

California Commission on Teacher Credentialing



Round 5 Request for Applications Computer Science Supplementary Authorization Incentive Grant

Who Is Eligible to Apply?

Eligible applicants for the Computer Science Supplementary Authorization Incentive Grant are Local Education Agencies (LEAs) interested in supporting credentialed teachers in adding a Computer Science Supplementary Authorization to their Single Subject or Multiple Subject Credential. Single subject teachers whose existing credential already allows them to teach computer science courses **are** eligible for an added Computer Science Supplementary Authorization. There is a 100 percent match requirement for each grant dollar received.

Available Funding

The sum of \$12,392,500 remains from the \$15 million appropriated from the General Fund to the Commission on Teacher Credentialing for the Computer Science Supplementary Authorization Incentive Grant Program. One-time grant awards of up to \$2,500 per teacher participating through June 30, 2026, are available for eligible LEA applicants whose proposals are recommended for funding. Applicants should note that this funding is intended to supplement and not supplant existing LEA programs and efforts designed to increase the number of teachers eligible to provide computer science instruction. These funds may be used for the purpose of paying the teacher costs of coursework, books, fees, and tuition, as applicable, for the Computer Science Added Authorization program. There is a 100-percent match requirement for each grant dollar received. Matching funds may be actual funds and/or in-kind as outlined in the authorizing legislation ([Appendix A](#)).

Project Period

Upon notice of grant award through June 30, 2026.

Due Date for Receipt of Proposals at the Commission

Friday, March 8, 2024, by 5:00 p.m.

All emailed applications must be received at the Commission by this date and time.

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Request for Applications

Computer Science Supplementary Authorization Incentive Grant Program

Section I: Introduction

Introduction

The Computer Science Supplementary Authorization Incentive Grant is intended to provide support to increase the number of Multiple Subject and Single Subject credentialed teachers with an Introductory or Specific Computer Science Supplementary Authorization to provide computer science instruction in California. Grant funds may only be used to support credentialed teachers in earning a supplementary authorization in computer science.

This Request for Applications (RFA) is to provide awards of up to \$2,500 per participating teacher, through June 30, 2026, for eligible Local Education Agency (LEA) applicants to support the preparation of credentialed teachers to earn a supplementary authorization in computer science and provide instruction in computer science coursework in settings authorized by the underlying credential. Per statute, the grant funds must be matched by the grantee LEA on a dollar-for-dollar basis. Matching funds may be actual dollars or in-kind. *Each teacher participating in the Computer Science Supplementary Authorization Incentive Grant Program may receive a maximum of \$2,500 in one-time, non-renewable grant-funded support.*

The Computer Science Grant must be operated by eligible LEA applicants as defined in the authorizing legislation ([Appendix A](#)):

- a school district,
- a county office of education,
- a county superintendent of schools,
- a state-operated education program, including a state special school,
- an education program providing instruction in kindergarten or any of grades 1 to 12, inclusive, that is offered by a state agency, including the Department of Youth and Community Restoration and the State Department of Developmental Services, or
- a regional occupational center or program operated by a joint powers authority or county office of education.

Eligible LEAs as defined above may apply for the grant program. Priority will be given to grant applications for teachers that provide instruction at either of the following:

- A school operating within a rural district.
- A school with a higher share than other applicants of unduplicated pupils, as defined in Section 42238.02 of the Education Code.

The Computer Science Supplementary Authorization Incentive Grant (Computer Science Grant) can be used by the applicant Local Education Agency (LEA) to expand an existing and/or develop a new initiative that supports teachers in obtaining the *Introductory or Specific* Computer Science Supplementary Authorization.

Allowable Activities and Use of Funds

This grant funding is available for encumbrance until June 30, 2026. Grantees should use these funds efficiently and effectively to expand the existing pool of teachers authorized to teach computer science courses. Grant funding can only be used for costs for any of the following: coursework, books, fees, tuition, and release time and/or substitute cost. The awards allocated pursuant to this grant shall not be subject to local educational agency indirect costs. The 100-percent match of grant funding may be in the form of one or both of the following:

- a. One dollar (\$1) for every one dollar (\$1) of grant funding received that is to be used in a manner consistent with allowable grant costs described above.
- b. An in-kind match of release time or substitute teacher costs for the participating teacher.

Each participating teacher in the Computer Science Supplementary Authorization Incentive Grant Program may receive a maximum of \$2,500 in one-time, non-renewable grant-funded support.

Non-Allowable Activities and Use of Funds

Grant funds may not be used to fund any of the following activities:

- Reimbursing expenditures incurred by participants prior to the program’s grant funding.
- Supplanting of existing funding and efforts, including any costs associated with operating the LEA.
- Acquiring equipment for administrative or personal use.
- Purchasing technology (e.g., cell phones, laptops, cameras, etc.)
- Purchasing instructional supplies
- Acquiring furniture (e.g., bookcases, chairs, desks, file cabinets, tables), unless an integral part of an equipment workstation or to provide reasonable accommodations to students with disabilities.
- Purchasing food services, refreshments, banquets, meals
- Purchasing, renting, remodeling or construction of a space.
- Purchasing memberships in professional organizations.
- Purchasing promotional favors, such as bumper stickers, pencils, pens, or T-shirts.
- Subscribing to journals or magazines.

