

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:

- The CDE Score Letter indicating a score of at least 105 points
- A copy of the submitted CDE Grant Application
- Career Technical Education (CTE) project specific CDE Final Plan Approval Letter
- DSA Approval Letter
- Detailed construction and site development cost estimate(s) (if grants for these costs are being requested)
- Itemized list of equipment, including descriptions of the item, model, quantity, and cost (if grants for equipment are being requested)
- Career Technical Education Facilities Program (CTEFP) Fund Worksheet (if the applicant is requesting a loan)
- School board resolution acknowledging the requirement to submit a complete and valid [Five-Year School Facilities Master Plan](#) (except for Joint Powers Authority applicants who are exempt from this requirement)

Documents required for reservation of funds:

- The CDE Score Letter indicating a score of at least 105 points
- A copy of the submitted CDE Grant Application
- Detailed construction cost estimate (if grants for construction costs are being requested)
- Itemized list of equipment, including descriptions of the item, model, quantity, and cost (if grants for equipment are being requested)
- CTEFP Fund Worksheet (if the applicant is requesting a loan)
- School board resolution acknowledging the requirement to submit a complete and valid [Five-Year School Facilities Master Plan](#) (except for Joint Powers Authority applicants who are exempt from this requirement)

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 CDE Final Plan Approval Letter (New Construction or Modernization)
- DSA Approval Letter