

# CTEIG 2021-22 RFA WEBINAR FAQ

## GENERAL

**1. How do I get my account information?**

**Answer:** There is no “account information”. Enter the email of the local educational agency (LEA) employee who will be responsible for the Career Technical Education Incentive Grant (CTEIG). Do not enter the email for an independent contractor/grant writer, it must be an employee at the LEA.

**2. I already have a CTEIG grant. Do I have to submit another application each year?**

**Answer:** Yes, CTEIG grants do not automatically “renew,” so you must apply each year.

**3. Why aren't International Baccalaureate (IB) CTE courses consider CTE as defined for CTEIG?**

**Answer:** IB is coded in California Longitudinal Pupil Achievement Data System (CALPADS) as an IB course, not a CTE course. You cannot code them as both. In addition, a Career Technical Education (CTE) credentialed teacher is required to have a CTE pathway and not necessarily required to teach an IB course.

**4. Why are we not using the 12 Essential Elements to evaluate our CTE programs for CTEIG?**

**Answer:** The 12 Essential Elements has not been approved in CTEIG legislation. For this application, continue to use the high-quality CTE Program & Evaluation elements.

**5. Are Memorandum of Understandings (MOUs) due by June 2, 2021, as well?**

**Answer:** No. A Grant Award Notification (GAN) will not be sent until all MOUs are received.

**6. Is there a possibility to get reviewers comments on previous applications that were approved to know that we continue to been the “right track”?**

**Answer:** That may be a little difficult since we are working remotely. If you have questions, you are always welcome to contact your CTEIG Regional Consultant and/or Pathway Coordinator and/or Technical Assistance Provider that are listed in the Request for Application (RFA) and slide 65.

**7. Will there be an extension of the spending deadline for previous allocation years?**

**Answer:** At this time, there is NO plan to extend the deadline. Please plan accordingly.

- 8. Regarding Strong Workforce Plan (SWP)—if we are not part of a consortium and have an individual LEA award, do we include evidence of this?**

**Answer:** No.

- 9. When will the 2022–23 CTEIG RFA expected? There has been overlap with previous CTEIG years and I want to be mindful when using match dollars if another CTEIG RFA will overlap with the this 2021–22 CTEIG grant.**

**Answer:** The California Department of Education (CDE) expects the 2022–23 CTEIG RFA to be out early next year, no specific date has been identified at this time. Various factors caused the overlap that have been rectified and we should no longer have this issue, unless funding gets cut at the State level.

- 10. Will we get confirmation of our electronic documents once submitted? We've submitted documents on time only to then hear they haven't received our documents.**

**Answer:** No other email of confirmation will come to you. Make sure to take a screenshot of the page that says that it has been submitted as documentation.

- 11. Will this 2021–22 application be for funds that are used during the 2022–23 school year?**

**Answer:** Application year 2021–22 can be spent and matched until December 2023. Please see page 1 of the RFA and slide 3 of the PowerPoint Presentation.

- 12. How can we track our GAN? I'm not sure if we got ours.**

**Answer:** The GAN is sent to the superintendent designated on the application. Please contact CTE Leadership office at [CTEIncentive@cde.ca.gov](mailto:CTEIncentive@cde.ca.gov).

- 13. Where can we track if our CTE Completer Data Reporting was done?**

**Answer:** Check with your LEA's CALPADS Coordinator for this information.

- 14. Can we use a digital signature?**

**Answer:** The signature must be a digital signature that includes the date stamp.

- 15. How do we find who our CTEIG regional consultant is?**

**Answer:** Please see slide 65 and RFA pages 30–31.

**16. Perkins now has 12 Elements and the CTEIG evaluating has been very helpful when assessing programs and applying for grants. Will CTEIG be revising the evaluation to 12 Elements?**

**Answer:** Yes, but not until it is established in CTEIG legislation.

**17. I see on the CDE website lists the Request for New Application, attachments etc. all have 2020–21 dates. Where do we find updated info?**

