



Questions and Answers

Diverse Education Leaders Pipeline Initiative (DELPI) Grant Program

March 29, 2024

- 1. Q: As we generated the PDF for signatures, the resulting PDF includes the text “The form below is provided for reference. Please access the fillable electronic version of Appendix F- Partnership Agreements available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website 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”. Should we submit this PDF with the text included?**

A: Yes.

- 2. Q: Our university/accreditation partner starts a new cohort each August. We understand we cannot collect grant funds for any activities prior to July 1, and that a cohort may not start until after July 1, but may we begin to recruit and screen candidates before the grant start date of July 1? Otherwise we won't be able to participate with our university partner for the whole first year of the grant! No candidates will start the program until after the July 1 grant start date, and candidates won't even be notified that they are being offered a spot in our first cohort until after the grant award notification (anticipated in June). But in order to ensure we have candidates to fill spots with our university partner in August, we need to begin that process before the grant start July 1, 2024 (i.e., outreach, applications, interviews). We will not charge the grant for these activities occurring prior to the July 1 start date. Is this acceptable to CTC?**

A: Yes. Recruitment and screening of candidates for participation in the grant cohort can occur before the grant start date and all allowable expenditures occur after the July 1st award date.

- 3. Q: We note that in a few places, the RFA specifically states that applicants can provide hyperlinks to specific evidence. May we provide hyperlinks in other sections as well? Providing all of the requested info in the space allotted is particularly challenging for a consortium applicant. For example, the data table in Section 1.a.1. would take up a few pages if we try to include each individual LEA (i.e., each charter school in a network) in the narrative. May we provide a link to the detailed data and provide a summary table?**

A: Yes. It is expected that the links provide the requested information and are easily decipherable by the readers of the grant application.

4. **Q: We have formed two great coalitions -- one in SoCal and one in NorCal, with groups of charter networks and local districts. We have the same charter network (call them Fabulous Charter Schools for the moment) serving as the "Lead LEA/lead applicant" on the two applications -- one will be submitted by a Fabulous school that is in Southern California, and the other by a Fabulous school that is in Northern California, but the two schools are operated by the same Fabulous network, which will provide some support to their individual schools/LEAs in grant reporting, data collection, etc. We've become a bit nervous that CTC wouldn't want to fund two grants going to the same "Fabulous" entity, even though they will be two distinct LEAs (Fabulous #1 in SoCal and Fabulous #5 in NorCal) and two distinct consortium groups/application with two separate groups of candidates. The LEAs in each application will be different, but the other partners (IHE, etc.) will be the same. Does having two entities with the same first name (i.e., Fabulous Charter #1 on behalf of the SoCal DELPI consortium, and Fabulous Charter #5 on behalf of NorCal DELPI consortium) create risks in our ability to get both regions funded? From a points perspective, we don't see an impact, but we know you are considering some additional factors.**

A: See question [27](#).

5. **Q: Appendix G Budget Overview & Budget Narratives. I do not see a requirement in the RTF that #3 Candidate: Coaching, mentoring, and training costs or #5 Candidate: Release time is mandated. This is not a part of the extensive budget we've created. Those two areas on the form will not allow a \$0 dollar amount.**

A: The form allows for a \$0 dollar amount in budget categories.

6. **Q: In putting together our application, we note the following instructions regarding the key staff table on page 10 of the RFA: "Provide a table that identifies key staff to be involved in the grant planning and implementation processes: i. Position title, and grant-related responsibilities ii. The full-time equivalent (FTE) of each position reflecting the amount of time dedicated towards the grant (not their full-time employment status), iii. Identify staff responsible for the overall management of the project, iv. Identify staff responsible for the fiscal management of the project, and v. Identify staff responsible for providing the required project data indicated in Criteria 6". Regarding item ii above, we have some staff that will be spending some FTE dedicated to the grant but will not be funded by the grant. Is it acceptable to include them in our key staff table and indicate the FTE they will be spending on grant-related activities, noting that it is in-kind? For example, one of the staff responsible for overall management of the project will be dedicating 0.2 FTE to it, but will not be funded by the grant and so she is not included in the budget. Is it acceptable to list her, indicate that responsibility, and just state "0.2 FTE In-Kind?" Then for others that ARE grant funded, we would indicate their FTE and state "Grant-Funded." Will that work?**

A: Yes. Include all staff and portion of the full-time equivalent (FTE) in the Key Program Personnel table. Any grant funds used for FTE are to be provided in the Budget and Budget Narrative in [Appendix G](#).

