



Career Technical Education Incentive Grant

Question and Answer

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Career and Technical Student Organizations (CTSOs)

A1	<p>What is a CTSO?</p> <p><i>A CTSO is a Career Technical Student Organization. California recognizes the following CTSOs:</i> <i>DECA: A Marketing Association</i> <i>FBLA: Future Business Leaders of America</i> <i>FFA: Future Farmers of America</i> <i>FHA-HERO: Future Homemakers of America</i> <i>HOSA: Health Occupations of America</i> <i>SkillsUSA: Career Technical Education</i></p>
A2	<p>Are CTSOs a required component of the grant?</p> <p><i>Leadership is one of the components of the grant. This requirement can be met through the CTSO's or through documented alternate strategies. For example, leadership skill development is documented in your course syllabus or outline.</i></p>
A3	<p>Does every pathway have to be associated with a CTSO?</p> <p><i>No, leadership is one of the components of the grant. This can be done through the CTSO's or through documented alternate strategies.</i></p>
A4	<p>Can the grant pay for out-of-state travel for students to attend CTSO events?</p> <p><i>Yes, however send Bryan Baker an email requesting out of state travel. Include the details and the reason there was no local state equivalent you could attend. Keep a copy of the email on file for your records.</i></p>
A5	<p>Under what circumstances can we use funds on CTSOs?</p> <p><i>Teacher stipends, teacher hotels and meals (no hotel or meals for students), travel, affiliation fees, uniforms, supplies for events and competitions.</i> <i>http://www.cde.ca.gov/ci/ct/pk/memo1ctso.asp</i></p>
A6	<p>Can CTEIG funds be used to purchase CTSO uniforms, registrations, and transportation to events?</p> <p><i>CTSO student registrations: Yes</i> <i>CTSO uniforms: Yes, jackets only (*see below)</i> <i>Transportation to CTSO events: Yes</i> <i>Use this link for Skills USA uniforms:</i> <i>http://skillsusastore.org/skillsusa/productthumbnails.asp</i> <i>*Uniforms purchased w/CTEIG or Perkins funds must stay at the school and cannot be personalized in any way.</i></p>
A7	<p>Can you use CTEIG funds for the Federal CTSOs membership?</p> <p><i>No. The state has to hold the charter and only the CTSOs on the CDE website have agreed to have a State Charter. What you see on the CDE website is the approved CTSO list.</i></p>

Career and Technical Student Organizations (CTSOs) Continued

A8	<p>Can CTEIG funds be used to support the non-CTSO programs?</p> <p><i>You can use CTEIG to support materials for in class leadership development and field trip for work based learning, leadership development, etc. This can be part of the non-CTSO leadership development. You must show adequate documentation of leadership development for all - this means more than just a few field trips and more than just a student portfolio. You can't pay for conference fees, membership fees, teacher stipends, or chaperone costs.</i></p>
A9	<p>Can CTEIG funds be used for non-CTSO events?</p> <p><i>As it relates to non-CTSO events such as VE – transportation, teacher PD, software or proprietary curriculum is approvable. Trade fair booth fees, competition fees of any sort are not approvable. Uniforms for non-CTSO events are not fundable.</i></p>
A10	<p>Can the CTEIG pay for student membership in CTSOs?</p> <p><i>If you integrate this into your curriculum (it becomes part of your program requirements) and all students are participating, then yes. Otherwise, it is considered a "gift of public funds."</i></p>
A11	<p>Do CTSO Advisors have to have CTE Credentials?</p> <p>Yes</p>
A12	<p>How do you start a CTSO?</p> <p><i>CTSOs are part of a CTE program/class as identified by the CDE (class is taught by a CTE credentialed teacher; CTE class is aligned to the State Board adopted CTE Standards; data from the class must be reported to the CDE using CTE CBEDS/CALPADS coding). There must be interest and support at the local level by the students, administration and instructional staff. Contact the State Director at the CDE for additional detailed information for the CTSO that you are interested in.</i></p>
A13	<p>How much does a CTSO cost?</p> <p><i>Costs vary depending on the CTSO that you are interested in. Many of the costs can be supported by Perkins and CTEIG funding if they have been included in the funding plan.</i></p>
A14	<p>Is there a resource that's available that states what funding is allowable (i.e., CTEIG, Perkins, CCPT)?</p> <p><i>Each funding resource has their own specific guidelines and list of allowable expenditures related to involvement in a CTSO for students, teachers, and program support. CTSO involvement is an allowable expenditure for all of the CTE funding resources that you have listed in this question (CTEIG, Perkins, CCPT).</i></p>
A15	<p>What are affiliation fees and how can we fund these fees?</p> <p><i>Each CTSO is different. With SkillsUSA California, there are two ways that you can join the organization; Individual student membership (\$20 per member, cannot use Perkins, CTEIG or CCPT funds to pay for this type of membership) Total Participation Plan Affiliation (affiliation fee is based on entire class/school/district affiliating with the organization; you CAN use Perkins/CTEIG and CCPT to pay these fees); professional (teacher) membership is \$34 per person.</i></p>

Career and Technical Student Organizations (CTSOs) Continued

A16	<p>What is the best way to market this opportunity to teachers?</p> <p><i>Most state and federal CTE funding resources require that you be involved in formalized student leadership activities (CTSO involvement fulfills these requirements). Additionally, student leadership and soft skills are part of every CTE program that are offered throughout our state. CTSOs provide instructors with research proven materials and methods that will improve student success in their chosen career area as well as postsecondary education options.</i></p>
A17	<p>What professional development do you offer and how much does it cost?</p> <p><i>Each CTSO is slightly different. Not sure what this is referring to– students, advisors, school administration? There are several free conferences and activities that are provided to students and advisors; there are multiple resources that are available for students and advisor members as well Professional Development Program (PDP), Career Readiness Curriculum (CRC), Jump Into STEM, etc.; SkillsUSA California has regional State Certified Trainers that are available to assist local advisors on how to be successful with implementing a CTSO at their campus once you have joined the SkillsUSA California organization.</i></p> <p><i>In SkillsUSA California, most of these resources are included in the cost of your membership.</i></p>
A18	<p>Can we use CTEIG dollars to pay for any of the following:</p> <ol style="list-style-type: none"> 1. FFA student leadership conference registration? 2. FFA student competition registration fees? 3. Transportation for FFA not whole class? <p><i>1. Yes.</i></p> <p><i>2. No, unless it's for a student that's a part of your "special populations" that you're targeting as part of an improvement plan per your Perkins application, Section III.</i></p> <p><i>3. Not to and from daily school attendance, but to and from special events, yes</i></p>

