

# Agricultural Career Technical Education Incentive Grant Program Application Instructions

## California Department of Education

### Background and Purpose

1. The purpose of the Agricultural Career Technical Education Incentive Grant (Incentive Grant) is to improve the quality of Agricultural Education programs by upgrading agricultural equipment. Equipment is defined as “any non-salary items of expenditure.”
2. School districts operating approved Agricultural Education programs in secondary schools may apply. An application is required from each school site for which funds are requested. Districts submitting applications for more than one school site should submit the applications in one package. For the purposes of the Incentive Grant application, regional occupational centers and programs (ROCPs) are not considered to be school districts.
3. Quality Criteria serve as the basis for the program foundation in Agricultural Education. These criteria, along with suggestions for implementation, are contained in the Strategies Manual for Agricultural Education Instructional Programs and are to be used as a reference in completing the Incentive Grant application. The Strategies Manual For Agricultural Education is available on the California Agricultural Education Strategies Manual for Program Improvement Web page at <https://www.calaged.org/sites/default/files/resources/Strategies%20Manual%20REVISED%202016.pdf>.

### Timeline for FY 2022–23 Applications

One copy of the application with the original signatures is due in the Regional Supervisor’s office by June 30, 2022. (Districts will be notified of application acceptance and funding around September 15, 2022).

A detailed timeline is shown below:

Activity	Dates
Application form and announcement letters made available to local educational agencies (LEAs).	March 1, 2022
Agriculture Education & Family and Consumer Sciences Office staff available to assist LEAs.	March 1–June 30, 2022
Applications due to Regional Supervisors.	June 30, 2022
Regional Supervisors will review and summarize applications.	July 1–July 30, 2022
California Department of Education payments established and LEAs notified.	September 15, 2022

Activity	Dates
Program Enrollment Data, as completed in the Agriculture Education Tracker (AET) system must be completed.	October 15, 2022
Report of Expenditures for previous year (2021–22) due to Regional Supervisors.	October 15, 2022
Future Farmers of America (FFA) Membership Rosters, as entered in AET due to FFA Financial Services Office.	October 15, 2022
On-site LEA reviews by Regional Supervisors.	October 15–December 15, 2022
Final date for budget revisions to be submitted to Regional Supervisors.	April 1, 2023
Final 25 percent payment, based on any adjustments, released to districts and final report form and notice of payment mailed to LEAs.	April 15, 2023
Report of Expenditures for fiscal year 2022–23 due to Regional Supervisors.	October 15, 2023

## Calculation Explanations

Awards will be calculated as follows:

Part A – To qualify for the Incentive Grant an LEA must meet all criteria listed in Part A. Programs meeting all criteria will receive the base funding.

Part B – Allocation based on the LEA’s ability to meet specific criteria as listed. It is not necessary for an LEA to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting the specific criteria will be taken from entries in AET.

## Preparation of Incentive Grant Application

### 1. Checklist and Certifications Sheet

**School Site:** The name of the school where the applying program is located.

**District:** The complete name of the district in which the school site is located.

**Eligibility Determination Sheet:** Check this box to indicate the completed Eligibility Determination Sheet is included in your application.

**Variance Request Form (if applicable):** Check this box if one or more of the required Criteria 1–9 are unmet, but you are requesting a variance for each unmet criterion, and all applicable Variance Request Forms are included in your application. A variance is a proposed plan to bring your program into compliance with a given criterion’s requirements prior to the following year’s application.

**Award Estimator and Budget Sheet:** Check this box to indicate the completed Award Estimator and Budget Sheet is included in your application.

**List of Agriculture Teachers:** Check this box to indicate a list of the agriculture teachers working in your program is included in your application.

**Signature of Authorized Agent:** The signature of the District Superintendent or other authorized agent certifying the district's intent to comply with the conditions of the Incentive Grant, as well as with the General Assurances.

General Assurances: The signature of the District Superintendent or authorized agent on the application acknowledges and certifies the district's intention to observe the following assurances: (1) General Assurances posted on the CDE General Assurances Web page at <http://www.cde.ca.gov/fg/fo/fm/ff.asp>; and (2) the program-specific assurance for the Incentive Grant. School districts participating in the Incentive Grant must certify that the funds will be used to supplement, not supplant, the district's ongoing expenditures for the Agricultural Career Technical Education Program.

**Authorized Agent Title:** The title of the person signing as the authorized agent.

**Signature of Agriculture Teacher Responsible for the Program:** The signature of the department chairperson or lead teacher of the Agricultural Education Program requesting funds.

