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).

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).

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 from the CDE School Facilities and Transportation Division

- Plan Approval Letter from the DSA