**Answer:** Please see slide 65 for a direct link to the 2021–22 CTEIG RFA.

**18. Can you provide examples of how we can use CTEIG funds to support middle school and elementary school alignment to CTE programs at the high school level?**

**Answer:** Based on previous applications, LEAs have used CTEIG funds to support middle and elementary school alignment through career exploration activities and curriculum, field trips to feeder high school(s) and industry partners and marketing materials. Please consult with your CTEIG Regional Consultant and/or kindergarten through grade twelve component of the Strong Workforce Program (K–12 SWP) Pathway Coordinators and Technical Assistance Providers for additional support.

**19. Can you share information about Assembly Bill (AB) 839 which if legislated would bring in additional CTEIG funding? What is the best way for Districts to show support of this bill?**

**Answer:** AB839 is an Assembly Bill brought forth by Assembly Member O'Donnell to add another \$150 million to the CTEIG program. Actual language of Bill:  
[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB839](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB839)  
Please get advisement from your district office on the best way to show support of this bill.

**20. What if you already have CTE pathways and are adding 2 more industry sectors in Spring 2022 can those be included in the application?**

**Answer:** Yes, include it in improvement plan of your HQCTE Evaluation and Plan (Attachment I)

**21. If you are smaller or doing a start up, you might have difficulty meeting the minimum score. Is there any consideration if the score is under the minimum?**

**Answer:** See RFA pages 7–9 about how the application is scored. If an LEA scores themselves under the minimum, it is highly recommended that you give great detail in the LEA comments and unique conditions area of Attachment I. There are at least two readers at CDE that will also read and score your application.

**22. How many consecutive years can a new Career Technical Education teacher stay on CTEIG? How long can a new Career Technical Education teacher salary be funded with CTEIG?**

**Answer:** Years are not determined with a CTE teacher salary to be funded with CTEIG. When starting a new pathway, it is appropriate to use CTEIG funds to pay for CTE Teacher salaries. There are many factors that an LEA should consider in regards to CTE Certificated and Classified salaries and benefits. LEAs must demonstrate their investment into their CTE program(s) and this is one way to do so.

**23. Can schools have a CTE program that only offers “introductory” courses and not have capstone courses?**

**Answer:** Maybe. There are many factors to consider. Please contact your CTEIG Regional Consultant and/or K–12 SWP Pathway Coordinators for more support.

**ATTACHMENTS I, II, III**

**24. Attachment I require that we list the pathways for each question. Do we have to repeat this same information for each question?**

**Answer:** No. Pathways are now entered into Program Grant Management System (PGMS).

**25. If we are not planning to fund every CTE pathway that is offered by the District, do we still need to include those pathways in the 11 model CTE standards overall review?**

**Answer:** Yes. Attachment I–Slide 21, RFA page 18: Review the minimum eligibility standards and rate your overall CTE program, inclusive of all industry sectors and pathways offered. This should be a holistic review of the CTE programs offered by the LEA.

**26. Can the signatures on Attachments II and III be electronic?**

**Answer:** Yes.

**27. Can you explain the budget examples? The ‘match amount’ is what is matched from that source for that expenditure, and the CTEIG amount of the CTEIG funding we are using for that expenditure? What if we are using more than one source for the match amount? How do we enter it in the form?**

**Answer:** The budget examples are examples of the types of expenses that could go under an object code. If you are using more than one source for the match amount, only list the source under the correct object code. For example: You are planning on budgeting a certain dollar amount for each item code under the CTEIG column and the only match you have is CTE Teacher Salaries. You would enter under the Match column the CTE teacher salaries in object code 1000 only.