March 22, 2024

- 1. Q: I am working with a County Office of Education (COE) on an application. We have a handful of districts in our county that are joining us in a consortium application. If, for whatever reason, we wind up with additional vacancies in our grant-funded credentialing program, and our official partner districts in the grant don't have candidates to fill those slots, could we open it up to other districts within our county, even if they haven't officially partnered with the COE in the grant application? Taking it a step further, could the COE apply based on anticipated demand across the county, including districts who aren't officially signed on to the grant as a partner, given how the COE works with our districts (they are inherently partners already).**

A: A COE may add additional district partners within the COE. Applications must reflect the need across all LEA partners. Note that section 1 of the RFA asks applicants to include the “The target number of candidates requested per year reflects the number of eligible and **interested staff** in the LEA without a Preliminary Administrative Services Credential.”

- 2. Q: Is it permissible to use DELPI grant funds to cover the costs of program evaluation (i.e. to assess the effectiveness of a DELPI admin credentialing program)? If so, would this be considered an administrative cost?**

A: Yes. Program evaluation costs are considered “Program Administration” costs.

- 3. Q: The authorizing legislation indicates that it is not permissible to charge admin candidates a fee to participate in a DELPI admin credentialing program. Does that mean that candidates cannot be required to cover, for example, the cost of their travel to a satellite campus where program sessions/courses/mentorship take place? What do the non-allowable fees encompass?**

A: No. LEAs may not ask candidates to pay the LEA or IHE a program fee to participate in an administrator credential program or an administrator induction program. Candidates may cover their own travel expenses.

- 4. Q: I am confused by the wording under Implementation Plan, “*Current Administrator Support (if applicable): If applicants are also supporting current administrators through participating administrator candidate funds, as applicable, applicants should”. Is an LEA Principal who is an eligible participant supporting other non-participant administrators use administrator candidate funds? Can you please provide clarification on what this means and what it looks like in action?**

A: A current administrator is an individual who is currently an administrator with the LEA and has already earned a preliminary or clear Administrative Services Credential. Current administrators may not be considered candidates. Current administrators may be supported by a subset of the grant funds generated by an administrator candidate to participate in activities described by the LEA that train, place, and retain diverse and culturally responsive administrators.

If an LEA principal does not have a Preliminary Administrative Services Credential, if eligible, they may be considered as an administrator candidate.

5. **Q: Is the grant proposal deadline still April 5th or do you expect it to be extended (spring break week is happening for many of our schools this month)?**

A: Completed applications are due to the Commission by April 5, 2024, by 5:00 PM PT.

6. **Q: We are partnering with a large county that will be submitting the grant. Due to the size of the county, it has several LEAs that have varying spring breaks right now. They have shared with me that it is difficult to compile all the data due to varying schedules and still meet the April 5th deadline (since some of them will be on break for the submission). Is there any chance for an extension due to this factor?**

A: See question [5](#).

7. **Q: Is there a line for living stipends for this grant like the teacher residency programs?**

A: No. There is not a specific budget line item for “Living stipends.” Applicants may choose to propose supports that will benefit administrative candidates and/or current administrators in the “Other” program component.

March 15, 2024

- 1. Q: I am interested in applying for this grant. Can you please send me a copy of the application form?**

A: The DELPI grant is awarded to eligible LEAs, not individuals.
- 2. Q: We just started a cohort for preliminary admin credential with [IHE] focus on Socio-Culturally Competent Leaders in [LEA]. They are on their first term and will be completed with the course work by July 2025. I want to apply for this group as well as a new cohort in 25-27. When I read the Q&A document I feel like I can apply for the current cohort since we will not be supplanting per question 49. What is your opinion on this? [“49: If a district has implemented a plan to build a diverse administrative team and currently supports partnerships and tuition payment, can grant funds be applied to programs currently in place? A: Grant funds may only supplement a program that is currently in place. Supplanting of existing funding and efforts, including any costs associated with operating the LEA, is not allowable.”](#)**