Additional Information for Applicants

Applicants should refer to the authorizing statute ([Appendix A](#)) for annual monitoring and fiscal obligations over the grant period if awarded a Computer Science Supplementary Authorization Incentive Grant. Awarded grantee LEAs must report annually to the Commission on Teacher Credentialing beginning on or before June 30 of the end of the first year after receiving a grant award and continue throughout the project period on the number of new computer science courses being taught by teachers who participated in the grant program. In addition, awarded grantee LEAs will be expected to report annually to the Commission information related to program participation, completion, and expenditures throughout the grant period. For more information, please review the “Data Collection and Evaluation Reporting” guidelines in [Section II](#).

Computer Science Supplementary Authorizations

Supplementary authorizations allow the holder to add one or more subjects to a teaching credential. There are two types of Computer Science Supplementary Authorizations: Introductory and Specific. The Introductory Computer Science Supplementary Authorization added to Single Subject Teaching Credential authorizes the holder to teach at any grade level the computer science subject matter content typically included in curriculum guidelines for study in grades 9 and below. The Introductory Computer Science Supplementary Authorization added to a Multiple Subject Teaching Credential authorizes the holder to teach departmentalized computer science courses in grades 9 and below. The Specific Computer Science Supplementary Authorization added to the Single Subject Teaching Credential authorizes the holder to teach computer science courses in grades preschool, kindergarten-12, and classes organized primarily for adults.

Supplementary Authorizations may be added to:

- Multiple Subject Credentials
- Single Subject Credentials
- Standard Elementary and Secondary Credentials
- University Internship Credentials (Multiple and Single Subject only)
- Special Secondary Credentials in Academic Subject Areas

The holder of a Life Multiple or Single Subject, or Clear or Life Standard Elementary, Standard Secondary or Special Secondary Teaching Credential, may also apply and once qualifications are verified will be issued the supplementary authorization on a separate document specially designed for that purpose.

For additional information about supplementary authorizations including the coursework/degree requirements and the type of credentials to which a supplementary authorization may not be added, see [Appendix H](#) or the [Supplementary Authorization Guideline Book](#).

Key Dates in the Application Process

Date	Activity
December 15, 2023	Request for Application (RFA) issued
February 2, 2024	Written questions about the RFA due to the Commission
February 2, 2024	Intent to Apply due (optional)
February 9, 2024	Responses to written questions posted and distributed
March 8, 2024, by 5 p.m.	RFA Proposals must be received by the Commission
March 11 to April 5, 2024	Review of applications
April 5, 2024	Announcement of Grant Awards

Notice of Intent to Apply

Entities with an interest in responding to this RFA are encouraged to submit a Notice of Intent to Apply ([Appendix B](#)) by **February 2, 2024**. The purpose of this notice is to inform the

Commission of interested applicants so that any additional information about the RFA may be provided, including responses to written questions (see below). Submission of an Intent to Apply form is not a promise or obligation to submit an application, and a lack of submitting an Intent to Apply form does not disqualify or preclude an applicant from submitting an application in response to this RFA.

How to Submit Written Questions about this RFA

Applicants who have questions about information contained in this RFA may submit questions via email with “Computer Science Supplementary Authorization Incentive Grant Questions” in the subject line **by February 2, 2024** to: CSGrant@ctc.ca.gov.

Responses to written questions submitted by the deadline will be distributed to those who have submitted the Intent to Apply form and will also be posted on the Commission’s website.

Section II: How to Respond to this RFA

Components to be Addressed in the Applicant's Response

Applicants must provide a narrative response to this Request for Applications (RFA) as described in the selection criteria below. In order to be considered, responses must include all the components indicated. The response by each applicant will be evaluated based on the selection criteria below. The following information provides guidance to applicants for organizing a complete response to the RFA. The applications receiving the highest scores as calculated using the selection criteria will be recommended to the Executive Director of the Commission on Teacher Credentialing for funding.

Responses must include a **Cover Page** ([Appendix C](#)) that identifies contact person at the applicant entity responsible for the day-to-day grant oversight and person authorized to sign grant award agreement, along with fiscal agent contact information, and the signature of the superintendent of the applicant entity.

Important note: The Commission will use the contact information provided on the cover page as the points of contacts for each grantee. Please carefully select the individuals who will be responsible for all communications relating to the grant application and, if successful, to the grant program when funded. Additionally, in the event that the contact person changes during the grant award period, it is the grantee's responsibility to provide updated contact information to the Commission in a timely manner.

Selection Criteria for Applicant Responses

Directions: Provide a narrative response to each of the following criteria. Responses should be focused, concise, and provide sufficient but not overly extensive information to substantiate how the applicant's proposed computer science authorization program addresses the specified criteria. See [Appendix D](#) for a list of definitions used in this RFA.

1. Local Need for Computer Science Teachers/Instruction (20 points)

Describe and provide data to support the local need to authorize teachers to instruct computer science courses in the applicant LEA. Responses should include, but not be limited to, a description of any prior efforts to meet local shortage needs for computer science teachers, current needs for computer science teachers, and the specific needs to be addressed by the grant program, including:

- The number of teachers currently teaching computer science courses in the LEA.
- Grade level(s) and content areas where computer science courses are currently being taught.
- The target number of teachers for the Computer Science Supplementary Authorization.
 - Complete [Appendix E](#), the program summary.
- The extent to which the newly authorized computer science teachers would help address the unmet needs for computer science instruction within the LEA, especially among rural schools or schools with a high share of unduplicated pupils.

2. Overview of the Computer Science Supplementary Authorization Grant Program (20 points)

- a. Describe how the program to support credentialed teachers seeking to add a Computer Science Supplementary Authorization will be organized, including:
 - How will teachers be selected to participate in the Grant Program?
 - How will the program support and monitor the progress of participating teachers as they work to satisfy needed coursework/degree requirements for the authorization?
- b. How and when will the funds associated with the grant be disbursed to applicants, IHEs or other service providers?