Classified Employees

B1	<p>Can CTE classes that have a high English Language Learner population use CTEIG funds for support personnel?</p> <p><i>Yes</i></p>
B2	<p>Can the grant pay for clerical staff time to develop industry and labor connections for community classroom and worked-based learning activities?</p> <p><i>Yes</i></p>
B3	<p>Because of the prohibition on classified employee's salaries (Object 2000), what are the CDE's best practices/suggestions for managing and administering the grant under these constraints?</p> <p><i>Managing the grant can be done with a CTE TOSA and this is also why the grantees can take indirect. CDE was also able to get classified salaries approved for the grant.</i></p>

Classified Employees Continued

B4	<p>Can we pay a classified person to set up and monitor student internships, job shadowing, field trips, guest speakers, etc.?</p> <p>Yes</p>
B5	<p>We have been told that classified employee salaries are not allowable under the grant. What if they are working on facility upgrades that are allowed with CTEIG dollars, such as a new CTE workshop? Will we have to contract out for this work?</p> <p>Yes, to classified employee salaries, but you can only claim the specific time that they are devoted to the CTE facility upgrade.</p>
B6	<p>We will be hiring a child nutrition custodial employee to work specifically in our CTE culinary program at one of our high schools. They will perform the specialized cleaning that is required for the program. We were planning to fund the position out of our general fund, but I just wanted to confirm this would be an allowable matching expenditure being that it is a classified position?</p> <p>Yes, you can do this, provided this position is in support of a CTE program.</p>

Credentialing

C1	<p>Can the grant be used to support and expand an existing program, if the teacher is not a CTE credentialed teacher but the course absolutely mirrors a CTE (ROP) program? Do your rules govern our match, our grant expenses, or both?</p> <p>No credential, no CTEIG or Perkins funding. This has been in the California State Plan since 2008. The matching funds must be from expenditures that were spent on high quality CTE programs that include CTE credential teachers.</p>
C2	<p>Can a single subject credential holder in visual and performing arts that teaches Photography or Multimedia utilize CTEIG funds.</p> <p>No</p>
C3	<p>As stated on the Commission on Teacher Credentialing's website: National Board for Professional Teaching Standards Certification Teachers who are certified by the National Board for Professional Teaching Standards (NBPTS) in the area of Early Adolescence through Young Adulthood/Career and Technical Education will be issued a Clear Designated Subjects Teaching Credential in their selected subject area. Individuals applying under this route are exempt from all other credential requirements.</p> <p>Does this mean that if a teacher has this certification, he/she is eligible for a DS CTE credential without any industry experience?</p> <p>CDE is following up with CTC.</p>
C4	<p>Can a single subject teacher without a CTE designated subjects credential receive funding if the credential is in progress?</p> <p>No. However, once he/she has submitted an application to their program sponsor and has a receipt showing proof of submittal (which means they've been issued a preliminary credential), then funding can be allotted. Preliminary credentials are allowed.</p>

Credentialing Continued

C5	Can courses with a teacher in process of getting a CTE credential be supported by CTEIG funding? <i>No credential, no funding.</i>
C6	Can CTEIG dollars be spent on industry certifications for students, if the teacher does not hold CTE credential? <i>CTEIG monies can only be used for student industry certifications for pathways that are taught by CTE credentialed teachers.</i>
C7	Can the salary of a non-CTE teacher in a pathway be used as a match? <i>No. Only CTE credentialed teacher's salary and benefits can be used as a match. All matching expenditures must be goal coded 3800 or 6000, which translates to CTE expenditures.</i>
C8	Can we fund community professionals or current teachers to get CTE credentials? <i>Costs or fees for teacher credentialing are not allowable. Check with your HR department if you want to provide some type of "stipend" at the completion of a credential program, as you may have policies, bargaining unit agreements or other restrictions. Proceed cautiously. No credential, no funding.</i>
C9	Can we use CTEIG funds to support pathway courses that are taught by a teacher with a preliminary CTE credential? <i>Yes</i>
C10	I have a single subject teaching credential in Industrial and Technology Education. Does this qualify as a CTE credential? <i>Yes, there are 5 CTE Single Subject Credentials:</i> <i>1. Agriculture</i> <i>2. Business Education</i> <i>3. Health</i> <i>4. Home Economics</i> <i>5. Industrial and Technology Education</i>
C11	If a CTE teacher is integrating his/her class with an academic class, can the academic teacher utilize CTEIG funds? <i>No, unless there are joint projects between both classes. In a collaboration project between a CTE course and science course for example, yes, there could be some expenditures that could be utilized by both classes. This would be on a case-by-case basis. Please check with your CDE consultant.</i>
C12	We have PLTW pathways already. It seems that the PLTW teachers must also qualify and receive a CTE credential, correct? <i>Correct – funds will only support CTE courses taught by CTE credentialed Instructors.</i>

Credentialing Continued

C13	<p>We have an employee that is currently working on their CTE credential. If they want to obtain it within this fiscal year, can we retroactively charge his salary from the beginning of the year? He is a PLTW teacher and has been doing CTE type coursework but just doesn't have the technicality of the credential yet.</p>
	<p><i>As soon as the teacher has a preliminary CTE credential (from that point forward) you can charge his/her salary.</i></p>
C14	<p>Currently, we have two CTE credentialed staff whose credentials are in Education, Child Development, and Family Services. These staff are currently developing and teaching our new Health Science and Medical Technology and Information and Communication Technologies courses. Here are my questions:</p>
	<p>Can we add the Education, Child Development, and Family Services Industry Sector pathway to our CTEIG program if we can show that there is a need for this sector in our region?</p>
	<p>Can courses taught by CTE teachers outside of their credentialed area be counted as CTE for CTEIG purposes as long as we do not report them as "Highly Effective?"</p>
	<p><i>You can add the Education, Child Development sector and it looks like you have a credentialed teacher. You cannot run Health or ICT programs and use any state or federal funds unless you have a credentialed instructor in those sectors.</i></p>
C15	<p>I have a single subject teaching credential in Industrial and Technology Education. Does this qualify as a CTE credential?</p>
	<p><i>Yes, there are 5 CTE Single Subject Credentials:</i> <i>1. Agriculture</i> <i>2. Business Education</i> <i>3. Health</i> <i>4. Home Economics</i> <i>5. Industrial and Technology Education</i></p>
C16	<p>I have a teacher credentialed in Home Economics. I know the teacher can utilize CTEIG funds in their culinary class room, but will they be able to utilize CTEIG funds in their Child Development classes?</p>
	<p><i>Yes, both child development and culinary arts fall under the single subject for home economics. The Child Development course and the culinary courses must be coded in CALPADS as a CTE class.</i></p>
C17	<p>As stated on the Commission on Teacher Credentialing's website:</p>
	<p>National Board for Professional Teaching Standards Certification Teachers who are certified by the National Board for Professional Teaching Standards (NBPTS) in the area of Early Adolescence through Young Adulthood/Career and Technical Education will be issued a Clear Designated Subjects Teaching Credential in their selected subject area. Individuals applying under this route are exempt from all other credential requirements.</p>
	<p>Does this mean that if a teacher has this certification, he/she is eligible for a DS CTE credential without any industry experience?</p>
	<p><i>CDE is following up with CTC.</i></p>