A: See answer to [question 11](#) from the March 8, 2024 Questions and Answers update.
- 3. Q: The [LEA] consortium of schools currently receives grant funding for the [IHE] Teacher Residency Program. They [IHE Teacher Residency Program] would potentially like to partner with our IHE [GSE] to pursue the DELPI grant to support the development of a diverse and effective pipeline of educational leaders for [LEA] schools. The GSE currently offers an M.Ed. in Educational Leadership and plans to seek approval to offer a Preliminary Administrative Credential through the CTC. Is it possible for the [LEA] consortium of schools to apply for the DELPI grant this year (application that is due April 5th), while their IHE partner ([IHE] GSE) is seeking approval to offer the credential? The goal would be to launch the first cohort in fall of 2025.**

A: No.

March 8, 2024

4. **Q: I am wondering if it is possible for our school district [LEA] to apply in conjunction with two different IHEs?**
A: Yes.
5. **Q: Component 6 from the DELPI RFA states to provide a budget and budget narrative from Appendix G. The submission process (page 14 of the RFA) indicates that Component 6 and Appendix G are two separate items. We want to be sure to submit correctly. Do we submit a budget and a budget narrative in both Component 6 and Appendix G, or do we just give an overview in Component 6 and then give more detail in Appendix G?**
A: For component 6, submit [Appendix G](#) (budget). Appendix G includes both the budget and budget narrative.
6. **Q: I wanted to ask if your grant covers clearing a credential? If so, may I please have an application please?**
A: The DELPI Grant is awarded to eligible LEAs, not individuals.
7. **Q: Are current LEA administrators (such as Principals and Assistant Principals) who DO NOT have a Preliminary or Clear Administrative Services Credential, can they be considered as administrator candidates and receive an amount of up to thirty thousand dollars (\$30,000) per administrator candidate?**
A: Yes.
8. **Q: Professional development costs would include hourly pay for principals and central office staff facilitating after-hours professional development, correct?**
A: Yes.
9. **Q: Professional development costs would not include hourly pay for administrator candidates to attend after-hours professional development outside of a PASC, correct?**
A: No. Professional development costs may include hourly pay for administrator candidates to attend professional development after-hours.
10. **Q: I have a clarifying question regarding [Question 50](#) and not supplanting efforts. In [LEA], we currently have an in house PASC program. The tuition cost per candidate is approximately \$12,500 in the form of coach/instructor salaries/benefits. Would [LEA] be eligible for the DELPI grant? We are hoping to apply to fund two cohorts in 2025-2027.**
A: Yes. Note that grant funds may **supplement** and not supplant existing funding and efforts, including any costs associated with operating the LEA.
11. **Q: The answer to question [28](#) (and 29-33 which refer back to the answer to 28) and the answer to question [49](#) seem to conflict. We are trying to determine if we can apply for a cohort that has already started (with a diverse group of candidates and equity-focused curriculum by design) -- in addition to our next cohorts? We understand that grant money cannot supplant already allocated funds being used for this existing cohort. Can we add additional components to their experience moving forward with**

grant funds?

A: Grant funds may not be used to support a cohort that has already started. Grant funds may be used to supplement components added to an existing program.

12. Q: Can finding [sic] be used to fund a new position or job to coach, mentor, and support administrator candidates?

A: Yes.

13. Q: I'm a 5th year science teacher in Salinas, CA and am currently interested in pursuing an administrative services credential. I've been researching and recently came across the information on the DELPI Grant. I realize the deadline to submit the intent to apply has passed, however I would like to know if it is still possible to submit applications?

A: The DELPI grant is awarded to eligible LEAs, not individuals.

March 1, 2024

- 1. Q: I am writing as a representative of the [organization name], a 501c3 education non profit that has a contract with [school district] to manage a network of 20 TK-12 schools serving [city's] historically underserved communities. However, given the wording in the grant we were hoping to get clarification on the question of if we would be eligible to apply as an LEA? The text I am referencing from the application is pasted below: "(4) "Local educational agency" means a school district, county office of education, charter school, or a regional occupational center or program operated by a joint powers authority or a county office of education."**

A: No. Joint powers authorities are two or more public agencies that jointly exercise common powers (e.g., joint unified school districts).

