# Career Technical Education Incentive Grant

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California Department of Education

Program Grant Management System (PGMS)

CTEIG Application

2025–26

ROUND 11

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

August 2025

## 2025–26 CTEIG Application in PGMS

### **Instructions**

To access your local educational agencies (LEA’s) Career Technical Education Incentive Grant (CTEIG) Application, go to [Logon - PGMS (CA Dept of Education)](https://www3.cde.ca.gov/pgms/logon)

Under CTEIG, click on the hyperlink in the middle column titled “Access Your CTEIG Application”. The hyperlink will be active during the application period.

Note: A username and password are not required to access your CTEIG application. Do not enter information in the column to the left of “Access Your CTEIG Application”.

### **PGMS Portal**

Under **PGMS Portal**, enter the CDS Code in the text box at the bottom of the page under “**Start Your Application**” and click “Verify CDS Code”. Once you are able to verify your LEA’s CDS code used for your CTEIG application, click “Continue”.

### Contacts

**RFA and application materials are available at** [Box.com](https://cde.box.com/s/onzuylcn39kfj2pptcuc6yxg4a8lo7ea).

**Instructions**:The following items below will auto–populate based on the information currently on file with the CDE. Review and verify the following information:

* 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 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

**Instructions:** Enter the CTEIG Coordinator or intended CTEIG Coordinator contact information. This should be a designated District or Consortium employee to ensure that all grant communications are accessible to the LEA during and after the application process.

First Name:

Last Name:

Phone Number (including extension):

Email:

After entering CTEIG Coordinator Information, click “Save” to save information. Click on “Next” to continue to the next section – **Applicant Profile**.

### Applicant Profile

1. **Type of Applicant**

**Instructions:** Determine the type of application that will be submitted. LEAs may apply for this grant as an individual LEA or as the lead member of a consortium. However, an LEA may submit only one application.

○ Apply as an individual LEA - To apply as a single applicant

○ Apply as a Consortium - To apply as the lead member of a Consortium.

1. **2024–25 Reported Second Principal Apportionment (P–2) ADA**

The CTEIG applicant 2024–25 Reported P–2 ADA will auto–populate in two forms:

1. Actual ADA Number Reported
2. Remaining ADA Number

### Individual 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. **The Consortium application should be submitted by the lead member of the Consortium.** All individual and lead members of the Consortium must have a CDS code to apply for CTEIG funding.

**Consortium CDS Code:** Enter the CDS code for each individual and lead member of the Consortium. The 2024–25 P–2 ADA and remaining ADA Balance columns will automatically populate.

**ADA Contributed to Consortium:** Determine how much ADA each individual and lead member will contribute to the Consortium application. For each individual and lead member, enter the amount of ADA the member will contribute to Consortium application. The application must use include whole numbers only.

Once you have reviewed the ADA contributed by each individual and lead member, you will be required to certify that the members have consented to the use of their ADA in the Consortium application as listed in the ADA Contribution to Consortium table below.

Note that when the lead member of a consortium has fully submitted and certified their application, any remaining ADA cannot be applied to another application.

| Members CDS Code | Consortium Members Name | 2024–25 Reported P-2 ADA | Remaining ADA Balance | ADA Contributed to Consortium | LCAP |
| --- | --- | --- | --- | --- | --- |
| \* | \* | \* | \* | \* | \* |

\* is used to indicate the table cell is intentionally left blank throughout the document.

### Consortium MOU Assurance

The lead member of the Consortium application is required to certify that the members listed as part of the lead member application are participating members in the Consortium.

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

As proof of membership in the Consortium, all members must submit their LEA’s CTEIG Consortium MOU with “wet” or certified electronic signature to CTEIncentive@cde.ca.gov with the subject line: CTEIG MOU (Consortium Name). See CTEIG Resource webpage for MOU example.

**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 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.**

1. **Previous Grants Received**

**Instructions:** Please select the boxes that apply to your application. 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 2024–25?

○ Yes
○ No

Did your LEA receive K–12 SWP grant program funds for FY 2024–25?