Credentialing Continued

C18 We have a consortium with 3 feeder junior high school districts. I have heard junior highs being able to fund their wheel programs without a CTE credentialed teacher because it aligns to one of our high school programs. Is this true, or does all the money that the junior high programs need to be assisted with by our credentialed teacher?

The teacher has to be credentialed if it is part of their pathway sequence at the Freshman level. A Wheel course at middle school/Jr. High counts as career exploration and not part of the sequence. CTEIG funds may be expended on the class.

Curriculum and Professional Development

D1 Can CTEIG funds be utilized for professional development for CTE Teachers that are integrating lesson plans and units with academic teachers?

Yes. Check with your CDE consultant if you have any questions.

D2 Are there specific requirements to determine the course sequence for a specific path or are we free to choose the courses we would like to offer?

You can create a sequence that fits your needs, but you can only spend funds on the CTE course and instructor within that sequence.

D3 Can CTEIG monies be used for a stand-alone course pathway (2 hours per day, total of 360 hours)?

Yes. The two semesters should build on each other thus completing a pathway. Yes this would count and is often done at ROP centers. The requirement is a minimum of 300 hours.

D4 Can the grant pay for out-of-state professional development? Do we need approval first? If so, to whom do we make the request? Is there a form, or will an email exchange suffice?

Yes, send a request to your CDE regional consultant. Include justification, what the training is for, who will go, and a cost estimate. You don't need to fill out a form for the instructor to travel unless they are taking students with them. As a reminder this is for CTE credentialed instructors and must be goal coded in the 3800s or 6000s. There are however, some states that you cannot travel to on State funds due to their discrimination laws. The prohibited states are: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas

D5 Can we pay for CTE aligned curriculum materials, like Project Lead the Way, which doesn't include credentialed teachers and is not permitted under Perkins?

No

D6 How might we use funds toward integrated courses (CTE and a-g eligible) or integrated course and lesson/unit development?

You can use funds on CTE teachers and use other funds for academic teachers.

Curriculum and Professional Development Continued

D7	<p>Who do we e-mail for pre-approvals? For instance, there is an upcoming CTE conference and we would like to receive pre-approval. Is there a form we fill out and who do we send it to?</p> <p><i>You don't need pre-approval for professional development (CTE conference); however, the expense must be Goal Coded 3800 or 6000.</i></p>
D8	<p>In what pathway do Photography courses fit?</p> <p><i>It depends on which standards you use. If it is just a straight-out Photography course, then 111A is a better fit. Visual/Commercial Art has two and three-dimensional works, client relations, etc. So, you have to look at your course content and compare the descriptions in the CALPADS 2017-2018 User Guide to match code and content.</i></p>
D9	<p>Under Pathway 111, is it allowable to have a concentrator from one "Sub-Pathway" (111A) and the capstone from another (111B)?</p> <p><i>The answer is no. You may have different sub-pathways for intro courses but not the concentrator and capstone.</i></p>
D10	<p>Are fees to utilize an industry partners curriculum to establish an academy allowable with Perkins or CTEIG? This is a yearly fee.</p> <p><i>Yes, as long as it's part of the program curriculum, taught by a credentialed CTE instructor and you code it properly (3800s or 6000s).</i></p>

Dual Enrollment

E1	<p>Can a CPA that has a director with a CTE credential that oversees or "touches" all the CTE classes use CTEIG funds even if the classroom CTE teachers do not hold CTE credentials? The CTE teachers are Community College Staff that teach classes on the high school campus during the school day to high school students - students receive high school graduation credit and CC credit.</p> <p><i>In this situation, students are dual enrolled in the course, so yes, this would be acceptable.</i></p>
E2	<p>Can we use CTEIG grant funds to support dual enrollment courses (e.g., purchase lab materials, textbooks, and computers)?</p> <p><i>Yes, if the dual enrollment course is a CTE course.</i></p>
E3	<p>Can we sequence a pathway that is dual enrolled with the college program? This is important as we have designed courses to meet the element of High Quality per CDE.</p> <p><i>If the instructor holds a CTE credential, the class can be part of a sequence. If there is no credential, it doesn't count for the sequence. It doesn't matter where the class is taught.</i></p>
E4	<p>Dual Enrollment and Completer requirements</p> <p><i>Dual Enrollment classes embedded within high school CTE courses can be considered a capstone and high quality if the CTE teacher is properly credentialed even if the community college instructor is not.</i></p>

E5 I wanted to get clarification on Dual Enrollment, Concurrent Enrollment, and Articulated Courses in regards to the Dashboard reporting. Can you tell me if all three are viewed as the same?

It is my understanding they do, in the sense that the student receives college credit. I'm not sure what data system your district uses, but there should be a place to mark that the student received college credit for taking a particular class.