**Signature of Principal:** The signature of the principal of the applicant school.

**Contact Phone Number:** The phone number of the person responsible for managing the grant.

**Date of Local Agency Board Approval:** The date the application is approved by the school board.

## 2. Eligibility Determination Sheet

You are only eligible to apply for funding if you meet ALL the Quality Criteria 1–8.

**Please check the box next to each Quality Criterion you meet.**

*If you checked all the boxes next to the Quality Criteria, this sheet is now complete.*

Each unchecked box will require its own Variance Request Form.

If you checked "No," for any criteria and you have not submitted a Variance Request Form, you are not eligible to apply for Incentive Grant funds.

### 3. Variance Request Form

**Variance Request for Funding Year:** The fiscal year for which funds are being requested, a required Quality Criterion is unmet, and a variance is being requested to bring that criterion into compliance.

**School Site:** The name of the school where the applying program is located.

**District:** The complete name of the district in which the school site is located.

**Standard Number:** The unmet standard for which this Variance Request Form is being submitted.

**Criterion Number:** The unmet criterion for which this Variance Request Form is being submitted. This field should consist of a number 1–9.

**Reasons why the criterion is not being met at this time:** A narrative describing why the criterion in question is not being met at this time. You may use additional pages, as needed.

**Steps to be taken in order to meet this criterion:** A step-by-step plan, including a timeline, by which corrective measures will be implemented, such that the program will be brought into compliance with the criterion in question, before the following year's application. You may use additional pages, as needed.

**Name of Agriculture Teacher Responsible for the Program:** The department chairperson or lead teacher of the Agricultural Education Program requesting funds.

**Signature of Agriculture Teacher Responsible for the Program:** The signature of the department chairperson or lead teacher of the Agricultural Education Program requesting funds.

**Name of Principal:** The principal of the applicant school.

**Signature of Principal:** The signature of the principal of the applicant school.

**Name of Regional Supervisor:** The supervisor of the applicant's region.

**Signature of Regional Supervisor:** The signature of the supervisor of the applicant's region.

### 4. Budget Sheet

On this sheet, you will allocate your estimated award and matching funds by line item for each Account Number listed (4000, 5000, and 6000). All allowable expenditures of Incentive Grant funds must be grouped in one of these three classifications.

Budget revisions of 20 percent or more between budget categories must be submitted in writing to the Regional Supervisor by April 1, 2023.

Districts are required to provide matching funds from non-salaried Agricultural Education programs. Matching funds may be used from several sources: federal, district, ROCPs, or other. Matching funds must be expended on items in account numbers 4000, 5000, and 6000, and displayed in the appropriate columns on the Budget Sheet.

The State Superintendent of Public Instruction (SSPI) may waive the matching requirement if it is found that such a requirement would create a financial hardship for any school district. If the cost of meeting the criteria creates a financial hardship for the district and makes it impossible to match with expenditures for non-salary items, the district may request a waiver of matching. The amount to be waived may not exceed the amount expended for an extended contract and/or project supervision period(s). A letter addressed to the SSPI from the District Superintendent requesting a waiver must be submitted to the Regional Supervisor with the Incentive Grant application.

The District Superintendent must make requests for waivers by letter to the SSPI. The request must be submitted at the same time as the Incentive Grant application to the Regional Supervisor. The waiver request must be attached to the Incentive Grant application.

**Account Number 4000:** For this account number, no breakdown should be provided. Please enter the total for Books and Supplies, including textbooks, other books, instructional materials and supplies, and other supplies to be purchased, and the amounts budgeted for both “Incentive Grant Funds” and “Matching Funds.” The “Matching Funds” subtotal must be equal to or greater than the “Incentive Grant Funds” subtotal unless a waiver of matching is approved.

**Account Number 5000:** List each service or operating expense under “Description of Items of Funds Being Used.” Typical expenditures in this category are travel and conferences for teachers, rentals, leases, repairs, and transportation of students on field trips. Allocate both “Incentive Grant Funds” and “Matching Funds” for each line item. Matching funds must equal or exceed Incentive Grant funds by line item unless a waiver of matching is approved.

**Account Number 6000:** List each capital outlay expense under “Description of Items of Funds Being Used.” Typical expenditures in this category are in the areas of site improvement, buildings and building improvement, equipment, and equipment replacement. Allocate both “Incentive Grant Funds” and “Matching Funds” for each line item. Matching funds must equal or exceed Incentive Grant funds by line item unless a waiver of matching is approved.

Posted by California Department of Education - April 2022