- 2. Q: Once a sponsored candidate completes the preliminary administrative credentialing program (PASC), is the district obligated to hire them as an administrator or is it just that the Candidate needs to agree to remain a teacher for at least two of the four years after earning the PASC?**

A: See question [93](#). Candidates must complete two years of service as a school administrator, not as a teacher.

- 3. Q: Under question 1, Local Administrator Needs and Requested Number of Program Candidates, Capacity question 2, there is language that I would appreciate clarification on -- "Note: Current administrators are not considered eligible candidates to generate funding; however, a subset of grant funds generated by an eligible administrator candidate may be used to support coaching, training, and mentoring support to address the needs of current administrator(s) in an effort to retain diverse and culturally responsive administrator(s)." Does this mean that current and qualified administrators cannot be considered and/or listed as candidates in the grant proposal? What does a candidate generating funding mean?**

A: Per authorizing legislation, grant recipients may receive an amount of up to thirty thousand dollars (\$30,000) per administrator candidate. Current administrators with a Preliminary or Clear Administrative Services Credential are not considered administrator candidates and do not generate the \$30,000 per administrator candidate.

February 23, 2024

The questions and answers are divided into the following categories:

[Clarifying the DELPI Grant Program RFA](#)

[Participant Eligibility](#)

[Grant Funding](#)

[Partnerships](#)

[Two-Year Service Requirement](#)

[Annual Data Submission](#)

Clarifying the DELPI Grant Program RFA

1. **Q: I am a teacher in a Preliminary Administrative Services Credential Program, am I eligible?**

A: No. The DELPI Grant is awarded to eligible Local Education Agencies (LEAs). Interested candidates may encourage their LEA to apply.

2. **Q: As a university, can we apply on behalf of a consortium of LEAs?**

A: No. Institutions of higher education are not eligible grantees. An LEA must apply as the lead grantee in a consortium of LEAs.

3. **Q: The request for applications lists the definition of a consortium as "a group of LEAs forming a grant partnership. A county office education supporting eligible LEAs within its network is considered a consortium." Can a group of districts and a university be the consortium, and if so, does only one of the districts in the consortium submit the application?**

A: Multiple eligible districts may form a consortium. Consortia only need to submit one application. One LEA from the consortium must be listed as the lead LEA applicant. Institutions of higher education (IHEs) would be an IHE partner to the consortium of LEAs.

4. **Q: Could four LEAs partner and submit one grant together? We would not submit through a county office, it would just be a combined effort through four districts. Or, would we each have to submit our own?**

A: Four eligible LEA districts may submit an application as a consortium, and one LEA would be the lead grantee in the consortium.

5. **Q: Just to confirm, a consortium can include a few/several unrelated independent charter schools, collaborating jointly? We understand one LEA with a CDS code must be the lead, but a consortium is not limited to a single Charter Management Organization (CMO) operated by the same entity, correct?**

A: Yes. The application must be submitted by a charter school with a CDS Code. It cannot be submitted by a CMO.

6. **Q: To apply for this grant, do we have to have all of the students admitted and then we can apply for the grant?**

A: No. Note that RFA question 1, "Local Administrator Needs and Requested Number of Program Candidates," asks applicants to share the "target number of candidates

requested per year reflects the number of *eligible and interested staff* in the LEA without a Preliminary Administrative Services Credential.”

7. Q: Can we apply for the grant and get funding for the admitted students of color in the program?

A: No. Note that a grant slot may only be used to support candidates that will be recruited and enrolled as a cohort in the grant program to earn a preliminary administrative services credential.

8. Q: Would we still qualify for the Diverse Education Leaders Pipeline Initiative Grant Program given we have another grant with the California Commission on Teacher Credentialing?

A: Yes. Note: for applicants with other Commission-managed grant programs, the LEA’s grant stewardship status will be reviewed. [Appendix I](#), Grant Stewardship and Accreditation Status, asks applicants to list all Commission-administered grants that have been awarded to the LEA, any LEA member listed in a consortium, and any of the IHE partners named in the application.

9. Q: To apply for the grant, do we need to submit the candidate agreements with the application?

A: No.