Expenditures

F1	Can funds be used to develop externship programs to provide continuous learning opportunities to connect classroom learning to career expectations? <i>Yes, if the course is a CTE course.</i>
F2	Can the grant pay for mileage reimbursement for community classroom/on-the-job training observations? <i>Yes</i>
F3	Could I have some guidance on this problem? Many of our STEM related pathways are taught by teachers who do not possess a CTE credential because the STEM pathway is reliant on their academic mastery. Yet, CDE is interested in industry certifications for those students. Can CTEIG dollars be spent on getting those students their industry certifications, even if the teachers in their program do not hold CTE credentials? <i>CTEIG monies can be used for student certifications for pathways that are taught by CTE credentialed teachers. What student certification is your LEA planning for students who are not taught by a CTE teacher?</i>
F4	Can the funds be used for student desks in the career center? <i>No</i>
F5	Do members of a consortium submit capital outlay requests directly to their CDE Regional Monitor or to their Consortium LEA for approval? <i>It might be easier to keep track of on our end if the LEA collects them (via email is fine) from the district and sends (via email) to the CDE consultant for the region.</i>
F6	Can a school spend CTEIG funds on marketing materials such as banners, to promote their CTE programs? <i>Yes</i>
F7	Can funds be used for Work-Based Learning (WBL), like transportation to CTE job site? <i>Yes</i>
F8	Can I purchase a laptop for staff to use for professional development and/or student and parent presentations? <i>The funds are restricted to instruction/classrooms, so you are not allowed to use CTEIG in this case.</i>
F9	Can teacher stipends be paid for externships with the CTEIG? <i>Externships for teachers are allowable. It is a method of professional development and allows a teacher to stay current with business and industry. The stipend is restricted to CTE teachers with CTE credentials.</i>

Expenditures Continued

F10	<p>My district plans to use funds originally budgeted from LCAP to CTE programs and supplant that funding with CTEIG funds. Is this acceptable as long as minimum matching is met?</p> <p><i>Unfortunately there is no supplanting language in the legislation, but if a grantee is not showing sustainability of the programs, they may be invoiced for the sum of the grant or not renewed for subsequent years of funding.</i></p>
F11	<p>What are the limits on paying for classroom visitors, such as docents and consultants, who don't require a credential? How about stipends/fees for Business and Industry Professionals?</p> <p><i>This is a local decision and can be charged to CTEIG under the 5000 object code. State conflict of interest guidelines should be followed.</i></p>
F12	<p>Will there be a more detailed list/review for non-allowable expenditures?</p> <p><i>We will forward the information we have and request further details from CDE to distribute in the future.</i></p>
F13	<p>Can CTEIG funds be used for a College and Career Guidance Tech? CCPT funds were previously used to pay for this position.</p> <p><i>Yes, if their duties are 100% CTE-related. If there are non-CTE related duties, then that percentage of the salary must be funded from another source.</i></p>
F14	<p>Can Prop 51 expenditures be reported as CTEIG matching funds?</p> <p><i>Yes, you can use Prop 51 as matching funds; however, the project must be approved by CDE and the expenses must be Goal Coded 3800 or 6000.</i></p>
F15	<p>The teacher who teaches Information Technology – Introduction to Business Technology and ROP Automated Computerized Office pathway would like to implement an Exploring Computer Science course (ECS is an approved A-G elective) and is wondering if this would be a feasible use of CTEIG monies. Also, does this have to be a "complete pathway" or can it just be a course?</p> <p><i>You can only use CTEIG funding for CTE credentialed teachers. All CTEIG expenditures must be Goal coded 3800 or 6000, which translates to CTE. That said, in a collaboration project between a CTE course and science course, there could be some expenditures that could be utilized by both classes. This would be on a case-by-case basis. Please check with your CDE consultant. The course should be part of a pathway, but can be a stand-alone course.</i></p>
F16	<p>Can CTEIG monies be used for developing program promotion videos?</p> <p><i>Yes, you are cleared to make videos for marketing. Make sure that your expenses are goal coded 6000 or 3800. If you have a large production and are spending over \$5,000, you will need to have CDE permission.</i></p>
F17	<p>Can CTEIG funds be used for equipment repairs and consumables in CTE classes with a CTE credentialed teacher?</p> <p><i>Yes</i></p>

Expenditures Continued

F18	<p>Can we reimburse employees for supplies purchased for a CTE class? We had a teacher who did not anticipate a material he needed for a lab, so he purchased it on his own and is seeking reimbursement. Can grant money be used to reimburse the teacher so the check would be made out to him? We do have the receipt.</p> <p><i>Although it's probably not the best practice, if it was supplies purchased for a CTE program, taught by a CTE credentialed instructor, it is an allowable expense, as long as you code the expense in the 3800s or 6000s.</i></p>
F19	<p>Can LEAs use CTEIG dollars for a class focused on career exploration where students transition between industry sectors every quarter or trimester (exploratory wheel)?</p> <p><i>If your course meets these two standards, you may spend CTEIG funds for it:</i></p> <ol style="list-style-type: none"><i>1. The class must truly be a "wheel". As part of the course, students must experience a variety of industry sectors throughout the year. Clear transitions between industry sectors must be apparent.</i><i>2. The class must include actual career exploration activities. Students must learn about possible jobs in each industry sector and explore their own interests, skills, and abilities as part of the course.</i> <p><i>Because this type of wheel course is considered an exploratory course, the teacher is NOT required to hold a CTE credential. This is the only case in which a CTE credential is not required if CTEIG funds are to be spent.</i></p> <p><i>If you have a year-long middle school course that feeds into a high school pathway, this course is not exploratory. Therefore, the middle school teacher must have a CTE credential in order to use CTEIG funds for that class.</i></p> <p><i>If you are using Project Lead the Way curriculum, please make sure you are distinguishing between exploratory and pathway middle school classes.</i></p>
F20	<p>Can I spend CTEIG funds on middle school CTE pathways taught by a CTE credentialed teacher?</p> <p><i>Yes</i></p>
F21	<p>We are looking at using some of the CTEIG grant for a new van for the agricultural program. Do I need to have prior approval for this expense?</p> <p><i>This is an acceptable expense, but due to the expense, you do have to submit the capital outlay forms to CDE first.</i></p>
F22	<p>We're working on obtaining approvals to purchase a greenhouse; the requester a credentialed CTE instructor. Since the cost is over 5K, our understanding is it needs CDE approval. Who would we send the form to?</p> <p><i>Yes, you will need to submit a CTEIG Capital Outlay Request form. Also include a Scope of Work for any other costs associated with the project (e.g., construction quote, etc.). Email the Capital Outlay Form and Scope of Work to your CDE Consultant</i></p>

