

**California Career Technical Education Incentive Grant (CTEIG)  
A Memorandum of Understanding**

The following is a Memorandum of Understanding (MOU) between the Marin County Office of Education (hereinafter referred to as "MCOE"), and the San Rafael City Schools (hereinafter referred to as "SRCS") concerning the award, allocation and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG).

I. Background

The California Career Technical Education Incentive Grant Program is established as a state education, economic, and workforce development initiative with the goal of providing students with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education programs by SRCS, who is acting as a participating district for this Grant. MCOE has responsibility to acquire, manage and report all uses of Grant funds in compliance with the California Career Technical Education Incentive Grant Program. SRCS agrees to deliver to all terms and conditions set forth in this Memorandum in order for SRCS to fully comply with all Program eligibility requirements.

II. Duration of Memorandum of Understanding

The Grant Term of this MOU shall be from July 1, 2016 through and including June 30, 2019 unless modified or terminated in writing. Termination can be exercised by either party 30 days following the effective date of such written notice.

III. Amount Awarded

For the Grant Term ending June 30, 2017, the MCOE/SRCS Consortium has been awarded \$385,000, of which SRCS will receive \$175,000 and MCOE will receive \$210,000. Grant payments will be dispersed to consortium from the California Department of Education based on the following schedule for each Grant Term: 50% upon receipt of a signed Grant Award Notification and MOU; 40% following receipt of CALPADS data report and annual progress report and end-of-year fiscal report on PGMS; and the final 10% following verification of matching funds, goal coded 3800, 6000, and any other CTE grants.

IV. Responsibilities of the Parties

MCOE and SRCS District will:

- A. Report a proportional dollar-for-dollar match for any funding received from the CTEIG as follows:
1. For the first funding term, \$1.00 for every \$1.00 received from this program. For the 2016-19 application, matching funds may be based on local match expenditures starting July 2016 through June 2017.
  2. For the second funding term, July 2017 through June 2018, \$1.50 for every \$1.00 received from this program.
  3. For the third funding term, July 2018 through June 2019, \$2.00 for every \$1.00 received from this program.

It is understood by all parties that the actual total amount of fundable dollars to each district will be limited by their abilities to match up their respective grant dollars through the third year of funding and sustain that matching fund level for three (3) additional years. All matching funds must be matched in accordance to the requirements of the CTEIG rules.

- B. MCOE and SRCS shall assure that they will meet all of the grant requirements as delineated in the RFP as follows:
1. Offer high quality curriculum and instruction aligned with California Career Technical Education Model Curriculum Standards.
  2. Provide pupils with quality career exploration and guidance.
  3. Provide pupil support services, including counseling and leadership development.
  4. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.
  5. Form ongoing and structural industry and labor partnerships documented through formal written agreements and through participation on advisory committees.
  6. Provide opportunities for pupils to participate in after-school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
  7. Reflect regional or local labor market demands and focus on current and emerging high-skills, high-wage, or high-demand occupations.
  8. Provide programs that lead to an industry-recognized credential or certificate, or appropriate post-secondary training or employment.
- C. MCOE shall:
1. MCOE shall serve as the fiscal agency to sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding as outlined in EC Section 53071.
  2. MCOE shall receive and administer the CTEIG allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE).
  3. The SRSC district will provide timely responses to the fiscal agent’s request for information and data required as part of the CTEIG grant.

V. Additional Provisions

- A. The duly authorized officials of each respective party enter into this MOU.
- B. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
- C. Nothing in this MOU is intended to negate or otherwise render ineffective any previous agreements.
- D. This MOU may be amended by the mutual written consent of the parties.
- E. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.

Approved By:

\_\_\_\_\_ San Rafael City Schools

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Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_ Marin County Office of Education

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date