3. Key Program Personnel (15 points)

- a. **Personnel for the Computer Science Grant Planning, Implementation, and Governance:** Explain who will be involved in the development of the Computer Science Grant Program, what their roles will be in both the development and implementation of the program.

Provide a table identifying the key staff who will be responsible for the management of the Computer Science Supplementary Authorization Incentive Grant Program, including position title, roles and responsibilities, and the full time equivalent (FTE) of each position (i.e., the time spent on the grant program, not their full-time employment status). Include the staff that will be responsible for:

- Overall management of the Grant Program,
 - Fiscal management of the Grant,
 - Monitoring individual participation in the program,
 - Submitting and/or monitoring participants' supplementary authorization applications, and
 - Reporting the required program data indicated in Criterion 4 below.
 - Identify any faculty and/or staff at the institution of higher education who may work with the LEA to support participants needing additional coursework to satisfy the requirements for the Computer Science Supplementary Authorization.
- b. **Timeline:** Provide a timeline for planning and for implementation of the Computer Science Grant. The timeline should identify all significant activities and events by quarter and by year for each of the project years, including the expected date for completion of the Computer Science Grant Program.

4. Mandatory Data Collection and Evaluation Reporting (15 points)

- a. Applicants should describe their processes to collect, analyze, report, and use data regarding the outcomes of the Computer Science Supplementary Authorization program for continuous improvement. The list below of evaluation criteria is provided for information purposes only.
- b. Applicants must provide an assurance that, if funded, they will respond to the

Commission's requirements for data collection, evaluation, and reporting, as listed below and as required by statute. A roster of Computer Science Grant participants, including demographic data, will be collected each year, and submitted to the Commission. The following data will be required:

- The number of the teachers employed by the local educational agency, or within a consortium, selected to participate in the grant program.
- Information regarding the credentialing, gender, ethnicity, and tenure of the program participants.
- The number of new computer science courses offered at schools being taught by teachers who participated in the grant program.
- The range of total financial support provided to participants, such as books, fees, tuition support, and release time.
- The average per-participant costs of the program, including matching funds provided by the grantee, and sources of these funds.
- The percentage of program participants who complete the grant program and receive an authorization.
- The number and percentage of program participants who teach in rural schools or schools with high proportions of unduplicated pupils, as defined in Section 42238.02 of the Education Code.
- Best practices found to be effective in implementing the grant program.
- Factors promoting or hindering program implementation.
- Lessons learned in order to inform potential future investments in this type of grant program.

Note: These data types may change as a result of any future legislation concerning the Computer Science Supplementary Authorization Incentive Grants.

5. Budgets and Budget Narratives, including Matching (20 points)

Important Note: Eligible LEAs may receive \$2,500 per participant, through June 30, 2026. In planning budget expenditures, it is expected that applicants will project the number of Computer Science Grant participants per year. The funds are intended to provide a maximum of direct and/or related services that benefit the participating teacher. For that reason, in accordance with the authorizing legislation, *awards allocated for this program shall not be subject to local educational agency indirect costs.* **No additional grant funds expenditures for program administration purposes will be allowed.**

Directions for Responding to the Budget Criterion

- a. Provide a budget for the proposed Computer Science Supplementary Authorization Incentive Grant Program, using [Appendix F](#) for Commission-allocated grant funds and 100 percent local matching funds.

Note: It is expected that the Year One budget outlined in Appendix F will be the annual expenditures for the Computer Science Grant program over the life of the grant. Each year, program leadership will be asked to update expenditures, as necessary, relative to the approved program components. **Once program components have been approved,**

no additional program components may be added. Only the sum number of expenditures in the approved program components may be updated yearly.

- b. Provide a budget narrative explaining how each of these costs was determined/calculated for both the grant funds and the matching funds. Applicants should consider the most efficient and effective use of time, fiscal resources, material resources, and the expertise and preparation of those involved in planning and implementing the Computer Science Grant Program.

6. Statutory Priority Points (up to 10 points total)

Applicants must complete and submit the Statutory Priority Points form [\(Appendix G\)](#).

Summary Review of the Selection Criteria

Application Component	Maximum Points
1. Local Need for Computer Science Teachers/Instruction	20
2. Overview of the Computer Science Supplementary Authorization Grant Program	20
3. Key Program Personnel	15
4. Mandatory Data Collection and Evaluation Reporting	15
5. Budgets and Budget Narratives for the Program	20
6. Statutory Priority Points	10
Total Points Possible	100

Section III: Application Submission and Process for Application Review

How to Submit the Application

Applicants who wish to compete for funding for a Computer Science Supplementary Authorization Incentive Grant must submit **ALL** of the following in one combined PDF document, in this order:

1. [Appendix C](#), Application Cover Page
2. [Component 1](#): Local Need for Computer Science Teachers/Instruction
3. [Appendix E](#), Program Summary
4. [Component 2](#): Overview of the Computer Science Authorization Grant Program
5. [Component 3](#): Key Program Personnel
6. [Component 4](#): Mandatory Data Collection and Reporting Requirement
7. [Component 5](#): Budget and Budget Narrative
8. [Appendix F](#), Budget Overview Form
9. [Component 6](#): Statutory Priority Points
10. [Appendix G](#), Statutory Priority Points

All emailed applications must be received at the Commission by **5:00 p.m. on Friday, March 8, 2024**.