Expenditures Continued

F23	<p>Our District implemented a CTE culinary program this past fiscal year, 2016/17. There are obviously ongoing costs associated with the program (i.e. food supplies, specific cleaning supplies, etc.). We needed clarification as to if it is allowable to continue to charge these expenditures directly to the CTEIG funds. We understand that ideally general funds will be used to pay for these expenses but if we choose to pay for them from the grant until June 2019, is that allowable?</p> <p><i>Yes, although as you pointed out it's not recommended as it doesn't really show sustainability. Having said that, as long as you are not purchasing food to feed staff or students and its sole purpose is to use it in a CTE program taught by a CTE credentialed instructor and you code the expenditures in the 3800s or 6000s, then it is acceptable.</i></p>
F24	<p>We have a teacher that is teaching Culinary & Child Development. She is credentialed in Home Economics. Can we use CTEIG funds to purchase items such as furniture and white boards?</p> <p><i>In this case CTEIG funds cannot be used for the items you mentioned. Please refer to The Career Technical Education Incentive Grant Expenditure Guidelines document under Non-allowable Costs.</i></p>
F25	<p>Are CTEIG or Perkins funds to pay for Virtual Enterprise program participation fees an allowable expense?</p> <p><i>Yes, the participation fees are allowed as CDE sees it as proprietary curriculum just like PLTW. What is not covered is the registrations for the trade shows.</i></p> <p><i>As it relates to non-CTSO events such as VE - transportation, teacher PD, software or proprietary curriculum is approvable. Trade fair booth fees, competition fees of any sort are not approvable. Uniforms for non-CTSO events are not fundable.</i></p>
F26	<p>Can CTEIG funds be used for college and career readiness programs?</p> <p><i>CTEIG funds may be used for college and career exploration programs, such as Naviance and Bridges, to the extent they are used for CTE students. This type of program is a site license, so you may only use CTEIG funds for the percentage of your student body that are CTE students. For example, if your student body is 1000, and you have 150 CTE students, you may charge only 15% of the program cost to CTEIG.</i></p>
F27	<p>Can CTEIG pay for this \$25.00 video?</p> <p><i>I'm going to say yes, if you are using it as a classroom tool for a CTE class that is taught by a CTE credentialed instructor and you code the expenditure in the 3800s or 6000s.</i></p>
F28	<p>Can grant money be used to reimburse employees for supplies purchased for a CTE class?</p> <p><i>Although it's probably not the best practice, if it was supplies purchased for a CTE program, taught by a CTE credentialed instructor, it is an allowable expense, as long as you code the expense in the 3800s or 6000s.</i></p>

Expenditures Continued

F30	<p>Can feed for horses be purchased out of CTEIG funds for their AG program. (They are running out of funds for hay)- it is a CTE Credentialed Teacher teaching the course</p> <p><i>I would see feed for horses the same as extra photo paper or ink for an AME program: as long as you have a site-funded portion for those things that is a) used first, and b) fair in proportion to how other departments' high needs programs are funded, then go for it. "Supplement Not Supplant" (the Perkins mantra) = "Sustainable" (the CTEIG mantra).</i></p>
F31	<p>CTE credentialed teachers are going to the county fair for an overnight. The students they are chaperoning are staying overnight in tents. Can the CTE teachers use CTEIG funds for an RV rental for the teachers to use?</p> <p><i>Yes. Take pics.</i></p>
F32	<p>Can CTEIG funds pay for substitutes to cover CTE Teachers participating in pathway development meetings with CORE teachers?</p> <p><i>Yes, CTEIG funds can be used for the CTE credentialed teachers only.</i></p>
F33	<p>Does the information in the Perkins Fact Sheet, Use of Funds for Examinations, also apply to CTEIG funding? And if so - the bulleted criteria have to do with evaluation of the program for all students and does not apply solely to use for "special population" students, correct?</p> <p><i>Yes, the information on the FACT SHEET does apply to both CTEIG and Perkins funding. You are correct when you stated "the bulleted criteria has to do with the evaluation of the program for all students and does not apply solely to use for "special population" students."</i></p>
F34	<p>Can a school spend CTEIG funds on marketing materials such as banners, brochures/flyers, local newspaper ads, radio/Pandora, social media, and commercials are allowable to promote their CTE programs?</p> <p><i>Yes, for Graphic design for fliers, posters, banners. Media such as TV, Radio or newspapers may need approval by CDE – depends on the ad and the cost.</i></p>
F35	<p>Can CTEIG funds be spent on career exploration courses?</p> <p><i>Middle School</i></p> <p><i>If the course is a true career exploration course (with the new "career exploration CALPADS code"), the teacher is not required to have a CTE credential in order to use CTEIG funds for the course. This would include purchasing the curriculum and materials/supplies for the course. (Examples: A course written by your district or purchased curriculum such as PLTW and Paxton Patterson programs.)</i></p> <p><i>Teacher training (PD) for the course is NOT an acceptable CTEIG expense unless the middle school teacher has an appropriate CTE Credential.</i></p> <p><i>If the middle school course is articulated with a HS pathway the middle school teacher must have a CTE credential to spend CTEIG funds on the course and to attend training (PD) associated with the course.</i></p> <p><i>High School</i></p> <p><i>ALL 9th grade career exploration teachers must have a CTE credential in order to use CTEIG funds for that class. This would include curriculum, materials/supplies, and teacher training.</i></p>

Expenditures Continued

F36	<p>I checked the Expenditure Guidelines list, and while graphic design and websites are a non-allowable, are other means of marketing allowed and covered by CTEIG funds?</p> <p><i>Graphic design is allowable if you are using it to promote a CTE program not a school logo or mascot. So you could use it to design fliers or create posters to promote a CTE program that is taught by a CTE credentialed instructor.</i></p>
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Infrastructure and Facilities