10. Q: How does the CTC define "diverse"?

A: The intent of authorizing legislation is to increase the diversity among public school administrators to better represent and reflect the diversity of the pupils served.

11. Q: What happens if we only receive applications from straight, white males?

A: As noted in authorizing legislation, the purpose of the grant program is to train, place, and retain diverse **and culturally responsive administrators** through professional development that centers on diversity, equity, and inclusion.

12. Q: Must all our candidates be of ethnic background other than white? We are attempting to recruit a mix of candidates, Hispanic (biggest need) Black/Af. Amer/ and others. Are we able to look at the background for candidates relating to low socioeconomic background and/or overcoming hardship/trauma regardless of ethnicity and race?

A: See questions [10](#) and [11](#).

13. Q: I have been talking with one of our school districts about the possibility of partnering with them on a residency program for school site administrators and offering a preliminary credential as a residency program. Can this funding be used to develop a preliminary administrative services credential residency program? I realize it would have to be developed within the guidelines of the funding. But is there anything about this grant that would eliminate that as a possibility?

A: Grant funds may not be used to plan or develop a program. If awarded, grantees are expected to implement the program described in the application. A residency model that follows the legislative requirements may be described in the application.

14. **Q: Please verify this procedure is correct:**

1. The district applies for the grant and indicates the number of requested slots.

2. Once a district's application and grant is approved, then the district determines a selection process to fill the allotted slots awarded by the state.

A: (1) Yes. Applicant LEAs must indicate the number of requested slots per year.

(2) Applicant LEAs must have a selection process determined at the time of application. RFA, question 2, "Recruitment Plan," asks applicants to "describe their candidate recruitment plan, including how the applicant will... v. Establish priorities for the selection of candidates if actual potential candidates exceed the number of awarded candidate slots."

15. **Q: Will you provide some examples of how districts might create a candidate selection process? Please clarify the parameters in the selection of candidates and define "diverse." With respect to candidacy, does diverse refer specifically to ethnicity and/or gender?**

A: Applicants must establish priorities for the selection of candidates if actual potential candidates exceed the number of awarded candidate slots. Some examples of priorities may include, but are not limited to, the requirements listed on the Request for Application, under question number 2, "Recruitment Plan."

See questions [10](#) and [11](#).

16. **Q: What might a "recruitment" process look like?**

A: See question [15](#).

17. **Q: Local Administrator Needs... ii. states, "recruit candidates and administrators from one or more schools that have higher percentage of enrolled UPP [unduplicated pupils]." Do we have to show we are specifically targeting sites that match the higher-than-normal UPP requirement within our district to recruit for the program? If a candidate matches our diversity needs but is not at a higher-than-normal UPP site are they then not considered?**

A: Applicants should describe and provide data to support the local need, which may include the site level, for diverse and culturally responsive administrators. All eligible candidates may be considered. Note, per authorizing legislation, priority consideration is given to grant applicants who demonstrate a commitment to increasing diversity in the teaching workforce, have a higher percentage than other applicants of enrolled unduplicated pupils, as defined in Section 42238.02 of the Education Code, and have one or more schools that exhibit one or both of the following characteristics: (A) A school where 50 percent or more of the enrolled pupils are eligible for free or reduced-price meals, and/or (B) A school that is located in either a rural location or a densely populated region.

18. **Q: When we are looking at projected openings are we only including sites that are higher than normal UPP [unduplicated pupils] and more diverse?**

A: No. See question [17](#).

19. Q: For Local Administrator Needs, do you need district-wide data reflections of current demographics admin/students or site by site?

A: Applicants should describe and provide data to support the local need, which may include the site level, for diverse and culturally responsive administrators.

20. Q: When will we know if we have received the grant and the number of recipients? IHE's applications for the fall 2024 semester are due on 7/1/24 and with the grant being due on 4/5/24, this shortens the recruitment timeline.

A: Grant awards will be announced May 10, 2024.

21. Q: The RFA states that the grant is for prospective leaders, but it also says that funds can be used to support coaching and PD for current administrators. Can you clarify?

A: Current administrators are not considered eligible candidates to generate a grant-funded slot; however, a subset of grant funds generated by an eligible administrator candidate may be used to support coaching, training, and mentoring to address the needs of current administrator(s) in an effort to retain diverse and culturally responsive administrator(s).