Email the electronic copy to: CSGrant@ctc.ca.gov

Applications not received as noted will not be accepted, reviewed, or evaluated. The commission no longer requires paper copies of applications to be submitted. Commission staff will send an email confirming receipt of each submitted application. If an applicant does not receive a confirmation email, the Commission has not received the application.

Format and Length of the Application

Applications should be formatted to an 8 ½ x 11 page, with one-inch margins on all sides, using a standard font of not less than 12 point. Pages may be double or single spaced. The suggested maximum length of a proposal is not more than 30 double spaced or 15 single spaced pages (excluding appendices). Conciseness and brevity are appreciated to the greatest extent possible.

Application Review and Award Processes

Applications received by the submission deadline will be reviewed first for technical compliance with the application instructions and completeness of the application in responding to all required information. Applications that meet the initial technical compliance screening will then be read by a team of Commission staff members and rated according to the scoring criteria provided in this RFA.

A recommendation for awarding the grants will be made to the Executive Director and will result in a grant award letter from the Commission and grant acceptance conditions to be

signed and returned by each grantee. Further information about the grant process will be provided to grantees following the awarding of the grants.

Funding Considerations

The grantee will be expected to make appropriate progress in implementing the program according to the operational plan provided in the funded application. As a condition of being awarded a grant, the LEA grantee must agree to report outcome data as specified in the RFA. Failure to comply with funding terms or reporting requirements, for this grant or past grants awarded by the Commission, could put future funding opportunities at risk.

Funds to grantees will be distributed in two payments each fiscal year. Ninety percent (90%) of the annual budget amount will be sent first and the second payment of 10 percent (10%) of the annual budget amount will be provided to grantees after the program has complied with annual reporting requirements.

An end of year budget form and program report will be collected annually and will be subject to Commission review and approval. Any unspent or unencumbered funds in a given year will affect the following year's budget disbursement such that the next year disbursement will be adjusted to include funds that had not been spent during the previous year.

Note: Each Computer Science Grant program participant may only receive a maximum of \$2,500 support from the grant funds.

Appendix A

Authorizing Legislation

AB 130, Sec. 143

(a) For the 2021–22 fiscal year, the sum of fifteen million (\$15,000,000) is hereby appropriated from the General Fund to the Commission on Teacher Credentialing for the Computer Science Supplementary Authorization Incentive Grant Program. This funding shall be available for encumbrance until June 30, 2026.

(b) The Computer Science Supplementary Authorization Incentive Grant Program is hereby established for the purpose of providing one-time grants to local educational agencies to support the preparation of credentialed teachers to earn a supplementary authorization in computer science and provide instruction in computer science coursework in settings authorized by the underlying credential.

(c) The commission shall approve applications submitted by local educational agencies that meet the criteria established by the commission pursuant to paragraph (1) of subdivision (e). To the extent that funds are available, the commission shall allocate funds to participating local educational agencies for each approved application.

(d) A participating teacher is eligible to receive an award of up to two thousand five hundred dollars (\$2,500) from the Computer Science Supplementary Authorization Incentive Grant Program.

(e) The commission shall do all of the following:

- (1) Establish grant criteria for local educational agencies.
- (2) Issue a request for proposal to all local educational agencies to solicit applications for funding.
- (3) Accept grant applications from participating local educational agencies until funds are fully expended.
- (4) Review applications and verify that each proposed participant teacher holds a valid credential.
- (5) Allocate grants to participating local educational agencies for the purpose of paying the teacher costs of coursework, books, fees, and tuition, as applicable.
- (6) Give priority to grant applications for teachers that provide instruction at either of the following:
 - (A) A school operating within a rural district.
 - (B) A school with a higher share than other applicants of unduplicated pupils, as defined in Section 42238.02 of the Education Code.

(f) In selecting grant recipients, the commission shall require each applicant to, at a minimum, do all of the following:

- (1) Identify the teachers employed by the local educational agency who have been selected to participate in the incentive grant program.
- (2) Identify the number of coursework credits required for each selected teacher to earn a supplementary authorization in computer science.
- (3) Provide an estimated cost for the required coursework, books, fees, tuition, and release time, as applicable.
- (4) Provide a 100-percent match of grant funding in the form of one or both of the following:
 - (A) One dollar (\$1) for every one dollar (\$1) of grant funding received that is to be used in a manner consistent with allowable grant costs described in paragraph (3).
 - (B) An in-kind match of release time or substitute teacher costs for the participating teacher.
- (5) Report to the Commission on Teacher Credentialing on or before August 30 of the second year after receiving a grant award the number of new computer science courses offered at the school being taught by a teacher who participated in the incentive grant program.

(g) The awards allocated pursuant to this section shall not be subject to local educational agency indirect costs.

(h) On or before April 1 of each year until the fiscal year following final disbursement of the grant funds, the Commission on Teacher Credentialing shall report to the fiscal committees of the Legislature, the Legislative Analyst's Office, and the Department of Finance on the program, including, but not limited to, the number of participating local educational agencies, the number of grants issued, the number of computer science supplementary authorizations issued, and the number of new computer science courses reported by grant recipients. The report shall be submitted in compliance with Section 9795 of the Government Code.

(i) For purposes of this section, "local educational agency" means a school district, county office of education, county superintendent of schools, state-operated education program, including a state special school, an education program providing instruction in kindergarten or any of grades 1 to 12, inclusive, that is offered by a state agency, including the Department of Youth and Community Restoration and the State Department of Developmental Services, or a regional occupational center or program operated by a joint powers authority or county office of education.