○ Yes
○ No

1. **Match Amount**

**Instructions:** Enter the amount of match dollars the applicant has for the FY 2025–26 CTEIG grant application.

**Match Amount:**

**Estimated CTEIG Award Amount**

PGMS will automatically populate the Estimated CTEIG Award Amount each applicant would expect to receive at a match of $2 for every $1 received from this program. **The Estimated Award Amount generated in PGMS is not a guarantee of funding.**

Note: The Match Amount and Estimated Award Amount entered will populate in the Budget Narrative Worksheet Totals. Please be sure the amount entered is correct in each section of the CTEIG PGMS entry before application submission.

After entering 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, 2025, and ending June 30, 2026.**

1. **Joint Powers Authority (JPA) or County Office of Education (COE)**

**Instructions:** Select the criteria applicable to your application.

Per *EC* 53075, Select “Yes” or “No” if your LEA offers an existing high–quality, regionally based CTE program as a JPA or COE.

○ Yes

○ No

1. **Collaboration**

**Instructions:** Select the criteria applicable to your application

Does your LEA and/or Consortium members engage in collaboration with another institution?

Select one of the following:

○ No Collaboration

○ Yes - Postsecondary educational institutions or other LEAs to align career pathway instruction with post-secondary program requirements (check all that apply)

If LEA selects post-secondary educational institutions or other LEAs to align career pathway instruction with postsecondary program requirements (check all that apply), the following checkboxes appear:

Strong Workforce Program consortium (not K–12 SWP) operating in their respective geographic areas

Post-secondary educational institutions

Dual Enrollment

Concurrent Enrollment

Other LEAs that align career pathway instruction with post-secondary program requirements.

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

**Instructions:** 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 Financial > Budget Narrative Worksheet > Object Code 6000 – Capital Outlay and connected to Goal Codes 3800 and 6000.

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

### Infrastructure/Equipment Investment Percentage

The Infrastructure/Equipment Investment Percentage will auto–populate in PGMS as a percentage of your total budget amount, as referenced in *EC* 53075(2)(c)(C) Make significant investment in career technical education infrastructure, equipment, and facilities.

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.

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

**Instructions:** Enter the contributions from industry, labor, and philanthropic sources. Enter the Source Name and Contribution Amount for each source. You may add multiple sources of contributions.

Source Name:

Contribution Amount:

1. **Local Control and Accountability Plan (*EC* 53073 (b)(2)) (LCAP) URL**

**Instructions for Individual Applicants:** Provide the URL to your LEA’s LCAP:

| **\*** |
| --- |

**Instructions for Consortium Applicants:**

| \* |
| --- |

The Lead Consortium member and each member of the Consortium will provide the URL to the Lead and each members’ LCAPs in **Applicant Profile** – 2024–25 Reported P–2 ADA.

Lead LCAP URL:

| Members CDS Code | Consortium Members Name | 2024–25 Reported P-2 ADA | Remaining ADA Balance | ADA Contributed to Consortium | LCAP URL |
| --- | --- | --- | --- | --- | --- |
| \* | \* | \* | \* | \* | \* |

**Important**: Confirm that all LCAP URL links provided are working prior to application submission.

After entering the URL for the district’s LCAP, click “Save” to save information. Click on “Next” to continue to the next section – **Application**.

### Application

**Application Section I: CTE Program**

**Instructions:** Individual applicants must list **up to three pathways** within their CTE programs. Consortium applicants **must list three pathways** among the consortium members’ CTE programs. Respond to each minimum eligibility criteria in the chart below with a list of evidence currently on file at your LEA. Fill in all fields that apply to your CTE programs.

Industry Sectors - Select from one of the following in the drop–down menu:

Agriculture and Natural Resources
Arts, Media, and Entertainment
Building and Construction Trades
Business and Finance
Education, Child Development, and Family Services
Energy, Environment, and Utilities
Engineering and Architecture
Fashion and Interior Design
Health Science and Medical Technology
Hospitality, Tourism, and Recreation
Information and Communication Technologies
Manufacturing and Product Development
Marketing, Sales, and Service
Public Service
Transportation

Once an Industry Sector is selected, a second drop–down menu with a list of corresponding Pathways for the selected Industry Sector will generate. Select the Pathway from the drop–down menu to complete this section of your CTEIG application.

