



Home / Curriculum & Instruction / Career Technical Education / Perkins

Career Technical Education Expenditure Guidelines

This expenditure guidelines will be part of the process for monitoring expenditures for the Career Technical Education Incentive Grant (CTEIG).

The following expenditure guidelines will be part of the process for monitoring expenditures for the Career Technical Education Incentive Grant (CTEIG) California *Education Code* 53076. Please note those items which will require prior California Department of Education (CDE) approval. Questions regarding any items not on this list should be directed to the CTEIG consultants at the CDE. All CTEIG funds must be expended by June 30, 2019.

NON-Allowable Costs

Authorizer Fees (charters): Authorizer fees are **not** allowable.

Back Office Services (charters): Back office services are **not** allowable.

Bonus Pay: Bonus pay is **not** allowable.

Conference Registration Fees: Conference registration fees are **not** allowable except where the conference and content are career technical education (CTE) related and are specifically for CTE teachers, counselors, and administration.

Consulting Services: Legal fees are **not** allowable. Anything related to political campaigning or lobbying is **not** allowable.

College Credits: (**NEW**) Tuition or fees paid to any postsecondary institution are **not** allowable.

Data Systems: CTE industry specific software is allowable. However, data systems whose purpose is to track data pertaining to student attendance and achievement, school's finances, or other educational and operational elements of the school are **not** allowable.

External Reviewer Fees: External Reviewer fees are **not** allowable.

Fingerprinting: Fingerprinting fees and other costs associated with background checks for hiring new staff are **not** allowable.

Food Service: Purchasing food for students or staff is **not** allowable.

Fundraising: Fundraising may include grant writing, financial campaigns, endowment drives, solicitation of gifts and donations, and similar expenses incurred to raise capital or obtain contributions. Supplies purchased to make items for fundraising such as flowers, food products, arts and crafts items are **not** allowable for fundraising.

Furniture: Industry specific furniture is allowable. However, the following furniture items are **not** allowable: student and staff desks and chairs, bookshelves, cabinets, tables, maps, whiteboards, and playground equipment.

Graphic Design: Graphic design pertaining to the development of a school pathway logo or mascot is **not** allowable.

Gift Cards or Certificates: (NEW) Not allowable under any circumstances.

Insurance and Indemnification: Insurance is **not** an allowable cost. This also includes warranties.

Membership Dues: Membership dues are not allowable.

Professional Development: Tuition for classes that are perceived to be recreational in nature and have no apparent correlation to CTE is **not** allowable. Tuition for college credits is **not** allowable.

Rental, Lease, or Occupancy Costs: Rental, lease, or occupancy costs for the school facility are **not** allowable.

Security or Alarm Systems: Security or alarm systems include the installation of security monitoring equipment to safeguard against the loss, theft, or damage of property obtained by the charter school. Installation costs of a security or alarm system is **not** allowable.

Teacher Credentialing Fees: (NEW) Costs or fees for teacher credentialing paid to Commission on Teacher Credentialing or to county offices is **not** allowable.

Transportation Services: Transportation services for students to and from school, including bus services provided by a local educational agency or a third party entity, are **not** allowable. Fees for public transportation passes provided to students or staff members are **not** allowable.

Uniforms: School uniforms and physical education uniforms are **not** allowable

Utilities: Utility bills are **not** allowable.

Warranties: Warranties for supplies or equipment are **not** allowable.

Web Site: Contracted services to design and publish a Web site are **not** allowable. Services to maintain a Web site are **not** allowable.

The following items must have prior approval and the local educational agencies (LEAs) should be meeting all of the elements of a high quality career technical education (CTE) program.

Architect Fees (NEW)

Architect fees related to a site improvement project may be requested if the grantee can show just cause as to why the district cannot pay the architect fees. An email must be sent to the CDE for approval prior to paying of any architect fees.

Structures

Any new building must be required to meet industry specific skills and health code requirements. Examples of allowable structures are greenhouses, barns, and culinary space. The request for new structures must be necessary and reasonable and the structure cannot be capable of being used by non-CTE programs.

Travel Expenses (NEW)

Out of state travel for staff must have approval from the CDE prior to making any travel plans. Out of state travel for students requires the district to complete a waiver of *Education Code 35330(b)3*. Waiver information can be found under [Waiver Process for the California State Board of Education](#) on the CDE website.

Vehicles

Purchasing a vehicle is an allowable expense with written approval from the CDE. The vehicle's primary use must be CTE industry specific. The LEA must submit proof the district will assume maintenance, registration, and insurance on the vehicle once purchased.

LEAs requesting permission to purchase any of the above items must show they are reasonable, necessary for the purpose of CTE, and sustainable after the end of the grant term.

Questions: Career Technical Education Administration and Management Office | perkins@cde.ca.gov | 916-324-5706

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