(j) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, the appropriation made by subdivision (a) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 of the Education Code, for the 2020–21 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of

taxes appropriated pursuant to Article XIII B,” as defined in subdivision (e) of Section 41202 of the Education Code, for the 2020–21 fiscal year.

[Fillable RFA Appendices](#)

Appendix B Notice of Intent to Apply Computer Science Supplementary Authorization Incentive Grant Program

Please access the fillable electronic version of [Appendix B- Notice of Intent to Apply](#). Carefully read and follow the directions and complete the form.

It is the intent of the institution identified in the form to apply for a Computer Science Supplementary Authorization Incentive Grant to secure grant funding to address the shortage of computer science teachers.

The institution understands that this optional Intent to Apply form must be received by the Commission by **February 2, 2024**, and that submission of this form does not require or otherwise obligate the institution to submit a proposal to the Commission. Those who submit an intent form will be emailed any additional information regarding the application process that may become available.

Appendix C Application Cover Page

Computer Science Supplementary Authorization Incentive Grant Program

[CLICK HERE](#) to access the electronic version of Appendix C available on the Commission's Grant Funded Program website. Carefully read and follow the directions to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application. *This form should be the cover page to the application submitted to the Commission.*

LEA Applicant Information

- Name of LEA Applicant:
- Complete Mailing Address:
- CD/CDS Code:

Contact Information (Person responsible for day-to-day grant oversight)

- Name of LEA Grant Lead:
- Title:
- Telephone:
- Email:

Contact Information (Person authorized to sign grant award agreement)

- Name of LEA Signatory:
- Title:
- Telephone:
- Email:

LEA Data Agent Information (Person responsible for grant data oversight)

- Name of Data Agent:
- Title:
- Telephone:
- Email:

LEA Fiscal Agent Information (Person responsible for grant budget oversight)

- Name of Fiscal Agent:
- Agency:
- Telephone:
- Email:

Appendix D Glossary

Computer Science Supplementary Authorization Incentive Grant Program

Commission: The Commission on Teacher Credentialing.

Consortium: Two or more eligible LEAs forming a grant partnership.

Encumbrance: A planned expenditure of grant funds.

Local education agency (LEA): For purposes of this grant, “local educational agency” means a school district, county office of education, county superintendent of schools, state-operated education program, including a state special school, an education program providing instruction in kindergarten or any of grades 1 to 12, inclusive, that is offered by a state agency, including the Department of Youth and Community Restoration and the State Department of Developmental Services, or a regional occupational center or program operated by a joint powers authority or county office of education.

Matching Funds: Actual dollars or the in-kind value of services or other expenditures from the grantee’s own resources that is to be used in a manner consistent with allowable grant costs described in [Section I](#) or an in-kind match of release time or substitute teacher costs for the participating teacher. No matching or in-kind grant funds expenditures for program administration purposes will be allowed.

Participant: A teacher whose credential(s) allows the addition of supplementary authorizations.

Participant preparation costs (tuition and/or fees): Use this line item for costs relating to the tuition and/or fees for participants.

Participant preparation costs (books and/or supplies): Use this line item for costs relating to the books and/or supplies for participants.

Participant release time: Use this line item for funds provided to participants as release time for their work in the Grant Program or for Program related substitute teacher costs.

Supplementary authorizations: allow the holder to add one or more subjects to the holder’s teaching credential. There are two types of supplementary authorizations: introductory and specific. For information, please refer to [Appendix H](#) or the [Supplementary Authorization Guideline Book](#).

Supplemental authorization application fees for participants: Use this line item for payments on behalf of participants and/or reimbursements to participants for supplementary authorization application fees.

Unduplicated pupils: Under Education Code section 42238.02 ... “unduplicated pupil” means a pupil enrolled in a school district or a charter school who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. A pupil shall be counted only once ... if any of the following apply:

- (A) The pupil is classified as an English learner and is eligible for a free or reduced-price meal.
- (B) The pupil is classified as an English learner and is a foster youth.
- (C) The pupil is eligible for a free or reduced-price meal and is classified as a foster youth.
- (D) The pupil is classified as an English learner, is eligible for a free or reduced-price meal, and is a foster youth.

Appendix E Program Summary

Computer Science Supplementary Authorization Incentive Grant Program

[CLICK HERE](#) to access the electronic version of Appendix E available on the Commission’s Grant Funded Program website. Carefully read and follow the directions to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Directions: Complete this form to address the grant-funded expansion of the current, or as applicable, the development of the proposed new Computer Science Supplementary Authorization program. Note: This form may be expanded if additional pages are needed.

In this table, please indicate the number of participants to be served by the Computer Science Supplementary Authorization Incentive Grant Program across the life of the grant.

Participant Credential	Multiple Subject	Single Subject	Totals
Total Number of Participants Over the Life of the Grant			
Total Amount of Grant Funds to Serve these Participants			
Total Amount of Matching and In-Kind Matching Funds to Serve these Participants			

In this table, please indicate the number of anticipated NEW teacher participants per year.

Fiscal/Academic Year of the Grant	Number of NEW Teacher Participants Each Year
Year 1 (2023-24)	
Year 2 (2024-25)	
Year 3 (2025-26)	
Total	

If applying as a consortium, in this table, please list all partner LEAs.

