



Intent to Apply as New CTE District

*This form must be submitted
by September 1 of the year
prior to implementation as a
new CTE District*

Indiana Commission for Higher Education

Application for New CTE District
Indiana Commission for Higher Education



This Intent to Apply form begins the process of applying to become a new CTE district. Submit this form to Laura Tucker (LTucker@che.in.gov) no later than **September 1** of the year prior to your proposed plan to become an eligible recipient. If multiple LEAs plan to join together to form a new CTE District, please use the primary LEA (fiscal agent) to complete the below table and provide additional information (including all LEA's that are part of the proposed district) as an attachment.

Name of School Corporation		
School Corporation Identifier		
Current CTE District Identifier		
Beginning School Year	20__ - 20__	
Contact Information		
Superintendent	Name	
	Email	
	Phone	
	Address	_____, Indiana _____
Future CTE Director The CTE Director will serve as the Chief Grant Administrator.	Name	
	Email	
	Phone	
	Address	_____, Indiana _____
Chief Fiscal Administrator	Name	
	Email	
	Phone	
	Address	_____, Indiana _____
Federal Grant Program Title	Carl D. Perkins Title V	
CDFA Title	Career and Technical Education – Basic Grants to States	
CDFA Number	84.048A	
Federal Agency	Department of Education; OCTAE	
Pass-Through Entity	Indiana Commission for Higher Education (CHE)	

Respond to the following questions. This form is fillable; use the *tab* key to move to the next field.

1. Does the CTE Director identified on this application hold a building-level administrator license?

 2. Describe the CTE Director's experience with Career and Technical Education.

 3. The CTE Director will serve as the Chief Grant Administrator for the eligible recipient (LEA). Will the CTE Director be allowed to communicate freely with the Indiana Commission for Higher Education Career and Technical Education staff?

 4. Provide a thorough justification for separating from the current CTE District.

 5. List the Programs of Study which meet the state's definition of size, scope and quality currently offered by the LEA (not including external programs). Find the definition of Size, Scope, and Quality [here](#).
 - a. Following submission of the Intent to Apply form, the applicant will be asked to complete an evaluation of each program listed under #5. The evaluation rubric can be [found here](#). Additional information will be shared during the initial meeting with CHE staff required under the Certifications section below.

 6. How will the formation of a new CTE District better serve students of the proposed district? The response should also consider how the proposed district may impact students in the current district.

 7. How will the new CTE District financially support and/or cover expenses outside of Perkins funds?

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Certifications

- ☐ I have met with the Commission's CTE Team regarding requirements associated with starting and running an area CTE District and Perkins recipient. I understand the expectations for operating a CTE District and requirements for managing Perkins funds.
Date of Meeting: _____
- ☐ I have notified in writing the CTE Director of the existing CTE District that we plan to separate from CTE District and form a separate CTE District.
- ☐ I understand that all Perkins-related expenditures must be allocable and allowable. Perkins Basic funds are not meant to be substantive support but serve to supplement other funding streams.

For Commission Use Only:		
Date Received		
Approximate Award		
Check as Completed		Application Reviewed by CHE
		SSQ Reviewed
		On-Site Visit Completed
		CLNA Reviewed
		Local Application Reviewed
		Application Approved
		Application Denied. The LEA may join an existing CTE District.