

2022 CTEIG Expenditure Report

CALIFORNIA DEPARTMENT OF EDUCATION
CAREER AND COLLEGE TRANSITION DIVISION
CTE LEADERSHIP OFFICE



Presentation Topics

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- **What Has Changed Since The Last Report?**
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Why Complete the CTEIG Expenditure Report?

- Per *EC 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 ...”

What Has Changed Since The Last Report?

- **PDF Form**

- Added more contact information fields
- Superintendent and/or Designee signature can be a typed-in name

- **Expenditure Report**

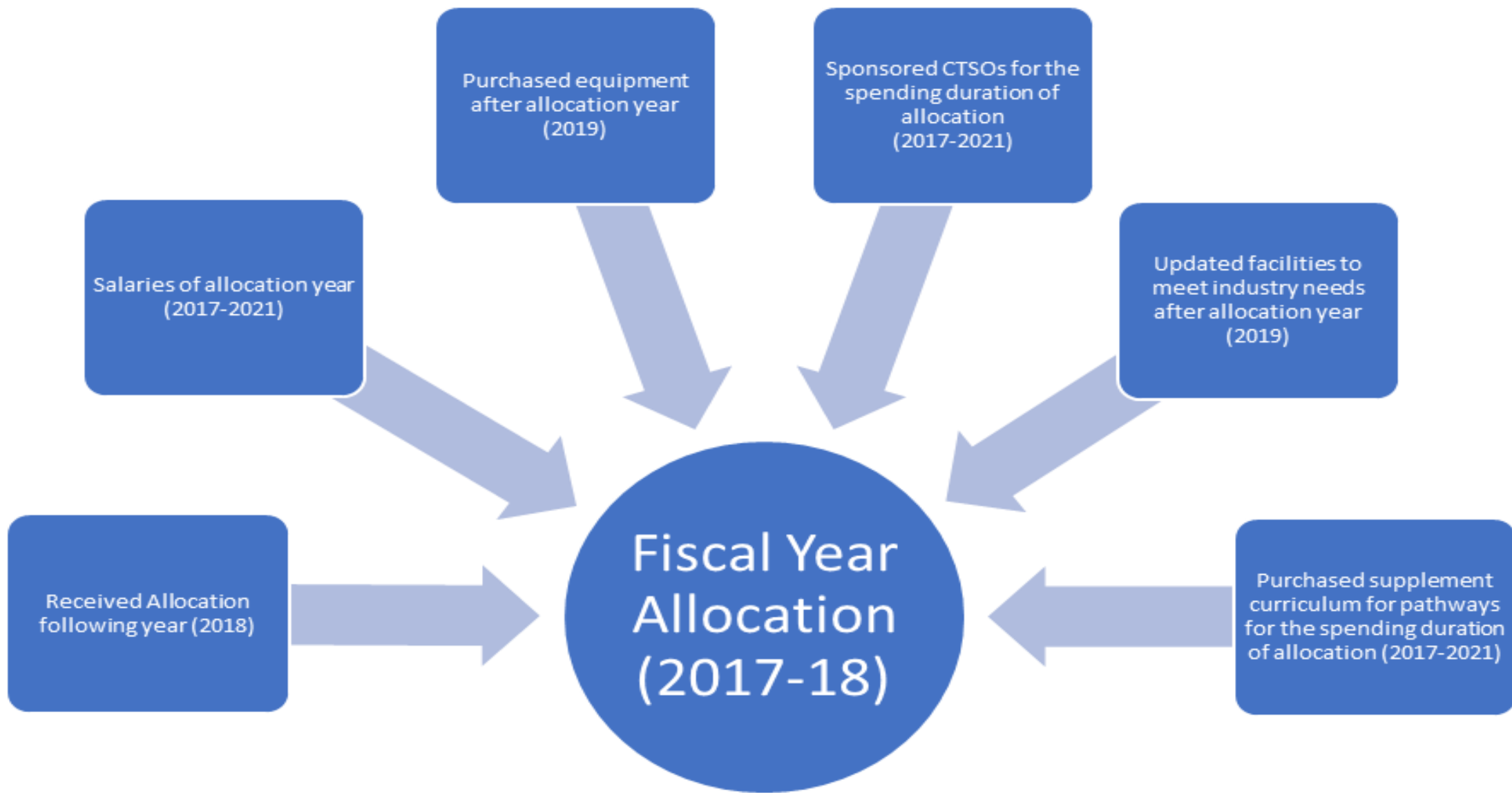
- More directions within the report
- Added a 10% withheld column

PDF Form - LEA Information

- ✓ LEA Name
- ✓ CDS Code
- ✓ CTEIG Coordinator First & Last Name and Email Address
- ✓ Superintendent or Designee First & Last Name and Email Address
- ✓ Signatures of Superintendent or Designee **MUST** be either handwritten or “typed in name” as the signature

Tab 1 – Spending Amounts

- ✓ 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 allocation year
- ✓ For example, FY 17-18 – you received it in FY 18-19 and spent it up until 2021. All monies received and spent are entered into the FY 17-18 columns only