Consortium Partner(s)

Appendix F Budget Overview Form

Computer Science Supplementary Authorization Incentive Grant Program

[CLICK HERE](#) to access the electronic version of Appendix F available on the Commission’s Grant Funded Program website. Carefully read and follow the directions to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Directions: In the first table, please indicate the total grant and matching funds PER participant for the Computer Science Authorization Incentive Grant Program. Participants may only receive a maximum of \$2,500 in support from the grant funds. Also indicate whether the activity will be funded through grant funds and/or local matching funds. All categories of planned 100 percent matching funds expenditures must also be detailed in the budget narrative.

Program Component	Grant Funds Amount	Matching Funds Amount	Matching In-Kind Amount	Total Amounts (Grant + Matching + In-Kind)
Participant preparation costs tuition and/or fees				
Participant preparation costs books and/or supplies				
Participant release time and/or substitute teacher costs				
Computer Science Supplementary Authorization application fees				
Total of Each Column				

In this table, please indicate the total grant and matching amounts for ALL participants per year.

Fiscal/Academic Year of the Grant	Grants Funds Total	Matching + In-Kind	Total Amounts (Grant + Matching + In-Kind)
Year 1 (2023-24)			
Year 2 (2024-25)			
Year 3 (2025-26)			
Total of Each Column			

Note: Grant funds will be distributed annually in two total payments each fiscal year. The first payment will be 90 percent of the total budget amount, distributed in the spring, and the second payment will be the remaining 10 percent of the budget amount, distributed after the program submits its annual data report. An end of year budget form and program report will be

collected annually and will be subject to Commission review and approval. Any unspent or unencumbered funds in a given year will affect the following year's budget disbursement such that the next year disbursement will be adjusted to include funds that had not been spent during the previous year.

Appendix G
Statutory Priority Points
Computer Science Supplementary Authorization Incentive Grant Program

[CLICK HERE](#) to access the electronic version of Appendix G available on the Commission’s Grant Funded Program website. Carefully read and follow the directions to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Directions: Indicate if the applicant LEA qualifies for any of the following statutory priority points:

Statutory Priority Criterion	Yes	If Yes, Name, Location, and percentage of unduplicated pupils of Qualifying School(s)	No
1. Applicant LEA has school(s) with a high percentage of the enrolled unduplicated pupils, as defined in Section 42238.02 of the Education Code.	<input type="checkbox"/>		<input type="checkbox"/>
2. Applicant LEA has school(s) located in a rural area.	<input type="checkbox"/>		<input type="checkbox"/>

Appendix H

Supplementary Authorization Information

Computer Science Supplementary Authorization Incentive Grant Program

This section contains basic information about the supplementary authorizations program, administered by the Commission. However, it is not intended to serve as a substitute for the program information found in the [Supplementary Authorization Guideline Book](#).

If you have any questions about the requirements or the process involved in obtaining a supplementary authorization, please refer to the above-mentioned guidebook. You may also submit your questions via email to: CSGrant@ctc.ca.gov.

Supplementary authorizations

Supplementary authorizations allow the holder to add one or more subjects to the holder's teaching credential. There are two types of computer science supplementary authorizations: introductory and specific. The introductory computer science supplementary authorization added to a Single Subject Teaching Credential authorizes the holder to teach at any grade level the computer science subject matter content typically included in curriculum guidelines for study in grades 9 and below. The introductory computer science supplementary authorization added to a Multiple Subject Teaching Credential authorizes the holder to teach departmentalized computer science courses in grades 9 and below. The specific computer science supplementary authorization added to the Single Subject Teaching Credential authorizes the holder to teach computer science courses in grades preschool, kindergarten-12, and classes organized primarily for adults.

Documents Supplementary Authorizations May Be Added To:

- Single Subject Credentials
- Multiple Subject Credentials
- Standard Elementary and Secondary Credentials
- University Internship Credentials (*Multiple and Single Subject only*)
- Special Secondary Credentials in *Academic* Subject: Art, Business Education, Homemaking

Documents Supplementary Authorizations *May Not* Be Added To:

- General Kindergarten-Primary, Elementary, Junior High, or Secondary Credentials
- District Intern Credentials
- Special Secondary Credentials in *Non-Academic* Subject: Aviation, Blind, Deaf, Lip Reading, Nursing Education, Partially Sighted Child, Public Safety and Accident Prevention Including Driver Education and Driver Training, Sciences Basic to Medicine, Correction of Speech Defects, and Mentally Retarded
- Special Education Credentials (*current or previous*)
- Adult or Vocational Credentials
- Career Technical Education Teaching Credentials

Special Note: A subject area that is subsumed by the authorization listed on the applicant's basic teaching credential cannot be added as a supplementary authorization.

Qualifying for a Supplementary Authorization

An applicant will qualify for a supplementary authorization upon the completion of one of the following:

- a) Twenty semester units or ten upper division semester units, or the equivalent quarter units, of non-remedial coursework in the subject requested. *Introductory* subjects require at least one course in each of the content areas listed; the balance of the ten or twenty units may be in any course within the subject category. For *specific* subjects, the same unit total is required.
- b) A collegiate major from a regionally accredited college or university in a subject directly related to the subject to be listed on the credential.

Coursework that may be used for the Computer Science supplementary authorizations include:

Introductory Computer Science Supplementary Authorization

Coursework completed must cover the following content areas:

- (1) **Computational thinking:** involves solving problems and designing systems, using fundamental computing concepts such as decomposition, data representation, generalization/abstraction, and algorithms.
- (2) **Computing practice and programming:** includes expertise in at least one block--- based, visual (drag-and-drop) programming language (e.g., Alice, Blockly, Kodu, Logo, Scratch, Snap!) or a modern, high-level programming language.
- (3) **Computer and communications devices:** covers the major components and functions of digital devices and the computing systems they compose.
- (4) **Impacts of computing:** includes the social, ethical, and legal issues and impacts of computing, as well as the contributions of computer science to current and future innovations in the arts, business, humanities, medicine, and science. These topics may be included within courses that cover any of the other content areas.

