**California Department of Education**

# Report to the Governor, the Legislature, and the Department of Finance: 2023–24 Career Technical Education Incentive Grant Minimum Eligibility Standards Report



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Recipient: Governor, Legislature, and Department of Finance

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**California Department of Education**

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## Executive Summary

This report is required by California *Education Code* (*EC*) Section 53070.1(b), as 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, which is used to assess and verify that a CTEIG applicant meets the minimum eligibility standards in *EC* Section 53071(c) and continues to demonstrate financial and administrative support of career technical education programs found in *EC* Section 53071(b), remains imperative to the CDE. Annually assessing the Minimum Eligibility Standards ensures the integrity of the competitive grant process and remains vital to the continued success of the CTEIG program. There have been no changes to the Minimum Eligibility Standards review process for the 2023–24 grant application period.

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.

This report is available 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, Career and College Transition Division, 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, Assembly Bill (AB) 104 (Chapter 13, Statutes of 2015) created the CTEIG program as a three-year infusion of grant funds solely dedicated to 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 California State 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 that applicants have met the grant criteria listed in California *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) required 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. The updated 2022–23 report was submitted to the Governor, the Legislature, and the Department of Finance on March 9, 2023.

This report provides the annual update required in *EC* Section 53071(b) regarding any changes to the processes and procedures submitted in the 2022–23 report. It includes an administrative overview of the CDE’s CTEIG application review and verification process of the Minimum Eligibility Standards (MES)[[1]](#footnote-1) and continued financial and administrative support of CTE programs by LEA applicants[[2]](#footnote-2) to the CTEIG program, as required in subdivision (b) of *EC* Section 53070.1.

Upon thorough review, the CDE determined there will be no changes to the review processes required in *EC* sections 53071(c) and (b) for the 2023–24 CTEIG Round 9.

## 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 toward 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 criteria were placed in statute by AB 1808 (Chapter 32, Statutes of 2018) with the expectation that applicants remain in compliance to maintain eligibility for future CTEIG grants, while the latter criteria have been part of the CTEIG program since its inception with AB 104 (Chapter 13, Statutes of 2015) and enduring two subsequent iterations—Senate Bill 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 MES 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, thereby 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) 2023–24 Budget Narrative aligning proposed expenditures to the program narrative on Attachment I: High-Quality CTE Program Evaluation and Plan.

All 2023–24 applicants were required to provide the actual amount of funds spent on CTE programs in their Attachment III for FY 2022–23 and a CTE Three-Year Budget for FYs 2023–24, 2024–25, and 2025–26 to demonstrate 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)

## California *Education Code* Section 53070.1(a)(1): Three-Year Financial and Administrative Commitment

As referenced in *EC* Section 53070.1(a)(1), LEAs applying for the 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.[[10]](#footnote-10) The plan must identify all available funding within an applicant’s current or projected budget to continue to support their CTE programs in writing.

The CDE requires all applicants to submit an Attachment III: CTEIG Three-Year Budget,[[11]](#footnote-11) which must be signed either by the Lead Superintendent or designee, when applying for the CTEIG program. 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, projected CTE budget totals for the next three years organized by object code,[[12]](#footnote-12) and a signature line for the Lead Superintendent or designee.

All new CTEIG applicants memorialize their annual baseline CTE budget in their initial Attachment III: CTEIG Three-Year Budget. This baseline amount is used as a point of reference for future grant applications to ensure a sustained financial commitment equal to or greater than the previous FYs. The verification process for returning CTEIG applicants requires applicants to submit their previous FY’s actual CTE total expenses. This information is cross-referenced with the returning applicants’ Attachment III: CTEIG Three-Year Budgets submitted with their previous grant year’s applications.

## California *Education Code* Section 53070.1(a)(2): Minimum Eligibility Standards

### California *Education Code* Section 53070.1(a)(2)(A)

Paragraph (4) within subdivision (c) of *EC* Section 53071 encourages grantees to systematically align their CTE programs that are 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 among 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 in 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 CTE 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 2022–23 Budget Narrative
* Attachment III: Three-Year Budget
* LCAP

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

### California *Education Code* 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 reports from the K–12 Strong Workforce Program (SWP), Regional Labor Market reports, and formal signed letters from industry and labor partners specifically indicating the level of participation in the CTE program.

### California *Education Code* Section 53070.1(a)(2)(C)

The latter part of Paragraph (7) within subdivision (c) of Section 53071 requires applicants to ensure that their CTE programs are informed by the regional plan developed by their SWP consortium and are 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 2022–23 Budget Narrative
* Attachment III: Three Year Budget
* LCAP

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

### California *Education Code* 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[[13]](#footnote-13) and collected annually by the CDE. The sole mechanism used by the CDE to collect CTE data is uploading the Postsecondary Status File into the California Longitudinal Pupil Achievement Data System around the middle of March each year. It should be noted that the annual statutory deadline for these data to be reported is currently November 1.[[14]](#footnote-14)

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,[[15]](#footnote-15) per *EC* Section 53073(b)(1).

### California *Education Code* 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 CTE programs in their LCAPs. 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 that is submitted with their CTEIG application.

## Appendix A: 2023–24 Career Technical Education Incentive Grant Three-Year Budget

**Attachment III: 2023–24 Career Technical Education Incentive Grant Three-Year Budget**

**Returning Applicants:** 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 2022–23 in the box provided.

**New and Returning Applicants:** 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 2025–2026 in the chart provided. Align with the Local Control and Accountability Plan (LCAP) and specify the source of all funds included and not included in LCAP.

| Object Code and Description of Line Item | 2022–23  Budget | 2023–24  Budget | 2024–25  Budget | Sources of funds |
| --- | --- | --- | --- | --- |
| 1000 – Certificated Salaries | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| 2000 – Classified Salaries | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| 3000 – Employee Benefits | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| 4000 – Books and Supplies | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| 5000 – Services and Other Operating Expenditures | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| 6000 – Capital Outlay | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| 7000 – Indirect Costs | $0.00 | $0.00 | $0.00 | [Source of Funds Description] |
| Total Amount Budgeted | $0.00 | $0.00 | $0.00 | NA |

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: 2023–24 Career Technical Education Incentive Grant

### Request for Applications Object Code Chart

| **Object Code** | **Description of the Object Code** |
| --- | --- |
| 1000 | **Certificated Salaries** – Certificated career technical education (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. See Appendix A: 2023–24 CTEIG Three-Year Budget [↑](#footnote-ref-11)
12. See Appendix B: 2023–24 CTEIG RFA Object Code Chart [↑](#footnote-ref-12)
13. *EC* Section 53076(d) [↑](#footnote-ref-13)
14. *EC* Section 53071(c)(11)(A) [↑](#footnote-ref-14)
15. See *EC* Section 53071(c)(11)(C)(i) [↑](#footnote-ref-15)