Tab 1 – Spending Amounts - Table A

Table A		Final Report		Final Report				Automated Totals	
Object Code	Object Code Title	2017-18 (1:2) All CTEIG Expenditures	2017-18 (1:2) LEA Match (Actual)	2019-20 (1:2) All CTEIG Expenditures	2019-20 (1:2) LEA Match (Actual)	2020-21 (1:2) All CTEIG Expenditures	2020-21 (1:2) LEA Match (Actual)	Total CTEIG Expenditures	Total LEA Match (Actual)
1000	Certified Personnel Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000	Classified Personnel Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000	Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4000	Books and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000	Services and Other Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7000	Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter Amounts for Each Object Code that Actual CTEIG and/or Match Dollars Were Used for Each Allocation Year of Reporting. You are Reporting by Allocation Year, NOT by When the Dollars Were Actually Spent.

Tab 1 – Spending Amounts – Table B

Table B	Funding Round Year	Match Ratio	Total CTEIG Allocation	Allocation Minus 10% Withheld Until Final Report Received	Total CTEIG Expenditures	CTEIG Balance to Spend
Final Report	2017-18	1:2	\$0.00		\$0.00	\$0.00
Final Report	2019-20	1:2	\$0.00	\$0.00	\$0.00	\$0.00
	2020-21	1:2	\$0.00	\$0.00	\$0.00	\$0.00
	Totals		\$0.00	\$0.00	\$0.00	\$0.00

17-19 CTEIG Balance
To Spend Should Be \$0

19-20 CTEIG Balance
To Spend Should Be 10% of CTEIG Allocation

20-21 CTEIG Balance
To Spend Should Be at least 10% of CTEIG Allocation & Any Unused Part of Allocation

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

Actual \$ of Allocation to spend by end of grant year

Total CTEIG Expenditures should not exceed the amount in this column

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

Tab 1 – Spending Amounts – Table B

Table B	Funding Round Year	Match Ratio	LEA Minimum Match	Total LEA Match (Actual)	LEA Matching Funds Status*
Final Report	2017-18	1:2	\$0.00	\$0.00	\$0.00
Final Report	2019-20	1:2	\$0.00	\$0.00	\$0.00
	2020-21	1:2	\$0.00	\$0.00	\$0.00
	Totals		\$0.00	\$0.00	\$0.00

LEA Matching Funds Status
* if negative number, match wasn't met

Automatically Calculated:
Allocation x Ratio

Actual LEA Match is automatically calculated from what is entered into Table A

Tab 2: Example
 Tab 3: 2017-18
 Tab 4: 2019-20
 Tab 5: 2020-21

Tab 2, 3, 4, 5 – 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

Allowable Match Sources:

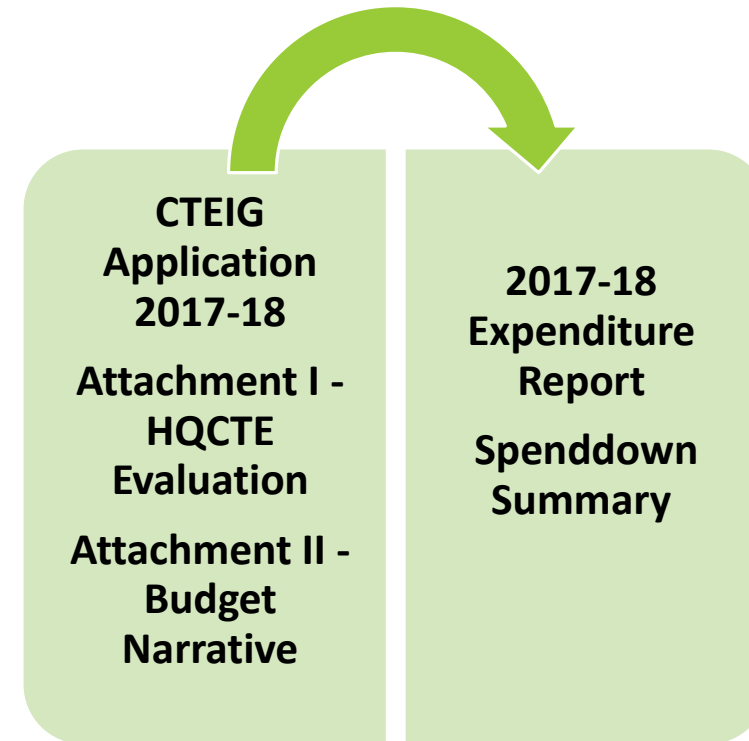
- LCFF
- Perkins
- Ag Incentive Grant
- CA Partnership Academy
- Business/Community Partnerships

Non-Allowable Match Sources:

- K-12 SWP
- CTE Facilities Grant
- Past CTEIG Allocations

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 - Spenddown Summary

- State that *“all CTEIG funds have been spent”* in the box for:
 - 2017-18 (Tab 3)
- State how the remaining 10 % withheld will be spent in the box for:
 - 2019-20 (Tab 4)
 - Any FY 19–20 CTEIG funds not spent by the December 31, 2021 deadline, outside of the 10% withheld until LEAs final report was received, will be returned to the California Department of Education (CDE). Explain how the remaining 10% withheld will be spent.
- Describe plans to spend remaining CTEIG funds prior to the deadline of 12/31/2022
 - 2020-21 (Tab 5)
- Provide enough detail as needed to demonstrate a clear plan for spending down grant dollars such as timelines, proposed purchases, and professional development activities

