

CTEIG Expenditure Report

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER AND COLLEGE TRANSITION DIVISION

CTE LEADERSHIP OFFICE

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Agenda

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- CTEIG FY Application vs Expenditure Report
- Where do I submit?
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Why Complete the CTEIG Expenditure Report?

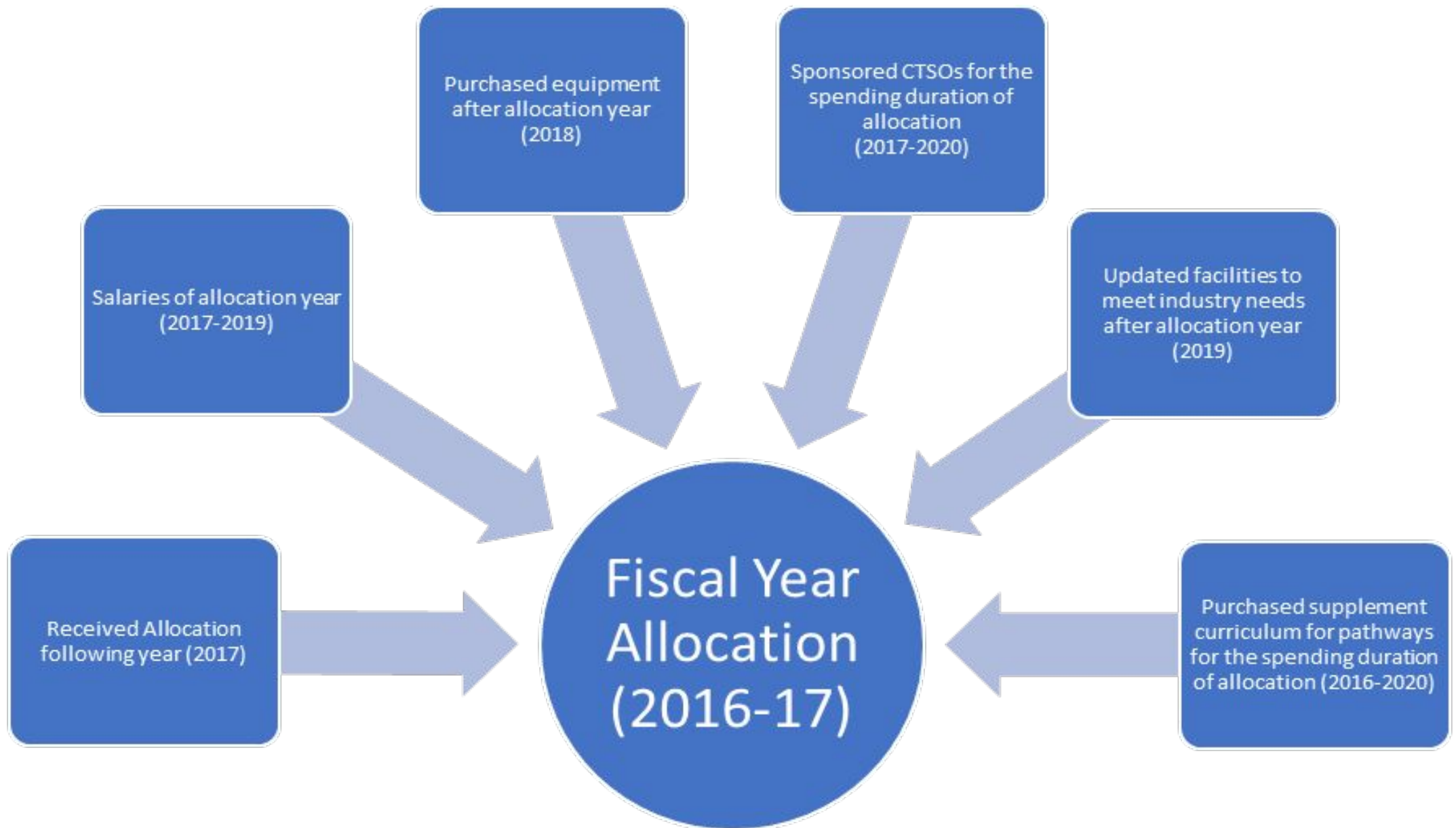
- Per EDC 53076(c) CDE must “... Annually review grant recipients’ expenditures on career technical education programs for purposes of determining if the grant recipients have met the dollar-for-dollar match requirement specified in subdivision (a) of Section 53071 ...”

