

CTE Change of Scope Projects

Background: Proposition 51 provided \$500 million to fund the construction of Career Technical Education (CTE) program classrooms and purchase CTE-related equipment. Funds were made available to interested school districts and regional occupational programs (ROP) through a competitive application process. CTE projects were eligible for funding based on their score.

Since the score of the CTE application was based on the program elements, construction design and/or equipment needs of the project, applicants were expected to execute the construction project in a manner consistent with the application.

Problem Definition: However, as projects evolved from the conceptual planning stage, school districts expressed a need for flexibility within the parameters of the CTE applications. Since the time of the original application submission, some applicants were able to further refine their projects which typically resulted in more effective building designs and relevant equipment purchases. As a result, applicants may change of scope of their original CTE projects provided that CDE and OPSC reviews and approves the request.

What constitutes a change of scope?

For equipment: any significant changes or modifications to the original equipment list would require a change of scope request to CDE and OPSC.

For buildings: significant changes to the instruction areas or supporting components, overall change in building design, or change in building designation would constitute a change of scope request. A shift in the location of the program components would not necessarily constitute a change of scope request.

Please consult with John Gordon to determine whether your proposed change would need to be reviewed and approved by CDE and OPSC.

Change of Scope Guidelines: The California Department of Education (CDE) and the Office of Public School Construction (OPSC) will consider changes to the original CTE projects based on the following conditions:

- Any building and/or equipment changes requested should be consistent with the scope of the original application.
- Changes should not negatively affect the number of students served as listed in the original CTE application.
- The result of the modification does not exceed the construction cost or square footage provided on the CTE application and the SAB 50-10 form.

Change of Scope Process:

The school district/ROP should submit the following items to the CDE for review:

1. Narrative explaining the nature of change of scope and justification of why the change is needed.
2. Comparison between the original project and the proposed change.
3. Explanation of how the change will impact the implementation of the CTE program as stated in the CTE application.
4. Documentation that the local CTE advisory committee met and approved the change of scope.
5. If applicable, architectural drawings of the original project and modified project or spreadsheet illustrating the equipment changes.

The School Facilities Planning Division will work with the Secondary, Postsecondary, Adult Leadership Division to review the request and ensure the changes are consistent with the original application and Education Code 17078.72(a). CDE will provide a recommendation and forward the request to OPSC.