

School Facility Program

# **Career Technical Education Facilities Program**

## **Funding Application Documents Required**

There are two options available when submitting an **Application for Career Technical Education Facilities Funding** (Form SAB 50-10). The first option is to request full funding if the project is “construction-ready.” A “construction-ready” project must have plans and specifications approved by the Division of State Architect (DSA) and the California Department of Education (CDE) prior to submitting a funding application. The second option is to submit the project as a reservation of funds if the project is not “construction-ready.” The funds can be reserved up to 12 months from the apportionment. If the application consists solely of equipment, DSA and CDE approvals may not be required.

### **Documents Required for Full Funding:**

- CDE Career Technical Education score letter
- Copy of the submitted CDE grant application
- CTE Project-specific Facility Plan Approval letter from CDE School Facilities Planning and Transportation Division
- Plan Approval letter from the DSA
- Detailed construction and site development cost estimate (if grants for these costs are requested)
- Itemized list of equipment, including description of the item, model, quantity and cost (if grants for equipment costs are requested)
- CTEFP Fund Worksheet (if the applicant is requesting a loan)
- 5-Year Facilities Master Plan (required for all School Facility Program funding applications)

### **Documents Required for Reservation of Funds:**

- CDE Career Technical Education score letter
- Copy of the submitted CDE grant application
- Detailed construction cost estimate (if grants for construction costs are requested)
- Itemized list of equipment, including description of the item, model, quantity and cost (if grants for equipment costs are requested)
- 5-Year Facilities Master Plan

**After receiving a Priority Funding Apportionment as a reservation of funds, the applicant has 12 months from the apportionment date to submit the following documents:**

- CTE Project-specific Plan Approval Letter (Modernization or New Construction) from the CDE School Facilities and Transportation Division
- Plan Approval Letter from the DSA