PDF Form - LEA Information

- ✓ LEA Name
- ✓ CDS Code
- ✓ CTEIG Coordinator First & Last Name
- ✓ Signatures of Superintendent or Designee **MUST** be either handwritten or electronically stamped/signed

Tab 1 – Spending Amounts – Table A

- ✓ The amounts entered for both Actual CTEIG Expenditures and Actual LEA Match should **not be on an Accrual basis**, in other words not by when it was received or spent, the amounts should be by funding year
- ✓ For example, FY 16-17 – you received it in FY 17-18 and spent it up until 2020. All monies received and spent are entered into the FY 16-17 columns only



Tab 1 – Spending Amounts – Table B

Funding Round	Ratio	CTE INCENTIVE GRANT			LEA		
		Allocation	Actual Expenditures	Balance Remaining	Minimum LEA Match	Actual LEA Match	Balance Remaining
2	2016 - 17	1:15					
3	2017 - 18	1:2					
4	2018 - 19	1:2					
5	2019 - 20	1:2					

If this is a **FINAL REPORT** of the Funding Round, the CTEIG Balance Remaining Should Be \$0

Enter the Allocation Amount from your Grant Award Notification (GAN) for each round listed



Automatically Calculated: Allocation x Ratio



Actual CTEIG Expenditures and Actual LEA Match automatically calculate from what is entered into Table A



Tab 2, 3, 4, 5, 6 – Narrative Spenddown

Object Code - Title	CTEIG Expenditures Narrative	Matching Funds Narrative
1000 - Certificated Salaries		
2000 - Classified Salaries		
3000 - Employee Benefits		
4000 - Books and Supplies		
5000 - Services and Other Operating Expenses		
6000 - Capital Outlay		
7000 - Indirect Costs		

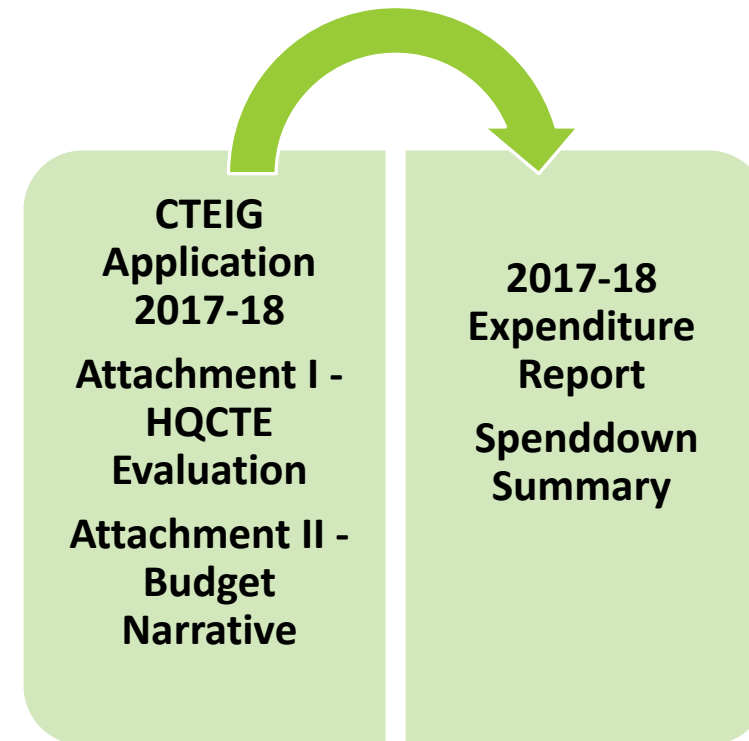
When describing expenditures of your MATCH (**Must be real dollars, no In-Kind**) include resources (non-CTEIG sources of funds)

Give a narrative description of the spending of your funds

Tab 2: Example
 Tab 3: 2016-17
 Tab 4: 2017-18
 Tab 5: 2018-19
 Tab 6: 2019-20

CTEIG FY Application vs Expenditure Report

- The narrative should correlate directly to the FY CTEIG application where you described how you were going to spend that FY CTEIG funds
- If it does not correlate, then use the spenddown summary to describe why the expenditures are different than the original plan that was submitted with your FY application



Tab 3, 4, 5, 6 - Spenddown Summary

- State that *“all CTEIG funds have been spent”* in the box for:
 - 2016-17 (Tab 3)
 - 2018-19 (Tab 5)
 - If funds have not been spent, you will be billed for the remaining amount
- Describe plans to spend remaining CTEIG funds prior to the deadline of 12/31/2021
 - 2017-18 (Tab 4)
 - 2019-20 (Tab 6)
 - If all funds have been spent then state *“all CTEIG funds have been spent”*
- Provide enough detail as needed to demonstrate a clear plan for spending down grant dollars such as timelines, proposed purchases, and professional development activities
- Any FY CTEIG funds not spent by the deadline will be returned to CDE

Where Do I Send It?