G1	<p>Can the grant pay for engineer's drawings required by DSA, i.e. Greenhouses, pole barns, auto body paint booth etc.?</p> <p><i>No</i></p>
G2	<p>Can CTIEG funds be used to pay for maintenance agreements?</p> <p><i>Specialized maintenance agreements on CTE programs are acceptable, but you may want to move this to general fund since It's an ongoing expense.</i></p>
G3	<p>Can we use CTEIG funds for indirect costs related to facilities upgrades? For example, architectural drawings?</p> <p><i>This is a case-by-case decision. It is restricted to the portion that only deals with CTE facilities. Check with your CDE consultant first.</i></p>
G4	<p>Do we need prior approval for any construction or modernization projects?</p> <p><i>Yes. CDE must approve all construction or modernization projects. Send the following information to your CDE Regional Consultant:</i></p> <ul style="list-style-type: none"> <i>• Justification – How does this improve, enhance, or expand the CTE pathway? Is it reasonable and necessary? How is it different than other site facilities?</i> <i>• Scope of work and quote for the projects</i> <p><i>CDE will review the request and may approve part or all of the project.</i></p>
G5	<p>For facilities upgrades, are we required to contract for all of this work because of the Object Code 2000 restriction? We have a full facilities department that normally does the work.</p> <p><i>No, you do not need to contract out. CDE has obtained approval for classified salary expenditures, but you need to get CDE's approval for the project. CTEIG funds are restricted to the part of the project that is designated for CTE.</i></p>
G6	<p>Understanding that funds which have not been “encumbered or otherwise legally obligated” are to return to CDE by the end of the grant period, will funds be considered “encumbered or otherwise legally obligated” if they are to be used for facilities upgrades, but the project is delayed beyond the conclusion of the grant performance period if due to forces outside of the LEA’s control?</p> <p><i>CDE is researching.</i></p>
G7	<p>Can we use \$60,000 of our CTEIG money on leasing the building for the new ACES Career Technical School?</p> <p><i>Rental, lease, or occupancy costs for the school facility are not allowable. See attached CTEIG Expenditure Guidelines (Page 2).</i></p>

Infrastructure and Facilities Continues

G8	<p>Can we use CTEIG funds to pay for concrete and electrical work to upgrade a CTE Classroom?</p> <p><i>Yes, if it is required for your equipment upgrade. However, because this falls under facilities, you will need approval from CDE first.</i></p>
G9	<p>Prop 51 recipients: can they encumber equipment with CTEIG funds by June 30, 2019 but not take delivery until their facility is completed?</p> <p><i>No. Michelle will take it back and verify. She will check to see if "encumber" is the same as "spent" with the budget office. Perhaps there can be some type of agreement for those districts.</i></p>

Instructional Materials, Supplies and Equipment

H1	<p>Can the grant pay for extended warranties for equipment?</p> <p><i>No</i></p>
H2	<p>Can the grant pay for industry-specific downloadable software? i.e. Mitchel on Demand, Solidworks etc.</p> <p><i>Yes</i></p>
H3	<p>Are there any restrictions with regards to technology that would fall into the non-allowable expenditures category?</p> <p><i>The only limitation is that it must be for the CTE classroom. If it involves facilities or infrastructure, then more information is needed. Check with your CDE consultant first.</i></p>
H4	<p>Can a multiple year contract be written, and funds drawn from it, after the 2017 deadline (e.g., to pay for welding gases)?</p> <p><i>No. All materials must be delivered by June 30, 2017.</i></p>
H5	<p>Does a computer cart filled with laptops count as one item or 31 distinct items (1 cart and 30 laptops)?</p> <p><i>31 distinct items.</i></p>
H6	<p>Is there a model inventory process? How often should inventory be conducted? Will equipment need to be tagged with project-specific tags?</p> <p><i>See the current Ed Code requirements for inventory process. Special tags are not needed, but usually funding resources are identified on a separate spreadsheet.</i></p>
H7	<p>We are getting ready to purchase equipment for our PLTW Engineering Program and it requires 31 laptops. I know laptops have not been allowed under Perkins, but don't see that specific restriction for CTEIG. Are we ok to go ahead and approve these for purchase?</p> <p><i>The restriction on the laptop computer purchase is that they have to be for a class that is designated as CTE and taught by a CTE credentialed teacher. Check how your course is coded for CALPADS and check your teacher's credential.</i></p>

Instructional Materials, Supplies and Equipment Continued

H8	<p>We have a Medical Assisting & EMR & Fire TECH.& C.N.A. program at our district that require the students to have First Aid/CPR certifications/training. Each student must have a booklet and once the course is completed they are given a First Aid/CPR card valid for 2 years. We have an Open purchase order with the vendor and have each class broken down to how many are issued each semester. It does not exceed 300 booklets or cards. The booklets are ordered based on enrollment and once the course is completed a roster is submitted to me and I send it into the vendor whom in turn prints them the card and sends it back to me for distribution. We are required to keep copies of the roster and the cards once I receive them back from the vendor.</p> <p><i>Yes - For the CPR cards, the teachers need to make this part of the student grade and use the results to assess the success of the program. There is usually a written test along with the hands on that can be given to the students for data analysis.</i></p>
H9	<p>What approval is needed for equipment?</p> <p><i>There is no approval by CDE needed if the equipment cost is less than \$5,000. If the equipment cost is \$5,000 or more, you must fill out a Capital Outlay form and submit it to your CDE representative.</i></p>
H10	<p>What definition is CDE using to identify equipment?</p> <p><i>Equipment is anything tangible over \$500 or anything that is highly pilferable, such as cameras, tablets, etc. Anything under \$500 is considered materials and supplies. However, if it's a software subscription, it should be coded under the 5000 object code.</i></p>
H11	<p>What is CDE's timeline to approve capital outlay requests? We anticipate multiple (possibly hundreds) of capital outlay requests per site, including equipment and facilities changes.</p> <p><i>The capital outlay approval forms must be completed and submitted early. CDE can usually approve within 48 hours. Capital outlay forms can be found on the digital chalkboard.</i></p>
H12	<p>Can CTEIG funds be used for a portable ultra sound and monitor for a medical pathway?</p> <p><i>Yes, provided it is for a class that is designated as CTE and taught by a CTE credentialed teacher. If the equipment is over \$5000.00 CDE pre-approval is required using the Capital Outlay Request form</i></p>
H13	<p>Would security cameras be an allowable expense? During the day it could be a student learning tool and in the evening used for security.</p> <p><i>Security or Alarm Systems: Security or alarm systems include the installation of security monitoring equipment to safeguard against the loss, theft, or damage of property obtained by the charter school. Installation costs of a security or alarm system is not allowable.</i></p>
H14	<p>We want to offer a college course on our campus. Under what conditions, if at all, can CTEIG funds be used for equipment for that class?</p> <p><i>If the college professor has the CTE eligible credential to teach high school, then you could spend money on it. If not, but that same equipment will be used by another CTE teacher in the pathway with the CTE-eligible credential, then it's a yes.</i></p>