**28. On the Self Evaluation & Plan, what is meant by “Specify upgrade requests” in the LEA Comments section of Minimum Eligibility Standard 1.A.? This is the only LEA Comments section that lists this.**

**Answer:** What has your LEA upgraded and/or want to upgrade in regards to this minimum eligibility standard.

**29. Is it ok to use a draft budget for 2021–22 for the CTEIG application? Our budget may not be finalized and approved until late June?**

**Answer:** Yes. Attachment II is a proposed budget of what you anticipate if you were to receive the full allocation.

**30. Because of not being face to face until this week, do we complete the High-Quality Career Technical Education (HQCTE) Program Evaluation for 2021–22 based under the circumstances we experienced this year (2020–21), or based on an in–person model that our Pathways/Programs of Study are based on (i.e. 2018–19 or even 2019–2020)? Obviously, the scores could be very different.**

**Answer:** The HQCTE Program Evaluation is based on your current circumstances at the time of the application.

**31. Funds that we committed to our 3–year budget match for CTEIG last year cannot be used for our budget match this year for this new proposal, correct?**

**Answer:** Correct, they cannot be used again for this application year.

**32. This is my first round of doing the application of CTEIG...how do you suggest we make a projected budget attachment III without knowing how much we are awarded?**

**Answer:** Attachment III is a projected budget based on the amount that is available to you at the time of the application.

## **MATCH**

**33. Can we request up to our match or is there a cap on what we can ask for?**

**Answer:** You may request any amount that you are able to match keeping in mind the \$2 local to \$1 state match. There is no guarantee that you will be funded for the amount requested.

**34. Does the match have to support a specific pathway program?**

**Answer:** Matching funds should be used to either support the pathway/program for which the application is written or to support the larger CTE program. This should be apparent when completing the HQCTE Program Evaluation.

**35. Can 2022–23 match be used when calculating match for this round of funding?**

**Answer:** Yes. The application year for the current application is July 1, 2021–June 30, 2022. Local match from Fiscal Year (FY) 2021–22 and/or FY 2022–23, of \$2 for every \$1 received from this program.

**36. Thinking ahead, I'm concerned about the match for future years. How should I address this?**

**Answer:** Do not request more money for the 2021–22 grant year if you anticipate being unable to equal or increase your match for subsequent years.

**37. Can I use the same budgeted amounts to match both SWP and CTEIG?**

**Answer:** No. Please review the Matching requirements in the RFA page 2.

**38. Does the 2:1 match amount need to be adhered to for each object code, or is it sufficient to meet the 2:1 match overall?**

**Answer:** The 2:1 Match is met overall.

**39. We have Middle School CTE programs—can those teachers/programs be used as match?**

**Answer:** Yes, if the courses are coded in CALPADS as CTE (7000–8999) and the middle school teacher has a CTE credential.

**40. For industry/partner match . . . can this be financial or in kind?**

**Answer:** Industry/Partner match must be real dollars when using it as Match in Attachment II and III. In PGMS, there is a section about Industry/Partner contributions that you can elaborate any in kind services.

**41. I run a nonprofit that freely shares short, creative educational videos with students across the state and beyond. We would like to work with CTE programs to highlight more CTE content and would welcome partnering on this grant. How might we connect with those building their grant proposal teams? Also, can some of our time count for matching funds to help with the matching requirement. (Nonprofit is nextvista.org)**

**Answer:** Connect directly with the LEA and time cannot be counted as matching funds, matching funds must be real dollars.

**42. What if our 2021–22 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) has more funds allocated to CTE, but you won't see it on the 2019–20 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP); can we still use it for a match?**

**Answer:** Yes

**43. Do CTE teacher salaries out of general fund count as match?**

**Answer:** Yes, use them in object code 1000.

**44. Can an elementary culinary, health and ag related program be considered as match—we are aligning the curriculum and experiences with middle school CTE career exploration programming and high school CTE pathways?**

**Answer:** No.

**45. You can use a combined two years of matching funds? 2021–22 plus 2022–23?**

**Answer:** Yes, as long as they were not used in the previous CTEIG application and/or K–12 SWP. Please refer to page 2 of the RFA about Matching requirements.