Specific Computer Science Supplementary Authorization

Coursework completed must cover the following content areas:

- (1) **Computer Programming:** includes expertise in at least one modern, high-level programming language (e.g., Python, Java, C/C++/C#).
- (2) **Data structures and algorithms:** covers data representation, abstraction, searching and sorting in the context of solving problems using programming and computational tools.
- (3) **Digital devices, systems and networks:** covers computer and communication devices and the systems they compose, including the concepts and abstractions that enable stand-alone, networked, and mobile digital devices to operate and communicate.
- (4) **Software design:** covers the process of planning, engineering and implementing a software system to solve a problem, typically using both a design and a programming methodology, such as object-oriented and functional approaches.

- (5) **Impacts of computing:** includes the social, ethical, and legal issues and impacts of computing, as well as the contributions of computer science to current and future innovations in the arts, business, humanities, medicine, and science. These topics may be included within courses that cover any of the other content areas.

The balance of the units may be in any course that falls within the academic department for that subject category. Computer classes in the Education Department may be used including a pedagogy course in computer science from either department.

Degrees in Educational Technology or Information Technology do not automatically meet the requirement without submission of official transcripts to verify all the required content areas have been fulfilled.

Supplementary Authorization Coursework Requirements

Acceptable coursework must be:

- a) completed with a grade of "C" or better ("credit," "passing," or "satisfactory" is acceptable),
- b) applicable toward (elective or non-elective) a bachelor's degree or a higher degree (non-remedial),
- c) taken at a regionally accredited institution,
- d) granted regular quarter or semester unit credit, and
- e) from the subject department of the supplementary authorization being sought.

The following coursework may be used if it meets the criteria listed above:

- a) community college, correspondence, on-line, or extension course work, or
- b) advanced placement units (requires an official transcript of the course and written verification from the college or university admission or registrar's office that the units are applicable towards a bachelor's degree and are in the subject category of the requested supplementary authorization).

Unacceptable course work:

- a) coursework not applicable toward a bachelor's degree or a higher degree (remedial),
- b) professional development or continuing education units,
- c) in-service training or workshops,
- d) education and education methodology coursework unless: a letter is provided from the chair of the subject area department stating that the course is equivalent to one offered by that department or the supplementary subject requested is health science or computer science and applications and if the coursework has been used to meet a requirement to earn a clear credential such as Computers in an Educational Setting, and
- e) coursework from a department other than that of the supplementary authorization being sought unless a letter is provided from the chair of the

subject area department stating that the course is equivalent to one offered by that department.

Evaluation for the Supplementary Authorizations

Evaluations for supplementary authorizations are the responsibility of the staff in the Commission's Certification Branch. The Commission does not evaluate for supplementary authorizations without the submission of an application form (41-4), appropriate processing fee, and supporting materials. Each request is evaluated on an individual basis. Evaluations are based on the information submitted in the application packet which may include official transcripts, catalogue course descriptions, and other supporting materials.

Commission staff cannot approve courses for supplementary authorizations on the telephone or by email. If the Commission does not accept a course, the applicant may want to obtain a letter that will verify the content of the course in question as meeting the requirement as listed in (d) and (e) under *Unacceptable Course Work* on page 3 of the [Supplementary Authorization Guideline Book](#).

Appendix I
Questions and Answers
Request for Applications (RFA)
Computer Science Supplementary Authorization Incentive Grant Program
April 29, 2022

Questions Clarifying the Request for Application (RFA) and the Submission Requirements

1. **Question:** How many teachers might be funded per year based on capacity of existing and in development programs specifically stating they support coursework that meet supplementary authorization applications? As an example, [an IHE] is committed to supporting 200 teachers in 2 classes per year. And may be scaling even larger in future years.

Answer: Eligible grantees are local education agencies (LEAs). Over the life of the grant, the allocated funds can support a maximum of 6000 teacher participants. The number of participants funded per year is based on LEA need and the number of participants approved for funding.

2. **Question:** Since no MOU or other letterhead/authenticated correspondence is required from the IHEs supporting CS Supp Auth grant applications, will the CTC communicate/correspond with IHEs regarding the rosters of applicants that were submitted as intending to use their programs so that the IHEs can allocate resources appropriately?

Answer: No. The Commission expects the LEA grantee to communicate with their IHE partners.

3. **Question:** Could you clarify how this could be used to support preservice teachers?

Answer: It is a local decision of the grantee LEA to use grant funds to support preservice teachers to take Computer Science Supplementary Authorization (CSSA) courses.

4. **Question:** Could you also clarify if preservice teachers can take CSSA courses during their preservice / credential work and then receive their CSSA when they receive their primary credential?

Answer: Supplementary Authorizations (SA) may be added to the University Internship Credentials (Multiple and Single Subject only) but may NOT be added to a district intern credential.

Question: I want to ensure that we are all on the same page regarding whether Math, Business and ITE credentialed teachers can apply for the supplementary authorization in Computer Science.

Answer: Instructing Computer Science coursework is authorized in some capacity via the Single Subject Mathematics, Business, and ITE credentials, although none of those credentials have any subject matter content for Computer Science within the Subject

Matter Requirements (SMR). Because of this, the Computer Science Supplementary Authorization CAN be added to Mathematics, Business, and ITE credentials.