Using the selected Pathway, provide evidence of your CTE program meeting minimum eligibility standards. Examples of types of evidence and responses are included under each section of the table.

The full table will appear in PGMS as follows:

| **\*** | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Course Name***(Minimum Eligibility Standard 1)* | \* | \* | \* | \* |
| **Cal Pads Code***(Minimum Eligibility Standard 1)* | \* | \* | \* | \* |
| **Career Exploration Program***(Minimum Eligibility Standard 2)* | \* | \* | \* | \* |
| **Career Technical Student Organization (CTSO) or Alternative Leadership Strategy***(Minimum Eligibility Standard 6)* | \* | \* | \* | \* |
| **Industry Certification(s)***(Minimum Eligibility Standard 8)* | \* | \* | \* | \* |
| **Additional Certification & Completion Possibilities/District Requirements***(Minimum Eligibility Standard 8)* | \* | \* | \* | \* |
| **Teacher Name***(Minimum Eligibility Standard 9)* | \* | \* | \* | \* |
| **Credential Name & Number***(Minimum Eligibility Standard 9)* | \* | \* | \* | \* |
| **CTE Related Professional Development Attending in Application Year***(Minimum Eligibility Standard 9)* | \* | \* | \* | \* |

The following tables include sections from the table above with examples of responses to each Minimum Eligibility Standard.

**Course Name and Pathway**

**Instructions:** Per *EC* Code 53071(c) Minimum Eligibility Standard 1, identify all the course names and Cal PADS codes in the identified pathway. List the evidence that the applicant would have on file that demonstrates how the courses and codes are aligned in the pathway.

**Example:**

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Course Name***(Minimum Eligibility Standard 1)* | Culinary Arts I | Culinary Arts II | Culinary III | Course Catalog |
| **Cal PADS Code***(Minimum Eligibility Standard 1)* | 8XXX | 8XX1 | 8XX2 | Cal PADS profile |

**Career Exploration Program**

**Instructions:** Per *EC* Code 53071(c) Minimum Eligibility Standard 2, identify the Career Exploration program that each course in the pathway is offered. List the evidence that the applicant would have on file that demonstrates a career exploration program is offered to students.

**Example:**

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Career Exploration Program***(Minimum Eligibility Standard 2)* | Counselor Orientation | Career Exploration Software | Counselor and Career Exploration Software | Agenda of Counselor OrientationCareer Exploration Software Profile |

**Career Technical Student Organization (CTSO) or Alternative Leadership Strategy**

**Instructions:** Per *EC* 53071(c)(2)(3)(6) Minimum Eligibility Standard 6**,** identify Career Technical Student Organizations (CTSOs) or Alternative Leadership Strategy that embeds leadership in each pathway course offering. List the evidence that the applicant would have on file that demonstrates participation in a CTSO or ALS.

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Career Technical Student Organization (CTSO) or Alternative Leadership Strategy***(Minimum Eligibility Standard 6)* |  SkillsUSA | SkillsUSA | SkillsUSA | CTSO Affiliation application Program of WorkCourse outlineStudent project in leadership development |

**Industry Certification(s) and Additional Certification & Completion Possibilities / District Requirements**

**Instructions:** Per *EC* Code 53071(c) Minimum Eligibility 8, identify any industry certification and/or district requirements that each course in the pathway offers. List the evidence that the applicant would have on file that demonstrates the different types of industry certifications offered to students.

**Example:**

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Industry Certifications***(Minimum Eligibility Standard 8)* | Food Handlers Card | Food Handlers Card Serv Safe Food Manager Certification | Food Handlers Card Serv Safe Food Manager Certification | Sample of a Food Handlers CardSample of a Food Manager Certification |
| **Additional Certification & Completion Possibilities / District Requirements***(Minimum Eligibility Standard 8)* | \* | \* | Capstone Completer | District Requirement notification |

**Teacher Name, Credential Name & Number, Anticipated CTE Related Professional Development Attending in Application Year**

**Instructions:** Per *EC* Code 53071(c) Minimum Eligibility 9, the remaining fields in the table identify the Teacher Name, Credential Name & Number, Anticipated CTE Related Professional Development Attending in Application Year. List the evidence that the applicant would have on file that demonstrates the different types of teacher qualifications supporting students.