22. Q: The RFA states that is a one-time grant for \$30,000 through June 30, 2027. Does this mean that essentially one cohort of candidates is selected for the 2023-2024 academic year and expected to complete their PASC programs by the end of the 2026-2027 academic year?

A: One-time grant funding means each candidate administrator slot may only receive up to \$30,000 in grant funds through the end of the program period, June 30, 2027. LEAs may request funding for three different cohorts across the 2024-25, 2025-26, and 2026-27 academic/fiscal years.

23. Q: PASC programs vary in length, as some are 3 semesters long and others are 4 semesters long. Within the 3-year timeframe for the grant, we could recruit multiple cohorts of aspiring diverse leaders. Is that acceptable under the grant?

A: Yes. LEAs may request funding for three different cohorts across the 2024-25, 2025-26, and 2026-27 academic/fiscal years.

24. Q: Do we need to state whether the Preliminary Administrative Services Credential (PASC) program is an online, hybrid, or in-person format?

A: No.

25. Q: I was wondering if there is a cap on the number of administrators that an LEA applies to serve in their application and/or a cap on the number of years they apply. For example, could a single LEA apply to serve 30 administrators in the first round of RFAs and then apply in year 2 to serve 30 more administrators?

A: No. Applicants should indicate the need for candidates across the 2024-25, 2025-26, and 2026-27 academic/fiscal years. Note: demand for participation across the state may exceed funding for the program and not all administrator candidate slots requested by each successful grant applicant may ultimately be authorized.

26. Q: For the Application Cover Page ([Appendix C](#))- Are wet signatures required or will digital signatures allowable?

A: Digital signatures are allowable.

27. Q: Does CTC have metrics around the number or percentage of LEA types that will be selected for grant awards to ensure a diverse pool of grantees (e.g., small/medium/large sized LEAs; school districts/county offices of education/charter schools; rural/densely populated, etc.)?

A: LEAs selected for the grant award reflect successful applications rated according to the scoring criteria provided in the RFA, including statutory priority points ([Appendix E](#)). Applicants should note that demand for participation across the state may exceed funding for the program and not all administrator candidate slots requested by each successful grant applicant may ultimately be authorized.

Participant Eligibility

28. Q: Can an employee already enrolled in an Administrative Services Credential Program that has not yet earned their Preliminary Services Credential receive grant funding?

A: No. A grant slot may only be used to support candidates that will be recruited and enrolled as a cohort in the grant program to earn a preliminary administrative services credential.

29. Q: Can the funds be used for candidates who are currently enrolled or recently completed a program? Or, do the funds only apply to future administrative candidates?

A: No. See question [28](#).

30. Q: Can grant funds be used towards people not serving as administrators but who are currently in administrator credentialing programs (for costs incurred once the grant is awarded, we understand no funds can be used for costs incurred prior to the grant award)?

A: No. See question [28](#).

31. Q: Can grant funds be used towards current administrators working on an administrative services intern credential (for costs incurred once the grant is awarded, we understand no funds can be used for costs incurred prior to the grant award)?

A: No. See question [28](#).

32. Q: Does this grant apply to Interns who are currently in programs pursuing an administrative credential?

A: No. See question [28](#).

33. Q: Does the candidate have to be enrolled in a Preliminary Administrative Services Credential (PASC), or could funding be used to support potential candidates?

A: No. See question [28](#).

34. Q: Can the candidates be enrolled in more than one PASC?

A: No.

35. Q: Does this grant apply to current administrators that have not cleared their preliminary administrative services credential?

A: No. An administrator candidate slot is only awarded to candidates that have not earned a Preliminary Administrative Services Credential. Once **these** candidates earn

their preliminary credential, grant funds may be used to support them to earn a Clear Administrative Services Credential.

36. Q: Can the Grant be used both for Preliminary and Clear Admin Credential Programs?

A: Yes. See question [35](#).

37. Q: Does this grant apply to employees who have a Certificate of Eligibility but have not secured employment in an administrative position to earn a preliminary credential?

A: No. A Certificate of Eligibility verifies completion of all requirements for the preliminary credential and authorizes the holder to seek employment as an administrator.