**46. If we use Title I or American Rescue Plan funding for matching, does it have to be coded under goal 3800?**

**Answer:** Yes, goal coding 3800 (LEA) and 6000 (ROCP) are specific to CTE.

**47. What can be used for match?**

TYPE	YES/NO	COMMENTS
<b>Bonds</b>	Maybe	You must look at the language of the Bond to determine if it qualifies as CTEIG match. The Bond language must address CTE specifically.
<b>Title I</b>	Maybe	Title I funds may be used to match funds as long as the matched Title I funds are used as required by Title I. The Title I, Part A Authorized Use of Funds Web page, located at <a href="https://www.cde.ca.gov/sp/sw/t1/authuseoffunds.asp">https://www.cde.ca.gov/sp/sw/t1/authuseoffunds.asp</a> provides general criteria when approving activities or expenditures supported with Title I, Part A funds.
<b>SSP</b>	Yes	Specialized Secondary Program (SSP) Grant funds
<b>CARES</b>	Round II Yes	Coronavirus Aid, Relief & Economic Security (CARES) Act

<b>AB 86</b>	Unknown	Assembly Bill 86 COVID Reopening Schools Bill CDE is looking into how/if this bill can be applied to Match
<b>In-Kind Contributions</b>	No	All Match must be real dollars
<b>CTE Magnets</b>	Maybe	Check with Magnet Program Guidelines
<b>ESSER II</b>	Round II Yes	Elementary and Secondary School Relief
<b>COVID Relief Funding</b>	Unknown	<a href="https://www.cde.ca.gov/fg/cr/relieffunds.asp">https://www.cde.ca.gov/fg/cr/relieffunds.asp</a> CDE is looking into how/if this bill can be applied to Match
<b>American Rescue Plan (ARPA)</b>	Unknown	President Biden signed this Act in March 2021. States can use these funds to help: <ul style="list-style-type: none"> <li>• Low-income families afford childcare</li> <li>• Provide childcare assistance to essential workers regardless of income</li> <li>• Help providers reopen and cover past pandemic-related expenses</li> <li>• Pay operating costs</li> </ul> CDE is looking into how/if this bill can be applied to Match

**48. It looks like the example budget in the PowerPoint (PPT) included in-kind (iPADS from GHI business) as a match source from business. I thought that went into the PGMS for industry contributions not into the attachment II budget.**

**Answer:** This is in reference to slide 34 of the Power Point Presentation. The budget examples are meant to provide different ways a match can be met. To clarify, if GHI business purchased the iPADS and then donated them to the school, that would be considered industry contributions and would be entered into PGMS. If GHI Business wrote a check to the school and the school used it to purchase the iPADS, then it would be listed under object code 6000.

**49. We have pathway events to promote and recruit for CTE programs using the LOCAL CONTROL FUNDING FORMULA (LCFF) as well as events such as mock interviews, work-based learning activities, etc... It is written in the LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP), however, it does not say "CTE." These are activities to support and expand CTE. Can we use as a match?**

**Answer:** You are speaking of two different parts of the application. Activities used to promote and recruit for CTE programs should be identified in the LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) as CTE. The activities listed can be used in other programs that are not CTE. CTE must be clearly stated in the LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)—see pages 24–25 of the RFA and slide 38 of the PowerPoint Presentation.

**50. I used portions of salaries of CTE teachers as match for the 2020–21 school year. Did I hear that I cannot use those same salaries as match for the upcoming CTEIG renewal?**

**Answer:** The portion of CTE teacher salaries that was used as match in the 2020–21 CTEIG application CANNOT be used in the 2021–22 CTEIG application. Please see page 2 of the RFA and slides 6–7 of the PowerPoint Presentation.

**51. What funds do you feel are the BEST to use as Matching funds?**

**Answer:** It really depends on what is available to the LEA. Please contact your CTEIG Regional Consultant and/or K–12 SWP Pathway Coordinators and Technical Assistance Provides for specific Matching fund information.

