for the CTEIG program, the CDE requires all applicants to submit an Attachment III: CTEIG Three-Year Budget[[12]](#footnote-12), which must be signed either by the Lead Superintendent or Designee. This document constitutes the written agreement required in *EC* Section 53071(b), the components of Attachment III: CTEIG Three-Year Budget include the total CTE expenses from the previous year organized by object code[[13]](#footnote-13), projected CTE budget totals for the next three years, and a signature line for the lead superintendent or designee.

During the 2021–22 CTEIG grant round, Attachment III: CTEIG Three-Year Budget included a field at the top of the form requesting the total amount of CTE funds expended during the 2019–20 FY. The impetus for this was to review “previous year” CTE expenses totals with Three-Year budgets; however, given the original release date of the 2021–22 CTEIG Request for Applications (RFA), April 2021, actual 2021– 22 FY totals were not yet available. However, it should also be noted that the CDE’s CCTD have been working diligently to release the CTEIG RFA during the FY proceeding the forthcoming grant year. This creates a challenge for LEA applicants to accurately provide the requisite information to verify *EC* Section 53071(b).

The CDE’s CCTD proactively developed, and will deploy during the 2022–23 CTEIG grant round, a revised version of Attachment III: CTEIG Three-Year Budget, in concert with a revised verification process of an applicant’s financial and administrative commitment to CTE.[[14]](#footnote-14)

Beginning in 2022–23, this revised approach will require all new CTEIG applicants to memorialize their annual baseline CTE budget in Attachment III: CTEIG Three-Year Budget. This will be used as a point of reference for future grant applications to ensure a sustained financial commitment equal to, or greater than, the previous FY. The verification process for returning CTEIG applicants will require applicants to submit their previous FY’s CTE total expenses, should the RFA be released, subsequent to the start of the current grant year for which they are applying. This information will be cross-referenced with the returning applicants’ Attachment III: CTEIG Three-Year budget that was submitted in the previous grant year application.

Absent the inclusion of verifying CTEIG expenditures in the audit guide required in *EC* Section 14502.1, the ability to confirm true eligibility under *EC* Section 53071(b) remains an impractical possibility. While AB 130 (Chapter 44, Statutes of 2021) did place the CTEIG match requirement in the audit guide, beginning in the 2021–22 grant year, CTEIG expenses remain conspicuously absent from *EC* Section 53076.1. Moreover, the CDE has been required since AB 104 (Chapter 13, Statutes of 2015) to establish “a process for monitoring the use of [CTEIG] funds”, and the dichotomy of concern regarding the accounting of LEA matching funds, when juxtaposed with CTEIG funds, remains notable.

## *EC* Section 53070.1(a)(2): Minimum Eligibility Standards

### *EC* Section 53070.1(a)(2)(A)

Paragraph (4) within subdivision (c) of *EC* Section 53071 encourages grantees to systematically align their CTE programs reflective of ongoing and structural regional or local partnerships with postsecondary educational institutions through formal written agreements to include dual enrollment opportunities. During the CTEIG application process, applicants are afforded the opportunity to provide this information through the following components:

* PGMS
* Attachment I: High-Quality CTE Program Evaluation and Plan
* LCAP

CTEIG eligibility is verified through supporting documents, primarily as a Memorandum of Understanding (MOU), or other written agreement between all parties with signatures from authorizing designees.

Paragraph (5) within subdivision (c) of Section 53071 requires applicants to maintain ongoing and meaningful industry and labor partnerships, through participation on advisory committees 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 career technical education programs and curriculum. During the CTEIG application process, applicants are afforded the opportunity to provide this information through the following components:

* PGMS
* Attachment I: High-Quality CTE Program Evaluation and Plan
* Attachment II: CTEIG FY 2021–22 Budget Narrative
* Attachment III: 3-Year Budget
* LCAP

CTEIG eligibility is verified through supporting documents, primarily as a Memorandum of Understanding (MOU), Advisory Committee Minutes, Formal Industry Sector communications, formal written work plans for Work-Based Learning (WBL), student logs of WBL activities, WBL student portfolios, Program and Student Assessments for WBL supervisors.

### *EC* Section 53070.1(a)(2)(B)

Paragraph (7) within subdivision (c) of Section 53071 requires applicants to structure their CTE programs to reflect regional or local labor market demands and focus on current or emerging high-skill, high-wage, or high-demand occupations. During the CTEIG application process, applicants are afforded the opportunity to provide this information through the following components

* Attachment I: High-Quality CTE Program Evaluation and Plan
* LCAP

CTEIG eligibility is verified through supporting documents, such as MOUs, Deputy Sector Navigator Report from the K–12 SWP, Regional Labor Market reports, and formal signed letters from industry and labor partners specifically indicating the level of participation in the CTE program.

### *EC* Section 53070.1(a)(2)(C)

The latter part of Paragraph (7) within subdivision (c) of Section 53071 requires applicants to ensure their CTE programs are informed by the regional plan developed by their Strong Workforce Program consortium and in effect during the period for which the grant is awarded. During the CTEIG application process, applicants are afforded the opportunity to provide this information through the following components:

* PGMS
* Attachment I: High-Quality CTE Program Evaluation and Plan
* Attachment II: CTEIG FY 2021–22 Budget Narrative
* Attachment III: 3-Year Budget
* LCAP

CTEIG eligibility is verified through supporting documents, including any formal written document showing the CTE pathway or program is aligned with CTEIG and SWP goals.