**Examples:**

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Teacher Name***(Minimum Eligibility Standard 9)* | J. Doe | J. Doe | B. Smith | Master schedule |

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **Credential Name & Number***(Minimum Eligibility Standard 9)* | Single Subject in Home Economics # 222222222 | Single Subject in Home Economics # 222222222 | Single Subject in Home Economics # 333333333 | CTC profile |

| \* | **Introductory** | **Concentrator** | **Capstone** | **Evidence on file at LEA** |
| --- | --- | --- | --- | --- |
| **CTE Related Professional Development Attending in Application Year***(Minimum Eligibility Standard 9)* | Educating for Careers, ACTE, Industry Conferences | Educating for Careers, ACTE, Industry Conferences | Educating for Careers, ACTE | Conference Registrations |

After entering CTE Programs, click “Save” to save the information. Click Next to proceed to **Application** **Section II – Minimum Eligibility Standards.**

**Application Section II – Minimum Eligibility Standards**

**Instructions:** For the remaining Minimum Eligibility Standards, provide response and evidence on file at your LEA. All responses are limited to 1500 characters each.

**Per *EC* 53071(c)(3) Minimum Eligibility Standard 3:

Provides pupil support services, including counseling to address students’ social, emotional, career, and academic needs.**

An exemplary practice offers all CTE pathway students receive CTE–specific counseling services; student supports are documented and assessed annually by CTE pathway faculty, associated academic faculty, counselors, and administration; a CTE plan of specified support for all services is developed for CTE pathway(s); and data on program effectiveness is collected, and continuous improvement principles are applied to all CTE pathways.

**LEA Response:** *Describe your current practice of your programs for this minimum eligibility standard. 1500 characters*

**Evidence on file at LEA:** *Provide a list of evidence of those current practices that are currently on file at your LEA. 1500 characters*

**Per *EC* 53071(c)(4) Minimum Eligibility Standard 4:**

**Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with post-secondary educational institutions, documented through formal written agreements.**

An exemplary practice offers K–12 and post-secondary core CTE pathway faculty that meets regularly to plan and review curriculum and instruction across levels of education, to plan program and support services for smooth transitions, and to develop or update and improve articulation/dual credit agreements for all CTE pathways; K–12 and post-secondary educational institutions collaborate to create transition agreements, guides, and plans for each CTE pathway; articulation/dual credit agreements apply to all participating educational institutions; formal agreements define participants, roles, activities, products, and timeline; programs of study are accurate and complete for all pathways.

**Per *EC* 53071(c)(5) Minimum Eligibility Standard 5:**

**Form 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 students 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.**

An exemplary practice offers all partnerships are solidified through written agreements that detail the responsibilities and roles of each party; advisory committee representing every sector and pathway offered by the LEA, is composed of a variety of stakeholders (including industry and labor, secondary and post-secondary leaders, faculty, parents, and students); meets two or more times to address program progress and program/industry needs and opportunities for pupils; the advisory committee is integral to the operation of the CTE pathway(s).

**LEA Response:** *Describe your current practice of your programs for this minimum eligibility standard. 1500 characters*

**Evidence on file at LEA:** *Provide a list of evidence of those current practices that are currently on file at your LEA. 1500 characters*

**Per *EC* 53071(c)(2)(3)(6) Minimum Eligibility Standard 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.**

An exemplary practice offers an 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 that are provided to all CTE students in all pathways; these activities are developed, supervised, and evaluated by the CTE pathway faculty; students are made aware of these options when they enroll in the CTE pathway and are matched with the best time option, based on their career goals and scheduling needs.