5. **Question:** In the RFA it states, "a school with a higher share than other applicants of unduplicated pupils as defined in Section 42239.03 of Education Code". I interpret the threshold as 55% of unduplicated or higher. Is that correct? Or if this is in comparison to other districts who might have more schools with higher unduplicated percentages, is it recommended to use a more conservative threshold for the percentage of unduplicated pupils (for example 85% or higher)?

Answer: Please list all schools within the applicant LEA that have an unduplicated pupil population of 55% or higher. The underlying legislation for this grant authorizes the Commission to give priority to grant applicants with a higher percentage of unduplicated pupils relative to other applicants.

Questions About Who Can Apply for a Computer Science Supplementary Authorization Incentive Grant

6. **Question:** Can COEs apply on behalf of teachers at their county schools (court & community, etc.)? Can COEs apply on behalf of teachers at their districts' schools? Can COEs apply on behalf of multiple districts in the same application?

Answer: Yes. And if County Offices of Education (COEs) choose to do so, they should clearly note such partnerships in the narrative of the application.

7. **Question:** Are county offices able to apply in partnership with LEAs or is this one strictly for LEAs? Can county offices partner with LEAs to submit an application jointly? If so, is the county office allowed to take the lead with the application?

Answer: Yes. And if COEs and LEAs choose to do so, they should clearly note such partnerships in the narrative of the application.

Questions Regarding Funding

8. **Question:** Are we able to use [district] staff salaries (for our staff assigned to oversee this project) as a demonstration of matching costs?

Answer: Per authorizing legislation, the 100-percent match of grant funding can only be in the form of costs for required coursework, books, fees, tuition, and release time, as applicable and/or an in-kind match of release time or substitute teacher costs for the participating teacher.

9. **Question:** I have a few districts asking if the grant for the Supplemental Authorization for Computer Science will be retroactive since they have some teachers already doing the course work?

Answer: Grant funds and matching funds may only be used for approved expenses incurred after the awarding of the grant.

10. **Question:** My understanding is that this is a gift where the LEA has to match what the state provides, but that this match can be in-kind. Could you please elaborate on what that in-kind matching from an LEA could look like, and what that process would be for applying for funds with an in-kind match?

Answer: Per authorizing legislation, in-kind matching funds are limited to in-kind match of release time or substitute teacher costs for the participating teacher. The process for indicating in-kind matching funds can be found on Appendix F, Budget Overview form.

11. **Question:** Can the CTC grant fund be used by the LEA awardees to pay for above cost of \$3,060 or \$3876 and \$75 credential filing fee?

Answer: Grantee LEAs will be funded a maximum of \$2,500 per participating teacher. LEAs may use matching funds for any additional program costs above the \$2,500 grant fund maximum.

12. **Question:** The instructions of the RFA for the Computer Science Authorization Incentive Grant states that grant funding can be used for any of the following: cost for tuition, books, fees, or release time/sub cost. If we are partnering with an organization that offers asynchronous or evening classes, are we still able to use grant funds to pay teachers to complete their courses? This would be extra duty pay rather than needing to have to cover the cost of a substitute.

Answer: Authorizing legislation states that the use of grant funds includes coursework, books, fees, tuition, and release time and/or substitute cost. Since asynchronous or evening classes would not require time off from regularly scheduled activities, extra duty pay would not be considered an approved use of grant or matching funds.

13. **Question:** To help support the CS community's needs to grow quality CS educational opportunities in Title 1, rural, and other high need schools, would there be an opportunity for matching funding from outside the LEA to be used for matching? Some types of other funding that could be interested in matching could include • Private, individual donors • Corporations • NSF, DoD, and other federal grant programs • Private grant programs (Ford Foundation, etc.) • CSforCA or other 503C • PTA • IHEs.

Answer: Yes.

Questions Regarding Reporting and Responsibilities Once Grants Have Been Awarded

14. **Question:** We are a Tk-8 district, and we are wondering what you mean by "the number of new computer science courses" (p.20)? Our district is starting a CS initiative where we plan to integrate CS standards throughout the core at the elementary level, so we will not create new computer science courses. Can elementary school teachers apply for this grant to teach integrated CS standards in the core?

Answer: The purpose of this grant is to increase computer science coursework in settings authorized by the teacher's underlying credential. The introductory computer science supplementary authorization added to a Multiple Subject Teaching Credential authorizes the holder to teach departmentalized computer science courses in grades 9 and below.

In this case, the number of new computer science courses offered could include those core courses taught by participants in the grant program in which there is evidence of an increased integration of Computer Science standards.

15. **Question:** Can supplemental programs count toward computer science courses? For example, can an after-school or summer program count?

Answer: Yes. New courses being taught in supplemental programs such as after-school and summer programs can count towards the total number of new computer science courses offered.

16. **Question:** Part of the grant application requires us to describe our data collection and evaluation reporting. If we want to target elementary teachers for this grant, what metrics would we use to indicate teachers are actually teaching computer science content at the elementary level? We wouldn't be able to indicate new courses at the elementary level. Would instructional minutes spent teaching computer science content be sufficient? While we don't have a way to track those minutes at the individual teacher level, we can share the goals at the elementary program level.

Answer: The purpose of this grant is to increase computer science coursework in settings authorized by the teacher's underlying credential. New courses could include those being taught by participants in the grant program in which there is evidence of an increase in instructional minutes spent teaching computer science content.