

# Career Technical Education Application Submittal Requirements

June 2010

There are two options available when submitting an application for funding. 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. If the application consists solely of equipment, DSA and CDE approvals may not be required. The applicant must submit all of the following information to the OPSC to be given consideration for funding.

## Documents Required:

### Reservation of Funds

- Application for Career Technical Education Facilities Funding (Form SAB 50-10)
- CDE Career Technical Education score letter
- Detailed construction cost estimate\*
- Itemized list of equipment, including costs\*
- Copy of the submitted CDE grant application
- A CTEFP Funding Availability Worksheet is required if the applicant is requesting a loan.

### Full Funding

- Form SAB 50-10
- CDE Career Technical Education score letter
- Copy of the submitted CDE grant application
- Facility Plan Approval letter from CDE School Facilities Planning Division\*
- DSA-approved Plans and Specifications\*
- DSA approval letter\*
- Detailed cost estimate of proposed site development\*
- Detailed construction cost estimate\*
- Itemized list of equipment, including costs\*
- A CTEFP Funding Availability Worksheet is required if the applicant is requesting a loan.

\*These documents may not be required in some cases.

**After the project has been apportioned as a reservation of funds, the applicant has 12 months from the apportionment date to submit the necessary documents to complete the project submittal. For these projects, one or all of the following documents may be required, depending on the scope of the project:**

- Plan Approval letter from CDE School Facilities Planning Division
- DSA-approved Plans and Specifications and DSA Plan Approval Letter
- Detailed construction cost estimate (updated based on approved plans)
- Detailed cost estimate for site development (updated based on approved plans)
- Itemized list of equipment, including costs

*Note: After the project has been apportioned as a reservation of funds, the applicant has 12 months from the apportionment date to submit the necessary documents to complete the project submittal.*