**LEA Response:** *Describe your current practice of your programs for this minimum eligibility standard. 1500 characters*

**Evidence on file at LEA:** *Provide a list of evidence of those current practices that are currently on file at your LEA. 1500 characters*

**Per *EC* 53071(c)(7) Minimum Eligibility Standard 7:**

**CTE pathway program 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 consortium.**

An exemplary practice offers a clear and specific alignment of all CTE pathway design, delivery, and outcomes with current and projected labor market needs; provides a clear case for all current and projected labor market needs for the CTE pathways for all sectors and pathways; a projection of the number of students from this CTE pathway that will be qualified to enter high-skill, high–wage, or high–demand occupations in this field at entry and technical levels is provided.

**LEA Response:** *Describe your current practice of your programs for this minimum eligibility standard. 1500 characters*

**Evidence on file at LEA:** *Provide a list of evidence of those current practices that are currently on file at your LEA. 1500 characters*

**Per *EC* 53071(c)(10) Minimum Eligibility Standard 10:**

**Provides opportunities for pupils who are individuals with exceptional needs to participate in all programs.**

An exemplary practice offers the LEA has policies in place to ensure the learning environment is accessible to all students, and all CTE pathways ensure accessibility through individualized accommodations, modifications, and differentiation; special populations have access to all CTE pathways, and the LEA works with families and staff to recruit, retain, and support special populations in CTE programs; LEA resources are designed to recruit, retain, and support special populations in all CTE programs; promotional materials for all pathways are available, present a broad range of career options, are multilingual and highlight supports for special populations across pathways.

**LEA Response:** *Describe your current practice of your programs for this minimum eligibility standard. 1500 characters*

**Evidence on file at LEA:** *Provide a list of evidence of those current practices that are currently on file at your LEA. 1500 characters*

After entering Minimum Eligibility Standards, click “Save” to save the information. Click Next to proceed to **Application** **Section III – Overall CTE Program Strengths and Improvements**

**Application Section III: Overall CTE Program Strengths and Improvements**

**Area of Strengths:** *Identify what CTE programs and/or systems that are successful. 1500 characters*

**Improvement Plans as aligned with Budget Narrative Worksheet**: *Per EC 53076(b)(e),**Identify what CTE programs and/or systems that need to be improved and correlate them to the budget narrative to implement improvements. 1500 characters*

**LEA Comments:** *Provide any comments and/or unique conditions that the grant reader may take into consideration about your CTE program.*

After entering **Overall CTE Program Strengths and Improvements**, click “Save” to save the information. Click Next to proceed to **Financial**.

### Financial

**Section I: Continued Financial Commitment**

**Instructions:** 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.

1. Enter the actual amount of funding 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 2024–25 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 2025–26, 2026–27, and 2027–28 in the chart provided.

| \* | FY 2024–25 Actual | FY 2025–26 Budgeted | FY 2026–27 Budgeted | FY 2027–28 Budgeted |
| --- | --- | --- | --- | --- |
| Total Amount | $ | $ | $ | $ |

1. In LEA Comment, explain any decreases from one budget year to the next.

Check the assurance checkbox to confirm your LEA’s three–year plan for continued financial and administrative support of CTE programs:

Per *Education Code* 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, LEA Comment, and the assurance check box, click “Save” to save the information. Click Next to proceed to Financial Section II: Budget Narrative Worksheet.

**Section II: Budget Narrative Worksheet**

Individual secondary drop-down entry tables for each Object Code – 1000–7000.

**Instructions:** Provide detailed descriptions of proposed expenditures.

If an Object Code has no proposed expenses, leave that Object Code’s table blank.

* Detailed Expenditure Descriptions
* Match Source
* Match Amount ($2: $1)
* CTEIG Amount FY 2025–26

Using the Add or Remove button in the Action column to the right of each table, add or remove proposed expenditures into each table for each Object Code. After entering an expenditure, you may edit, delete, or add to the entry in the “Action” column to the far right.

