

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

The following is a Memorandum of Understanding (MOU) Between Charter Oak Unified School District (hereinafter referred to as COUSD), and Azusa Unified School District (hereinafter referred to as "District") concerning the award, allocation and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG 10).

**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 pupils in kindergarten through grade twelve, inclusive, 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 (CTE) programs.

Education Code (EC) sections 53070-53076.4

COUSD has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes COUSD, Azusa, Duarte, and Monrovia Unified School Districts, and has been assigned the sole responsibility to acquire, manage and report all uses of Grant funds in compliance with the California Career Technical Education Incentive Grant Program. All districts participating in the Program have agreed to adhere to all terms and conditions set forth in this Memorandum in order for COUSD to fully comply with all Program eligibility requirements.

**II. Duration of Memorandum of Understanding**

The duration of the MOU will be for the duration of the CTEIG 10 grant funding term of July 1, 2025 - December 31, 2026, unless otherwise modified or terminated by either party 30 days following the effective date of such written notice.

**III. Amount Awarded**

For the Grant Term ending December 31, 2026, the Foothill Consortium has been awarded \$941,534, a portion of which shall be made available to District, per allocation attachment. The grant payment will be dispersed to the K12 Foothill Consortium pursuant to receipt of fully executed Memoranda of Understanding from all members of the Consortium and a signed Grant Award Notification (GAN). All funds must be expended within the dates designated and for not more than the maximum amount indicated on the GAN. Funding for subsequent Grant Term(s) will be subject to performance data and CDE review.

**IV. Responsibilities of the Parties**

**District:**

- A. Identify one district office individual and one site contact from each participating school to work with COUSD staff in the implementation of career pathways at participating schools.
- B. Report a 2:1 match for any funding received as follows: two dollars (\$2) for every one dollar (\$1) received from the 2024-2025 fiscal year [EC §53071(a)(1)(D)(ii)].
- C. Provide assurance that all funds received shall be used only for the development and maintenance of CTE programs.
- D. Report and be prepared to show that all local educational agency (LEA) CTE expended funds under accounting goal codes 3800 (Vocational Education) or 6000 Regional Occupational Center and Programs (ROCPs).

**COUSD:**

COUSD shall assure that all districts participating under this MOU will meet all of the grant requirements as delineated in the RFA as follows:

- A. Offer high quality curriculum and instruction aligned with California Career Technical Education Model Curriculum Standards.
- B. Offer CTE pathway(s) that provide a coherent sequence of courses, are reported in CALPADS as CTE, and enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
- C. Provide career exploration and guidance opportunities for all pathway learners.
- D. Provide support services for students, including counseling.
- E. Embed student leadership development into career pathway teaching and learning.
- F. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnership with postsecondary educational institutions.
- G. Form ongoing and meaningful industry and labor partnerships through participation on advisory committees and collaboration with business and labor organizations to provide opportunities for pupils.
- H. Provide opportunities for pupils to gain access to pre-apprenticeships, internships, industry certifications, and work-based learning opportunities for industry to provide input to the career technical education programs and curriculum.
- I. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, leadership development, career technical student organizations, and other work-based learning opportunities.
- J. Reflect regional or local labor market demands and focus on current and emerging high-skill, high-wage, high-demand occupations.
- K. Provide programs that lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
- L. Provide skilled teachers with appropriate credentials, as well as skilled administrators and support staff members.
- M. Dedicate resources for professional development for CTE pathway teachers, including educator externships with industry.
- N. Provide opportunities for pupils who are individuals with exceptional needs to participate in all programs
- O. Report data as a program participation requirement to allow for evaluation of the program.

**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

Azusa Unified School District

Charter Oak Unified School District

Norma Carvajal Camacho

Print Name

Fayroze Mostafa, Ed.D.

Print Name

Assistant Superintendent, Educational Services

Title

Assistant Superintendent, Educational Services

Title

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Signature

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Signature

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Date

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Date

**CTEIG Round 10 (FY 2024-25)****K-12 Foothill Consortium**

The CTEIG Round 10 grant term begins July 1, 2025. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of CTEIG funding occurred during the 2024-2025 fiscal year. Actual distribution of funds does not occur until approximately June 2025. LEAs have until December 31, 2026 to expend all funds for this grant term.

Based on the Budget confirmed herein, all expenditures made by District, and all participating districts, are not to exceed agreed upon budgeted amounts without prior approval of COUSD. All services rendered, materials and products acquired, and all activities falling within budgeted parameters, shall be reported to COUSD quarterly. Districts will receive 70% of their allocation once funds have been released to the fiscal lead by submitting an invoice, with the remaining balance distributed 3 months prior to closeout or once initial funds have been spent, whichever comes first.

Total grant allocation	<b>\$941,534.00</b>
<b>Consortium Expenses</b>	
Foothill Consortium Grant Coordinator \$50K	\$50,000.00
Admin / Indirect Cost to COUSD Fiscal Lead (7.56%)	\$65,799.00
<b>Total Consortium Expenses</b>	<b>\$115,799.00</b>
<b>Remaining Funds Allocated to Districts</b>	<b>\$825,735.00</b>
<b>Azusa USD Allocation (32%)</b>	\$264,235.20
<b>Charter Oak USD Allocation (25%)</b>	\$206,433.75
<b>Duarte USD Allocation (17%)</b>	\$140,374.95
<b>Monrovia USD Allocation (26%)</b>	\$214,691.10
<b>Total CTEIG 10 Allocation</b>	<b>\$941,534.00</b>