38. Q: If a candidate has had their tuition already paid for the semester by a PELL grant/scholarship/loan, are they still eligible for our funding as well?

A: A grant slot may only be used to support candidates that will be recruited and enrolled as a cohort in the grant program to earn a preliminary administrative services credential. Once enrolled in the program, candidates may be supported by other types of funding.

39. Q: Can an employee that does not have a Preliminary Administrative Services Credential and is not enrolled in currently in an Administrative Services Credential Program be recruited for the grant program?

A: Yes.

40. Q: Can an employee that does not have their Preliminary Administrative Services Credential and is not enrolled in currently in an Administrative Services Credential Program receive funding to attend professional development from the grant that will support their future work as an administrator?

A: No.

41. Q: Can a current administrator who has a Preliminary Administrative Services Credential but is working toward a Clear Administrative Services Credential receive grant funds?

A: Current administrators with a Preliminary Administrative Services Credential may not use a candidate slot.

42. Q: Can grant funds be used to support a current administrator clearing their credential?

A: No. See question [41](#).

43. Q: How much time do candidates in each cohort receive to earn their Preliminary Administrative Services Credential?

A: The amount of time it takes for a candidate to earn the Preliminary Administrative Services Credential is determined by the Commission-approved program in which the candidate is enrolled.

44. Q: What happens if candidates need extra time to complete their PASC programs beyond the 2026-2027 academic year? Can they finish the next year based on the guidelines of the grant?

A: See question [43](#).

Grant Funding

45. **Q: For budgeting purposes, can we use July 1, 2024 as the grant award date/grant start date, thus creating a three-year grant term (through June 30, 2027), or is there another date you recommend?**

A: Yes. LEAs may request funding for three different cohorts across the 2024-25, 2025-26, and 2026-27 academic/fiscal years.

46. **Q: Is there a set amount of money that each candidate must receive?**

A: No.

47. **Q: Can we request less than \$30,000 per candidate?**

A: Yes.

48. **Q: If candidates can be served for under \$30,000 for their designated slot, can that remaining funding be used to support additional candidates?**

A: Yes.

49. **Q: If a district has implemented a plan to build a diverse administrative team and currently supports partnerships and tuition payment, can grant funds be applied to programs currently in place?**

A: Grant funds may only supplement a program that is currently in place. Supplanting of existing funding and efforts, including any costs associated with operating the LEA, is not allowable.

50. **Q: The RFA outlines “non-allowable activities and use of funds.” Can the Commission please provide more clarity and/or examples of the following: (a) “Reimbursing expenditures incurred by candidates prior to the program’s grant funding” and (b) “Supplanting of existing funding and efforts, including any costs associated with operating the LEA.”**

A: (a) Grantees may not use grant funds to retroactively reimburse candidates for any costs incurred before the grant award date. For example, but not limited to, course textbooks purchased before the grant award date will not be reimbursed.

(b) Grant funds may not supplant, replace, or cover costs on any current programs or efforts. For example, but not limited to, an LEA that currently purchases specific administrator professional development materials for all administrators cannot use grant funds for those materials.

51. **Q: What are some examples of supplanting?**

A: Supplanting of existing funding and efforts, including any costs associated with operating the LEA, may include, but is not limited to using grant funds to cover currently implemented administrator support systems and professional development. Grant funds may *supplement* current efforts at the LEA. See question [50](#).

52. **Q: As a consortium, will the grant funds be given to the lead LEA to disperse? Or will each partner within the consortium receive funds directly from the grant?**

A: The local education agency (LEA) named as the lead LEA of the consortium will be the fiscal agent and grant funds will be disbursed to the lead LEA.