Tips

- Expenditures are reported by application year, not by when the allocation was spent
- Check your calculations and spending summaries for completeness
- Allowable and Non-Allowable Expenditures List is available on the CTEIG website
- Don't forget to include funding source in the spending narrative
- Red Numbers in Table A and B = negative \$, because you have exceeded the amount allowed to spend. Check amounts entered in allowable boxes.
- Do not copy and paste. Do not alter the pdf or Excel spreadsheet.



Table A		Final Report	
Object Code	Object Code Title	2017-18 (1:2) All CTEIG Expenditures	2017-18 (1:2) LEA Match (Actual)
1000	Certified Personnel Salaries	\$0.00	\$0.00



IF there is an amount in Table A, then there should be a description in the spending narrative. IF the amount is zero in Table A, then the spending narrative should state none.

<u>Spending Narrative</u>		
Object Code - Title	2017–18 CTEIG Expenditures Narrative	2017–18 Matching Funds Narrative
1000 - Certificated Salaries	Description on how CTEIG dollars were spent	Description on how Match funds were spent & their funding source

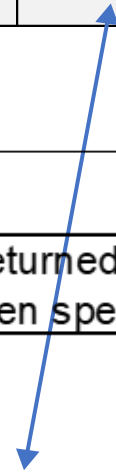
Table B	Funding Round Year	Match Ratio	CTEIG Allocation	Total CTEIG Expenditures	CTEIG Balance to Spend
Final Report	2017-18	1:2	\$0.00	\$0.00	\$0.00

Spend-down Summary - FY 2017–18

Instructions: Any FY 17–18 CTEIG funds not spent by the December 31, 2021 deadline will be returned to the California Department of Education (CDE). If all funds have been spent, indicate all funds have been spent.

Because this is a Final Report for 2017-18, it should state in this box “all funds have been spent”.

If there is a balance in Table B, there should be a spenddown summary of how the remaining funds will be spent.



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**

Inside the .zip File

Upload the following:

- ✓ Signature Page (pdf document) and title it: ***Signature Page***
- ✓ Annual Grant Expenditure Report (Excel document) and title it: ***Expenditure Report***

Documents Uploaded



Shadow Unified School District 12123456000000



Signature Page



Expenditure Report

Where Do I Send It?

<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 Monday, January 31st, 2022 at 5:00 pm. It is the **responsibility of each applicant** to ensure their expenditure report and signature page is completed in full and follow ALL instructions for proper submission.
- If the CTEIG Annual Grant 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 documents in their original format by the deadline to remain eligible for future CTEIG funding.

Expenditure Report Submission Protocols

1st

- 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.

2nd

- 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 Monday, January 31st, 2022 at 5:00pm.

Q & A #1

Question:

When is the Annual CTEIG Expenditure Report due?

Answer:

Send electronically by January 31, 2022 by 5:00 pm.

DO NOT MAIL IT IN.

Q & A #2

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 #3

Question:

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

Answer:

Superintendent or Designee must either have a handwritten or “typed in name” as the signature on the pdf form.

Q & A #4

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 #5

Question:

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

Answer:

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

Q & A #6

Question:

How long do I have to spend 20-21 CTEIG Funds?

Answer:

2020-21 CTEIG funds **MUST** be spent by December 31, 2022 to avoid an invoice from CDE on any remaining funds.

Q & A #7

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 17-18 and 19-20 this year and 20-21 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 expenditures each year, it is vital LEAs report how much money has been spent from each grant year.

Q & A #8

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.

Q & A #9

Question:

Why am I not completing a 2018-19 Expenditure Report?

Answer:

2018-19 FINAL expenditure report was reported in January 2021.

Q & A #10

Question:

As of 2019-20, 10% has been withheld until CDE receives an LEAs Final Expenditure report. How can LEAs report on money they have not received, especially when it says no encumbrances for reporting years listed?

Answer:

The expenditure report, specifically Table B and the spenddown summaries have been adjusted so that the 10% withheld can be accounted for.

Q & A #11

Question:

What do I do when item(s) I have purchased several months prior, using either 2017-18 and/or 2019-20 CTEIG allocation, have not been or will not be received by 12/31/21?

Answer:

CDE understands that COVID has caused many of the shipping delays. Contact your Regional Consultant about these item(s). If you have not received them by 12/31/21, your Regional Consultant will need to approve the outstanding expenditures and work with you about how to report them on the expenditure report.

Need Assistance?

K-12 SWP Technical Assistance Providers (TAPs) and Pathway Coordinators (PCs) are available to assist you in completing the Expenditure Reporting:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/K12-Strong-Workforce/K12-Pathway-Coordinators>

Contact the CTE Leadership Office

Email: CTEIncentive@cde.ca.gov

Phone: 916-322-5050

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