**52. Can the cost of implementing career exploration programs at the elementary and middle school level be used as matching funds (for example, providing direct services through industry partnerships, or staffing costs be counted as matching in an application)**

**Answer:** Only career exploration programs from grades 7–8 can be used as match if courses are coded in CALPADS in the 7000–8999 series.

**ALLOWABLE & NON–ALLOWABLE EXPENDITURES**

**53. Allowable and Non–Allowable Not specifically addressed in the RFA:**

TYPE	YES/NO	COMMENTS
Student Internships	No	Considered a gift of public funds
Graduation Cords	No	Considered a gift of public funds
Nationally Recognized Student Certifications	No	Considered a gift of public funds

**54. If a building/portable is to be used solely for CTE, can it be purchased with CTEIG funds, realizing a capital outlay request will be needed?**

**Answer:** No. Facilities are no longer a CTEIG allowable expense. Please refer to the RFA pages 2–4.

**55. Does a capital expenditure include sales tax and delivery costs?**

**Answer:** Yes.

**56. Can CTEIG funds be used to pay for certificated teacher salary? If it is a replacement position? Or is that considered supplanting funds?**

**Answer:** CTEIG funds can be used for certificated CTE teacher salaries, when you have a new CTE program/pathway. If the LEA has already been paying CTE teacher salaries out of General Funds

and then decide to use CTEIG funds, that would be considered supplanting funds and a non-allowable expenditure.

#### **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

**57. In lieu of the 2020–21 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP), LEAs have been instructed to create a LEARNING CONTINUITY AND ATTENDANCE PLAN (LCP or LCAP). Which document should we submit?**

**Answer:** For this CTEIG application, please submit your 2019–20 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP), and be sure to only include pages that specifically mention “CTE” or “Career Technical Education.”

**58. What if our 2019–20 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) mentioned Career and College Readiness, but not “CTE” or “Career Technical Education”**

**Answer:** Per Education Code (EC) 53070.1(a)(2)(E), the LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) must include “CTE” or “Career Technical Education”.

**59. We mentioned our vocational training program in our LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP), but we didn’t use the acronym CTE to describe it. Are we still eligible to apply?**

**Answer:** Page 24 of the RFA states CTE must be explicitly mentioned in the FY 2019–20 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) for districts to qualify. Note: “College and Career Readiness” inclusive of Advance Placement, IB Program, a–g, Gifted and Talented Education, and other district programs, is not the equivalent to CTE.

**60. Our LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) talks about CTE and Linked Learning specifically...Linked Learning is CTE-based Academies. Is that ok too?**

**Answer:** As long as CTE is specifically mentioned.

**61. Senate Bill (SB) 98 removed the requirement for the LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) for the 2020–21 school year and established the Learning Continuity Plan (LCP). Our district has an approved LCP for 2020–21, but not an approved LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP). Do we include our 2019–20 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) pages with CTE noted instead?**

**Answer:** Yes. See pages 24–25 of the RFA and slide 38 of the PowerPoint Presentation.

**62. Do references to CTE in the LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) need to be highlighted like in past applications?**

**Answer:** Yes. See pages 24–25 of the RFA.

**63. What does LCAP stand for?**

**Answer:** LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

**64. Can we use the 2020–2021 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)?**

**Answer:** No. It is not the same as the Local Control Accountability Plan (LCAP). Please see pages 24–25 of the RFA and slide 55 of the PowerPoint Presentation.

**POSITIVE CONSIDERATION**

**65. What does positive consideration mean?**

**Answer:** Positive consideration means that your LEA will receive additional funds from the grant for meeting the Positive Consideration Criteria. Refer to pages 8–9 in the RFA.

