# Career Technical Education Incentive Grant



**California Department of Education**

## Addendum I – Match Amendment 2021–22

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

September 2021

### Addendum I – Match Amendment

Beginning July 1, 2021, Assembly Bill 130 Education Omnibus Budget Trailer Bill has changed several Career Technical Education Incentive Grant (CTEIG) *Education Code* (*EC*) sections (53070-53076.5). Due to those changes, the 2021–22 CTEIG application that was submitted by the June 9, 2021, deadline will need to be updated.

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 fiscal year (FY) for which an applicant is applying to receive a grant under the program.

As an applicant, complete *“Addendum 1 – Match Amendment”* – attesting that the **eligible applicant is able to encumber their Match dollars in the FY 2021–22.**

In addition, if any match dollars used in the 2021–22 CTEIG application came from 2022–23, the applicant will need to update both attachment II and III that demonstrates a proportional dollar-for-dollar match that shall be encumbered in the FY (2021–22) for which an applicant is applying.

Complete, sign and submit *Addendum I* (along with an updated Attachment II and III if needed), by **Wednesday, October 13, 2021, by 5:00 p.m.** to continue processing your 2021–22 CTEIG application.

### Addendum Submission

**CTE Incentive in Box**

After completing Addendum I, applicants will submit an email using the CTE Incentive Email Box: [**CTEIncentive@cde.ca.gov**](mailto:CTEIncentive@cde.ca.gov) with required attachments.

**Creating an Email**

When you create your email, please put the following exactly as described below on the Subject Line.

LEA Name, CDS Code, Addendum I

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

Example: Shadow Unified School District 12123456000000 Addendum I

**Attachment Names in Email**

Inside the email, label each attachment as follows:

1. Addendum I
2. If there were budget changes:
   1. Revised Attachment II
   2. Revised Attachment III
   3. Revised PGMS

The Career and College Transition Division (CCTD) will **not** verify if the email submitted contains all of the necessary documents required in the Addendum until after the submission deadline on **Wednesday,** **October 13, 2021, at 5:00 p.m.** It is the responsibility of each applicant to ensure their addendum is completed in full.

If you suspect that you did not include all required attachments, you must contact the CCTD Leadership office by email at [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov) and request your previous submission be deleted. Once you receive confirmation from the California Department of Education that the previous submission has been deleted, you can then send another email in its entirety, prior to the deadline on **Wednesday, October 13, 2021, at 5:00 pm.**

If an applicant submits multiple emails with only partial information, regardless of whether they comprise all the requirements in the Request for Application Addendums, will automatically be disqualified from consideration.

Each applicant must submit one mail in its entirety with all the required attachments by the previously state deadline to be eligible for 2021–22 CTEIG funding.

### Addendum Due Date

Addendum I is due by the deadline of Wednesday, October 13, 2021, at 5:00 p.m. Not submitting Addendum I will result in an ineligible application and the application will not be scored.

Addendums that are received after **5:00 p.m. on Wednesday, October 13, 2021**, will not be accepted.