Reporting/Accountability

11	<p>Are CALPADS/CBEDS course codes changing?</p> <p><i>Yes. CDE will be adding AME and Ag course codes and will provide an updated codes document in early fall.</i></p>
12	<p>Do you have any examples that you can provide demonstrating what you want to see in terms of LCAP regarding CTEIG?</p> <p><i>Grantees should be including CTE pathways as part of the LCAP every year in terms of consumables, materials, licensing, etc. The LCAP should be demonstrating sustainability of the programs beyond the three years of the grant.</i></p>
13	<p>How do we file claims and when?</p> <p><i>The CTEIG Annual Fiscal Expenditure Report is due in October of each year. We will forward the timeline and report documents.</i></p>
14	<p>What level of progress will be measured on the 11 High Quality Elements? Does every "No" response have to become a "Yes" response for next year's funding?</p> <p><i>Yes and No. In the areas that would still be a "No" response, you have to show you're making progress. This will be part of your reporting requirements.</i></p>
15	<p>I'm using 100% of Perkins as match. May I include the Perkins indirect in my match?</p> <p><i>Yes, you may use Perkins in your match amount.</i></p>
16	<p>Since the application is in Excel, an electronic signature for our superintendent is not possible. How do you want us to complete this item?</p> <p><i>We were hoping districts could use a scanned signature but that does not seem to be working for many of the grantees. They can just type in the Superintendent's name if a scanned signature cannot be put in the form.</i></p>
17	<p>Are there more reports required than the Financial Expenditure Report, due October 1, and the Progress Report and Renewal Application, due October 1?</p> <p><i>You are correct. Currently, it is only the two Financial Expenditure Report, due October 1, and the Progress Report and Renewal Application, due December 1.</i></p>
18	<p>CTEIG funds are allocated for the Culinary Arts remodel, which allows for other funding that was originally designated for the remodel to be redistributed to other CTE programs. When writing the narrative, can other CTE programs that have indirectly benefited from CTEIG be included as well?</p> <p><i>Yes, include those as well.</i></p>
19	<p>Is the Industry Partnership and Advisory Board Members list requested on the narrative, a comprehensive list of members, or is to include partners that the programs work with throughout the year?</p> <p><i>The Advisory List should be the list of your Advisory Board members, anyone that has been a guest speaker, field trips, internships, and so on. The names included should have corresponding signatures on the sign in sheets, on file, as documentation.</i></p>

Reporting/Accountability Continued

I10	<p>The Progress Report Video and the Sample Progress Report Narrative show just a few sentences for the response. Do short answers meet the expectation for these questions?</p> <p><i>Yes, as long as there are at least two detailed and concise sentences.</i></p>
I11	<p>For the cash match, are we only supposed to report expenditures from April 2017 through June 2018?</p> <p><i>Since all 3 rounds end June 30, 2019, CDE will add up the total matching funds for all 3 Rounds after June 30, 2019 to make sure the match requirements for all three Rounds were met. Please see the "How to Calculate CTEIG Matching Funds" chart on Page 2.</i></p>
I12	<p>For the round 2 funding, are we allowed to request less money than was originally allocated to our district for round 2? For example, instead of requesting \$500,000 that we received in round 1, can we reduce the request to \$300,000 and still match the same amount of \$500,000? If not, what do we need to do if we are not able to do the matches for round 2 and 3?</p> <p><i>Yes, you can request less money than was originally allocated. Since all rounds now end June 30, 2019, CDE will add up the total matching funds after June 30, 2019 to make sure the match requirements for all three rounds were met. Please see our "How to Calculate CTEIG Matching Funds" chart on Page 2.</i></p>
I13	<p>How do we provide details for CTEIG money if it hasn't been spent?</p> <p><i>Please complete the sections to describe the CTE activities regardless of the funding source.</i></p>
I14	<p>In the budget portion of the CTEIG renewal application, there is a column that says CTEIG Funds that says 2016-2018. Does this mean we need to show how we are budgeting our funds from Round 1 2016-2017 and our initial allocation for Round 2?</p> <p><i>If you are referring to Item 1 of Tab 6 of the Progress Report, please enter the maximum amount you can match for the 2017-2018 school year (disregard April 1). This tab is for Round 2 only.</i></p>
I15	<p>Please define the Technical Assistance Contracts in the CTEIG APR?</p> <p><i>They want to know about the number of times and what activities (webinar, workshops, email, phone calls, newsletters, support, etc.) our team, the CTEIG Technical Assistance Contractors, provided you.</i></p>
I16	<p>Where do we send completed applications?</p> <p><i>Upon completion of the application and obtaining the Superintendent's electronic signature, save a copy for your records, and e-mail a copy to: CTEIncentive@cde.ca.gov. Do not send a hard copy of the application to CDE.</i></p>
I17	<p>Can Career Readiness Block Grant be used for CTEIG match?</p> <p><i>Unless you can show that it is related to CTE, the answer is no.</i></p>

Reporting/Accountability Continued

118	<p>My district receives CTEIG program grants. How long do we have to spend our funds and is there a maintenance of effort requirement?</p> <p><i>The 2017-18 State Budget signed by Governor Jerry Brown on June 27, 2018, included the final \$200 million state investment in the CTEIG program, from which the California Department of Education (CDE) will award the third-term grants. The CTEIG program created by the 2015-16 State Budget is a three-year state program intended to build local capacity to support Career Technical Education (CTE) programs.</i></p> <p><i>The third and final term of the CTEIG program extends from October 2017 through June 2018 and requires a local match of \$2 for every \$1 of state funds received. Grantees of this term and the prior two grant terms will have until June 30, 2019, to expend all CTEIG funds.</i></p> <p><i>Regarding a maintenance of effort requirement, statute required all applicants to demonstrate how they intend to support their CTE programs for at least a period of three years after the grant funding expires. Consequently, CTEIG grantees must continue to support their programs at least through fiscal year 2021-22. Specifically, grantees are required to maintain their programs as demonstrated in their CTEIG Sustainability Three-Year Budget that they submitted with their grant applications, annual fiscal reports, and annual progress reports. Furthermore, grantees are subject to fiscal reporting requirements that include the disclosure of all CTE expenditures. The first end-of-year fiscal expenditure claims report is due to the CDE in October 2017. For more information on CTEIG program timelines and requirements, visit the CDE's website.</i></p>
119	<p>Can we use part of the College Readiness Grant as matching funds when the work directly supports CTE?</p> <p><i>Yes if they are directly related to CTE.</i></p>
120	<p>How have districts managed the CTE bond work coding? We just had a bond approved and would like to use the CTE facilities expenditures during the grant period as a match.</p> <p><i>List the bond measure as one of the matching resources. The CDE can get more info regarding the bond measures after reviewing the county reports.</i></p>
121	<p>What documentation will we need to keep for verifying the match post grant?</p> <p><i>CTE programs should still be goal coded 3800 so CDE can review in the county reports.</i></p>
122	<p>Is the match for this survey for 17/18 or does it include the match through 18/19 as we were instructed to do for the match? Please advise.</p> <p><i>This is the third round of the grant. This will be your 1:2 match.</i></p>
123	<p>We will be using some expenses from our general fund, is that ok?</p> <p><i>Yes, as long as it's Goal Coded 3800 or 6000.</i></p>
124	<p>Can the budget be adjusted to move dollars around between the object codes for the CTEIG?</p> <p><i>Yes</i></p>