**Example:**

**Object Code 1000 (Certificated Salaries)**

| **Line Item** | **Detailed Expenditure Description** | **Match Source** | **Match Amount** | **CTEIG Amount FY 2025–26** | **Action** |
| --- | --- | --- | --- | --- | --- |
| \* | Certificated Salary | LCFF | $20,000 | $10,000 | Edit Delete |
| Object Code 1000 Totals | \* | \* | $20,000 | $10,000 | Add |

After entering all expenditures for each Object Code, select “Next” to proceed to the next Object Code.

Note: The Match amount entered in **Infrastructure/Equipment Investment** auto–populates for Match Amount Total for Object Code 6000 (Capital Outlay) in the Budget Totals of **Object Code 6000 – Capital Outlay** and **Totals.**

Object Code descriptions are located on the CTEIG Resource webpage.

### Budget Narrative Totals

Both the Match amount total and Estimated Award Amount entered in **Applicant Profile** of PGMS auto–populate in the Totals for Match Amount Total and CTEIG Amount (FY 2025–26) totals.

The Match amount entered in PGMS for **Infrastructure/Equipment Investment (Capital Outlay)** auto-populates for Match Amount Total **for Object Code 6000 (Capital Outlay)** in the Budget Narrative Worksheet and the Budget Totals.

Once all proposed expenditures are entered in the Budget Narrative Worksheet, the Lead Superintendent or Designee certifies the Budget Narrative by entering a typed signature into the text field titled **Name of** **Lead Superintendent or Designee.**

After completing the Budget Narrative Worksheet, click “Save” to save the information. Click Next to proceed to **Assurances**.

### Assurances

**Instructions:** By selecting all assurances, the applicant is confirming the information entered in PGMS is correct and complete.

**All five boxes in this section of PGMS must be selected to submit the CTEIG Application.**

**1. Assurance of Local Control and Accountability Plan (*EC* 53073 (b)(2))**

Our district’s Local Control and Accountability Plan (LCAP) and annual updates include Career Technical Education (CTE).

**2. Assurance for Continued Financial Commitment** **(*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.

**3. Assurance for Match Requirement.** **(*EC* 53071 (a)(1)(D)(i)(ii))**

The applicant has read the information provided regarding the CTEIG and understands, during the 2025–26 grant term, the LEA will be required to locally match the grant award $2 for every $1 dollar received for this grant period.

**4**. **Assurance for No Guarantee of Requested Funding (*EC* 53070(e))**

The applicant also understands that the Estimated Award Amount generated in PGMS is not guaranteed of being funded for that amount. Allocations are based on ADA and the positive consideration categories determined by the allocation’s formula.

**5. Assurances for Program and Administrative Requirements**

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

The LEA needs to clear all errors in the application prior to completing the final Assurances. Errors are displayed in red at the top of each page. Any errors remaining will appear at the top of the Assurances page.

The LEA cannot submit their PGMS entry if there are any remaining errors.

Once all errors are cleared and all five assurances are selected, click “Save” to save the responses. Once the application is saved, the **Final Confirmation** will appear.

### Final Confirmation

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

Once the Final Confirmation is selected and all errors are cleared from the application, the following text appears in green with a grey “Submit” button to the right:

**Your application is ready to submit.**

Prior to selecting “Submit”, the LEA may return to the application to review and edit responses. Under the “Submit” button, select the “Previous” button under the green text to navigate to any part of the application using the menu at the top of the page.

Note: If any new application errors are created during application review, the new errors must be cleared to submit the application in PGMS.

After final review, click “Submit” to submit the CTEIG application. A final popup confirmation will appear at the top of the screen with the following:

**Are you sure you want to submit your Career Technical Education Incentive Grant application? After submitting the application, you will not be able to change any of the information above.**

If the LEA is ready to submit the application, select “OK”. If additional application review is needed, select “Cancel”.

After selecting “OK”, the following text will appear in green with a grey “Download PDF” button to the right of the text:

Your application has been submitted successfully

In addition to the green confirmation text, the CTEIG Coordinator entered in PGMS under **Contact** will also receive a confirmation email that the application was submitted successfully.

**Important:** After application submission, select “Download PDF” to generate and save a .pdf copy of the LEA’s FY 2025–26 CTEIG application.