# Career Technical Education Incentive Grant



**California Department of Education**

## Request for Applications – Addendum II 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 II: CTE based Advance Placement, International Baccalaureate and Dual Enrollment courses

Beginning July 1, 2021, Assembly Bill 130 Education Omnibus Budget Trailer Bill has changed several Career Technical Education Incentive Grant (CTEIG) *Education Code* 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(5)(c)(1) Offers high quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education (CTE) courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment … with the addition of:

or industry certification upon graduation from high school, including programs that integrate academic and CTE and that offer the opportunity for participants to prepare for postsecondary enrollment and to earn postsecondary credits through Advanced Placement (AP) courses, International Baccalaureate (IB) courses, or by formal agreement with a postsecondary partner to provide dual enrollment opportunities.

If you have a CTE based AP, IB pathway you are now eligible to apply for the 2021–22 CTEIG Program. Follow the 2021–22 CTEIG Request for Application (RFA) instructions.

A CTE based AP and IB pathway is one that offers high quality curriculum and instruction aligned with the California Career Technical Education Model curriculum standards, including to by not limited to, providing a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment or industry certification upon graduation from high school.

If you already applied for the 2021–22 CTEIG program, you will need to revise Part l and Part ll of your application to include the CTE based pathways and resubmit through the ExFiles File Transfer System.

### Application – Addendum II Due Date

Both Parts I and II of the CTEIG application are due by the deadline of **Wednesday, October 13, 2021, at 5:00 p.m**. **Submitting only one part of the application by the deadline will result in an ineligible application and the application will not be scored.**

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

### Application Addendum Preparation and Submission

The CTEIG applications must be submitted via the exFiles Upload Procedure for the 2021–22 CTEIG RFA – Addendum II, following the order below:

1. A copy of Part l of the CTEIG application from the Programs Grant Management System (PGMS).
2. Attachment I: High-Quality CTE Program Evaluation & Plan (if a consortium, the lead local educational agency (LEA) overall/collaborative evaluation should be placed on top of the other LEA evaluations). **All consortium members must submit Attachment I**. The lead applicant of the consortium must submit an additional Attachment I showing an average score generated from the members.
3. Attachment II: The completed fiscal year (FY) 2020–21 Budget Narrative (with original/electronic signature).
4. Attachment III: The FY 2020–21 CTEIG Three-Year Budget (with original/electronic signature).
5. Highlighted and relevant pages of FY 2019–20 Local Control Accountability Plan (LCAPs), showing CTE inclusion.
6. Memorandum of Understandings (MOUs) for CTEIG Consortia must be submitted prior to receiving a Grant Award Notification.
7. Evidence of participation in a Strong Workforce Program (SWP) Consortia (when applicable).

### ExFiles Upload Procedures for 2021–22 CTEIG RFA Application – Addendum II

After completing the application, applicants must complete two separate operations to submit their application. First, you must create a single .zip file that includes all of the completed attachments. Once the .zip folder has been created, applicants must then upload the .zip folder into the California Department of Education (CDE) exFiles File Transfer System.

### Creating a .zip Folder

For your convenience we have provide applicants with instructions on how to create a .zip folder for both Windows and MacOS users.

When you create your .zip folder, please name your .zip folder exactly as described below. Specifically, applicants must label the .zip folder submitted into the exFiles File Transfer System as follows:

LEA Name, CDS Code, Addendum II

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

Example: Shadow Unified School District 12123456000000 Addendum II

### File Names in Zip Folder

Inside the .zip folder label each document or file as follows:

1. Part l PGMS
2. Attachment I
3. Attachment II
4. Attachment III
5. 2019–20 LCAP(s)
6. MOUs for CTEIG Consortia
7. SWP Consortia participation (when applicable).

### Uploading your .zip folder into the exFiles File Transfer System

Follow the instructions below to complete the upload process into exFiles:

1. After creating your .zip folder, including the files requested as instructed above, enter the URL (provided below) for the exFiles File Transfer System into your web browser:

<https://www3.cde.ca.gov/exfiles/index.aspx?pid=161>

1. Once you arrive at the exFiles File Transfer System webpage, you will be prompted to enter the Project Code provided below:

Project Code: **CTEIG21**

1. After you enter the Project Code, you will be prompted to enter the Upload Password provided below:

Upload Password: **c2eig@Oy**

1. Next, you will be asked to select a file to upload. Select the “choose file” button.
2. Navigate to the .zip folder you want to upload.

Note: Only one .zip folder can be uploaded at a time.

1. After selecting the .zip folder, you will return to the file upload screen. In the description text box, enter the **exact** name of the .zip folder selected for upload.

Note: The name of the .zip folder you selected and the description must be the same.

1. Once you have selected the .zip folder and entered the .zip folder name into the description text box, select the “upload file” button.

Note: Do not encrypt the file. Do not select a file encryption type or enter anything into the File Encryption Password text box. Just select “upload file”.

1. After you select “upload file”, the name of the.zip folder and the description of the .zip folder (these should be the same), will be displayed in the File Listings table.
2. Within the File Listings table, a date and time stamp will be displayed next to the .zip folder name and description of your application.

Note: The information displayed in the File Listings table will serve as your confirmation receipt. It is highly recommended that you print this page for your records.

The Career and College Transition Division (CCTD) will **not** verify if the .zip folder submitted contains all of the necessary documents required in the RFA 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 application 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 CDE that the previous submission has been deleted, you can then upload the new .zip folder in its entirety, prior to the deadline on **Wednesday, October 13, 2021, at 5:00 pm.**

If an applicant submits multiple .zip folders with only partial information, regardless of whether they comprise all the requirements in the RFA application, will automatically be disqualified from consideration.

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

### Application Due Date

Application – Addendum II is due by the deadline of **Wednesday, October 13, 2021, at 5:00 p.m**. **Not submitting parts l and ll of the CTEIG Application will result in an ineligible application and the application will not be scored.**

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