Reporting/Accountability Continued

- I25 Can you clarify to which years the CTEIG Annual Progress Report was referring to, in this reporting cycle, when it uses the statements “Describe how monies were used...” and “Describe plans for the new grant term.”
- “Describe how monies were used” is referring to the 16-17 term and “Describe plans for the new grant term.” refers to the 17-18 school year.***
On the Fiscal Report 4 of 7 it was noted if I did not spend anything in 2016-17 for Round 2, I would still have to include a match? Since my match is above the required match for Round 1, can I use some of the Round 1 to Round 2 in this Fiscal Report?

Other

- J1 Do grants have different rules for providing teachers stipends than their contract with the school district?
- Grant rules are different depending on the terms of the grant. Teacher contracts for stipends are determined by the local governing agency (local control decision).***
- J2 If you received CTEIG funds in round 1, can you apply for round 2 and 3? If so, can we use CTEIG from round 1 as a match?
- Your annual progress report, due in December, will serve as the basis for round two. Using CTEIG funds to match future CTEIG funds is not allowable. CCPT grant funds are also not allowable as a match.***
- J3 May a district request to receive the 16/17 funds for the 16/17 school year if they have plans to spend the funding, instead of waiting until the 17-18 school year?
- You should have already received the first 50% of the grant award. As long as all MOUs and required documents have been submitted, the balance of the award should be allocated by CDE over the summer.***
- J4 My understanding is round one CTEIG funding (started in April 2016 for my district) was to cover the remaining 2015/16 school year and the entire 2016/17 school year. In the webinar, it was stated 50% of the funding for this period has been allocated and the remaining 50% of the funding is to be allocated at the end of summer 2016 for the 2016/17 school year. Correct?
- It helps to think of the funding in periods vs. years, since the first year was stretched across 2 fiscal years. The first period is January 2016 through June 2017. You will be able to utilize CTE funds spent in the 15/16 school year as part or all of your match for the CTEIG funds that you receive in 2 installments during the 16/17 school year. If all of your paperwork is in order, you should have just received your first installment, and the second installment is anticipated in late summer/early fall.***
- J5 We are planning an all-day business advisory meeting and would like so provide lunch and refreshments. Can we pay for this with CTEIG funds?
- Unfortunately, no.***
- J6 What is the long-term dedicated funding plan for Career Technical Education from CDE once the competitive grants (CTEIG, CCPTG) are over?
- There is no plan at this time, however, your CTEIG requires that you show funding sustainability for three years past the conclusion of the CTEIG funds. We will forward this question to CDE.***

Other Continued

J7	<p>What types of certifications are available for our students who complete the sequence? How do we find out more about them? We currently have CTE teachers for Business, Media, Horticulture and Public Safety.</p> <p><i>We're working on a list of accepted certifications. In addition, CDE should be sending out information on that in the near future.</i></p>
J8	<p>Is it possible to request additional CTEIG funding?</p> <p><i>The allocation amount that you received is firm.</i></p>
J9	<p>What is the CDE's recommendation for coding multi-year programs (Auto, Welding, Construction, etc.)? How will the CALPADS system "know" when a student has completed a capstone level of a 2-3 year sequence?</p> <p><i>If you have a 2-3 course sequence, mark the first course as a concentrator. This is how CALPADS will know the student is a pathway student. Once the student completed the capstone class, they will be marked as a pathway completer.</i></p>
J10	<p>I have a question regarding building pathways. I know you can use an intro class in multiple pathways in the same industry sector, but do any of you know if intro classes can be used in more than one industry sector?</p> <p><i>The only time you can use an intro class in more than one industry sector is if you use the 7000 Exploratory Career Technical Education CALPADS code. Note that a course coded 7000 does NOT contribute to the 300 hours requirement of a pathway.</i></p>
J11	<p>Does every 154 coded course have to have a CTE Credentialed Teacher?</p> <p><i>If you code a class as CTE and the teacher does not have a CTE credential, the CALPADS system will generate an error message. A non-CTE teacher course should be coded as an elective.</i></p>
J12	<p>How do we know if LCFF dollars are going towards CTE as we serve special populations?</p> <p><i>LCFF dollars will need to be transferred into a CTE account (Goal Code 3800) or an ROP account (Goal Code 6000-6999). This is a CTEIG requirement to claim matching funds.</i></p>
J13	<p>Is it correct that the new codes are to be implemented starting July 1, 2017 (this fiscal year) and will be used for next year's reporting? Are they supposed to go back to last year's data and recode everything with the new codes?</p> <p><i>Yes. CDE will be adding AME and Ag course codes and will provide an updated codes document in early fall.</i></p>
J14	<p>Is a "course" for CTE pathway purposes defined as one which is a full year in length? Or is it permissible for one semester to be a "Concentrator" course and the second semester be a "Capstone" course? We are considering revamping some of our pathways and creating some two-course series of semester long courses (recognizing that a student needs a total of 300 hours to be considered a completer).</p> <p><i>Grantees should be including CTE pathways as part of the LCAP every year in terms of consumables, materials, licensing, etc. The LCAP should be demonstrating sustainability of the programs beyond the three years of the grant.</i></p>