### *EC* Section 53070.1(a)(2)(D)

Sub-paragraph (B) of paragraph (11) within subdivision (c) of Section 53071 lists the requisite data to be reported by CTEIG recipients[[15]](#footnote-15), and collected annually by the CDE. The sole mechanism used by the CDE to collect CTE data is reported by uploading the Postsecondary Status File (PSTS) in California Longitudinal Pupil Achievement Data System (CALPADS) on, or around the middle of March each year. It should be noted, the annual statutory deadline for this data to be reported is currently November 1.[[16]](#footnote-16)

The review and verification of the data submitted are done entirely outside of the CTEIG application process; and, at present, can only be analyzed as a lagging two-year indicator. This reality negates the CDE’s ability to incorporate any discernable findings into the CTEIG application review process[[17]](#footnote-17), per *EC* Section 53073(b)(1).

### *EC* Section 53070.1(a)(2)(E)

Paragraph (2) within subdivision (b) of *EC* Section 53073 requires returning CTEIG applicants subject to the requirements of *EC* sections 52060 and 52061 – School Districts, *EC* sections 52066 and 52067 – County Offices of Education, and *EC* Section 47606.5 – Charter Schools to formally include career technical education programs in their LCAP. The process used by the CDE to verify that an applicant meets these conditions is done entirely through the review of the applicant’s LCAP submitted with their CTEIG application.

## Appendix A: 2021–22 CTEIG Three-Year Budget

**Attachment III: 2021–22 Career Technical Education Incentive Grant Three-Year Budget**

Enter the amount of funding that was spent on Career Technical Education (CTE) programs, excluding CTE Incentive Grant (CTEIG) funds, in Fiscal Year 2019–20:

\*Do not include past or present CTEIG funds. Align with Local Control Accountability Plan (LCAP) and specify source of match of all matching funds included and not included in LCAP.

| Object Code and Description of Line Item | 2021–22  Budget | 2022–23  Budget | 2023–24  Budget | Sources of Matching funds |
| --- | --- | --- | --- | --- |
| 1000 – Certificated Salaries | 0.00 | 0.00 | 0.00 | List sources of match funds |
| 2000 – Classified Salaries | 0.00 | 0.00 | 0.00 | List sources of match funds |
| 3000 – Employee Benefits | 0.00 | 0.00 | 0.00 | List sources of match funds |
| 4000 – Books and Supplies | 0.00 | 0.00 | 0.00 | List sources of match funds |
| 5000 – Services and Other Operating Expenditures | 0.00 | 0.00 | 0.00 | List sources of match funds |
| 6000 – Capital Outlay | 0.00 | 0.00 | 0.00 | List sources of match funds |
| 7000 – Indirect Costs | 0.00 | 0.00 | 0.00 | List sources of match funds |
| Total Amount Budgeted | 0.00 | 0.00 | 0.00 | N/A |

Per California *Education Code* Section 53071(b), I am submitting a three-year plan for continued financial and administrative support of CTE programs that demonstrates a financial commitment of no less than the amount expended on those programs in the previous fiscal year. The plan, at a minimum, shall include the identification of available funding within an applicant’s current or projected budget to continue to support CTE programs and a written commitment to do so.

## Appendix B: 2021–22 CTEIG RFA Object Code Chart

| **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** |

1. *EC* Section 53071(c) [↑](#footnote-ref-1)
2. *EC* Section 53071(b) [↑](#footnote-ref-2)
3. *EC* Section 53071(b) [↑](#footnote-ref-3)
4. *EC* Section 53071(c) [↑](#footnote-ref-4)
5. *EC* sections 53070–53076.4 [↑](#footnote-ref-5)
6. *EC* Section 53070.1(a)(2)(A–C) [↑](#footnote-ref-6)
7. *EC* Section 53070.1(a)(2)(D) [↑](#footnote-ref-7)
8. *EC* Section 53070.1(a)(1) [↑](#footnote-ref-8)
9. *EC* Section 53070.1(a)(2)(E) [↑](#footnote-ref-9)
10. *EC* Section 53071(b) [↑](#footnote-ref-10)
11. Per EC Section 53072 an application may consist of more than one LEA; including, school districts, county offices of education, charter schools, and regional occupational center or programs. [↑](#footnote-ref-11)
12. See Appendix A: 2021–22 CTEIG Three-Year Budget [↑](#footnote-ref-12)
13. See Appendix B: 2021–22 CTEIG RFA Object Code Chart [↑](#footnote-ref-13)
14. EC Section 53070.1(a)(1) [↑](#footnote-ref-14)
15. *EC* Section 53076(d) [↑](#footnote-ref-15)
16. *EC* Section 53071(c)(11)(A) [↑](#footnote-ref-16)
17. See *EC* Section 53071(c)(11)(C)(i) [↑](#footnote-ref-17)