**66. How is positive consideration calculated for consortium applications?**

**Answer:** The total for each LEA is added to the total number for the consortia.

**67. How are the positive considerations assessed? Is there a rubric?**

**Answer:** Pages 8–9 of the RFA outline how these considerations are determined.

**68. What is the positive consideration breakdown?**

**Answer:** Base = 70 percent (ADA); Remaining 30 percent is divided among the positive consideration categories as follows:

<b>%</b>	<b>Positive Consideration</b>	<b>%</b>	<b>Positive Consideration</b>
<b>2%</b>	Rural	<b>4%</b>	Collaboration
<b>2%</b>	Leverage	<b>6%</b>	Unduplicated
<b>2%</b>	Investment	<b>6%</b>	High Dropout
<b>2%</b>	JPA	<b>6%</b>	Unemployment

**69. Will local regional occupational program (ROP) districts (not joint powers agreement (JPA) that apply within a consortium get the positive consideration factor?**

**Answer:** No. The 2 percent JPA positive consideration is specific to JPA.

## ELIGIBILITY

**70. Is the school eligible for CTEIG funding if they are just beginning to implement their high quality CTE Pathways, but, because they are new, there are no student completers reported in CALPADS yet?**

**Answer:** Maybe. Review Attachment I–HQCTE Evaluation and Plan to see if you meet the minimum criteria to receive funding.

**71. This is will be my first CTEIG application as I am new to the position. How will we make a budget when we won't know how much we will be awarded?**

**Answer:** Your budget will be based on 2:1 you determine how much your LEA is able to match. You may have to do a budget revision after the final allocations are determined.

**72. We have all types of kindergarten through twelve grade (K–12) programs that work with CTE, one of which is for adult learners (super seniors who never graduated due to life circumstances, primarily 19–24, but also vary in age). Would their CTE courses, which are often continuations from their K–12 and under programs and lead to young adults entering community college CTE programs, be appropriate for CTEIG spending?**

**Answer:** No. The CTEIG grant is designated for CTE programs in K–12.

**73. Is an LEA who is starting its first year of operation on July 1, 2021, eligible to apply? Its charter number and county district school (CDS) code are pending State Board of Education vote & CDE action.**

**Answer:** Maybe. If you have the CDS code designated before the June 2, 2021, CTEIG 2021–22 Application deadline. In addition, review the eligibility requirements in the RFA page 4 on Applicant Eligibility.

**74. This would be our first year implementing a CTE program–would we be eligible to apply? or must we already have a program founded?**

**Answer:** Maybe. Review the eligibility requirements in the RFA page 4 on Applicant Eligibility.

**75. If an LEA had a significant reduction in average daily attendance (ADA), it will not be able to spend more than prior years due to a nearly 50 percent lower budget. Will this be taken into account as to not exclude the school from funding?**

**Answer:** A reduction in ADA will put the LEA in a different distribution category. Refer to page 1 of the RFA. Refer the cause of the reduction in the unique conditions section of Attachment I.

## CONSORTIUM

**76. Can a kindergarten through eighth grade (K–8) district apply for CTEIG and/or apply as a consortium with a County Office of Education (COE) as the lead fiscal agent?**

**Answer:** No. K–8 alone would not be able to comply with reporting requirements of the grant, specifically, the CTE Completer Data indicated on slide 11 and pages 5–6 of the RFA. CDE encourages K–8 districts to apply with their feeder high schools, so that they can meet the reporting requirements and create seamless pathways for students.

**77. K–8 Schools can be part of a COE consortium but they must align the programs to the feeder high school. They cannot be lead. Are the statements correct?**

**Answer:** K–8 schools can be part of a COE consortium IF the feeder high school is also a part of the same consortium.

**78. When school districts LEAs agree to contribute ADA towards an ROP JPA consortium application, would those participating LEAs who also submit an individual application get fewer dollars if both applications are successful? For example, if District XYZ has 3000 ADA and contributes 500 towards the ROP JPA application, they would get a smaller award allocation than if they did not participate in the consortium application and applied with a full 3000 ADA.**

**Answer:** No. It depends on what distribution category the individual and ROP JPA applicant is in and the number of applicants. Please see pages 1–2 of the RFA.