After completing the 2021 Career Technical Education Incentive Grant (CTEIG) Annual Financial Expenditure Report and Signature Page, applicants **must complete two separate operations to submit their application:**

- First, a single .zip file must be created that includes both documents (Signature pdf & Expenditure Report Excel document) in their original format
- Once the .zip file has been created, applicants must upload their .zip file into the California Department of Education's (CDE) exFiles File Transfer System

Creating a .zip File

Grantees are required to label the .zip file submitted into the exFiles File Transfer System as follows:

LEA Name CDS Code

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

Example: Shadow Unified School District 12123456000000

Upload the Signature Page (pdf document) and the Annual Financial Expenditure Report (Excel document) into the .zip file.

Uploading your .zip file into the exFiles File Transfer System

<https://www3.cde.ca.gov/exfiles/index.aspx?pid=171>

Project Code: **CTEIGExp**

Upload Password: **d-5GPolx!r**

Expenditure Report Submission Protocols

- The CCTD will **NOT verify** if the .zip file submitted contains all of the necessary documents until after the submission deadline on Sunday, January 31st, 2021 at 11:59 pm. It is the **responsibility of each applicant** to ensure their application is completed in full and follow ALL instructions for proper submission
- If the CTEIG Annual Financial Expenditure Report is manipulated in any way, or submitted as any file type other than a pdf for the signature page or an excel file for the expenditure report, the submission will be **DENIED**, and the grantee will be ineligible for the next round of CTEIG funding.
- Each grantee must submit one .zip file in its entirety with all the required document in their original format by the deadline to remain eligible for future CTEIG funding.

Expenditure Report Submission Protocols

- If you suspect that you failed to abide by the submission protocols, you must contact the CCTD Leadership office at CTEIncentive@cde.ca.gov and request your previous submission be deleted.
- Once you have received confirmation from CCTD that it has been deleted, you must then upload the new .zip file in its entirety, prior to the deadline on Sunday, January 31st, 2021 at 11:59pm.

Q & A

Question:

When is the Annual CTEIG Expenditure Report due?

Answer:

Send electronically by January 31, 2021. Do **not** mail it in.

Q & A

Question:

If I reported that I have spent all the funds on the last expenditure report, do I have to fill out this expenditure report?

Answer:

Yes, you must report each year that you received funds, even if you have reported that you have already spent all the CTEIG funds.

Q & A

Question:

Who and what kind of signature is needed for this expenditure report?

Answer:

Superintendent or Designee must either have a handwritten or electronically stamped signature on the pdf form

Q & A

Question:

What region is my LEA in?

Answer:

There is a list on the CDE webpage:

<https://www.cde.ca.gov/ci/ct/pk/cteigcontacts.asp>

Q & A

Question:

What if my LEA match does not meet the minimum LEA match calculation?

Answer:

Per EDC 53076(c), ... reduce the following year's grant allocation in an amount equal to the unmet portion of the match requirement ...

Q & A

Question:

How long do I have to spend 17-18 and 19-20 CTEIG Funds?

Answer:

Both 17-18 and 19-20 funds **MUST** be spent by December 31, 2021 to avoid an invoice from CDE on any remaining funds.

Q & A

Question:

My finance department manages CTEIG funds on an accrual basis. Why can't the expenditure report allow for reporting on an accrual basis?

Answer:

CTEIG is not a continuous entitlement grant. Each year must be reported separately, because each grant year is a separate grant. Given the closing of 16-17 and 18-19 this year and 17-18 and 19-20 remaining open, reporting by accrual will not tell us if all funds from closed years have been expended. In addition, given the changes in allowable/non-allowable each year, it is vital LEAs report how much money has been spent from each grant year.

Q & A

Question:

Who completes the expenditure report if my LEA is in a consortia?

Answer:

The lead consortia will complete the expenditure report and submit to CDE. As an individual LEA, be prepared to submit your expenditures to your lead consortia.

Contact the CTE Leadership Office

Email: CTEIncentive@cde.ca.gov

Phone: 916-322-5050

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