53. **Q: Would the LEA be required to direct pay for tuition to institutions of higher education (IHEs) or would the LEA reimburse candidates (similar to the Classified Employee Grant)?**
A: This is a local decision.
54. **Q: Can funds be used as tuition reimbursement or will funds need to be paid directly to university partners?**
A: This is a local decision.
55. **Q: Does the state give the candidate's grant money to the district, then the district gives the money to the candidate? What if the money does not arrive in time to pay for classes? Does the candidate pay and then get reimbursed?**
A: This is a local decision. Grant funding is awarded to the lead LEA applicant to disburse to candidates.
56. **Q: Many of our prospective candidates would like both an admin credential and a Masters', can this money be used to fulfill a combined Credential/MA program?**
A: Yes.
57. **Q: Can this funding be used to fund a master's degree that would increase cultural competency?**
A: Yes.
58. **Q: How does the funding work to support a current administrator already with their Preliminary or Clear Administrative Services Credential?**
A: Local education agency (LEA) grantees may identify a portion of the \$30,000 generated for a candidate to pursue their Preliminary Administrative Services Credential to support current administrators. Costs for current administrators may be listed under "Other costs" in the Budget ([Appendix G](#)).
59. **Q: I have recently obtained my Preliminary Administrative Services Credential. I am currently signing up for classes through [institutions of higher education (IHE)] to clear my credential. Does this statement, "Non-Allowable Activities and Use of Funds, Grant funds may not be used to fund any of the following activities: Reimbursing expenditures incurred by candidates prior to the program's grant funding," mean that I would not be able to be reimbursed for any part of my Administrative Credential? How about the clearing of my credentials?**
A: The DELPI grant is awarded to eligible LEAs, not to individuals.
60. **Q: Is the grant funding for tuition only?**
A: No. Per statute, grant funds may be used for grant funding may be used to cover the cost of:
- Administrator program coursework, books, exams, and/or fees, including Administrative Services Credential clear induction costs for candidates.
 - Coaching, mentoring, and training costs for candidates and current administrators and candidates to serve and educate diverse pupil populations, engage diverse families, and support and retain a diverse educator workforce.

- Developing support systems for a diverse administrator workforce that reflects a local educational agency community's diversity.
- Program administration costs (may not exceed more than 5 percent of the grant award per candidate).

61. Q: Currently, the [California Administrator Performance Assessment \(CalAPA\)](#) has a fee waiver, but that money could run out at any moment. The support legislation does not mention that the funds can be used for registration for the CalAPA, but those three cycles total \$375. Can the funds be used for CalAPA registration?

A: Yes. Exam fees may be supported using grant funds. Include exam costs in the budget ([Appendix G](#)) under "Candidate: Administrator program costs (tuition, books, exams, and/or fees)."

62. Q: If a candidate drops out of their admin program and does not have a qualifying reason (FMLA, etc.), is the district able to charge the candidate?

A: This is a local decision. Grant recipients may recover grant funds from a sponsored candidate who fails to earn an administrator credential, or who fails to complete the period of placement, the amount of grant funding invested in the administrator candidate's training. The amount to be recovered shall be adjusted proportionately to reflect the service provided if the administrator candidate served at least one year, but less than two years, at a public school in California.

63. Q: If a candidate completes the program, then decides to move out of state or opts to go back to the classroom, is the district able to charge the candidate?

A: See question [62](#).

64. Q: If a candidate drops out of their admin program and does not have a qualifying reason (FMLA, etc.), does the district owe the grant money back? If so, is the district able to charge the candidate?

A: Per authorizing legislation, if more than 10 percent of sponsored candidates in an LEA's yearly program cohort failed to earn an administrator credential or failed to meet the two year commitment at a California public school, the Commission will confirm with the LEA the grant amount to be recovered from the grant recipient based on the number of candidates who failed to earn a credential or meet their administrator commitment above a 10-percent attrition rate. The amount to be recovered shall be adjusted proportionately to reflect the service provided if the candidate served at least one year at a public school in California. See question [62](#).

65. Q: If a candidate drops out and does not complete the program, can the program fill that slot with another candidate?

A: Yes. Note that no additional funds will be awarded for that slot.

66. Q: If a candidate completes the program, then decides to move out of state or opts to go back to the classroom, does the district owe the grant money back?

A: See question [64](#).

67. **Q: If a candidate completes the program, but is not selected for an administrator position within the 4-year timeline, does the district owe the grant money back?**
A: See question [64](#).
68. **Q: The RFA indicates that the Commission may recover funding from grantees where more than 10% of administrator candidates fail to earn their credential or meet their service commitment. What is the course of action when the percentage of administrator candidates is less than 10%? Can/will the commission still recover funding from the grantee?**
A: Per authorizing legislation, the Commission will only recover funding from an LEA if *more* than 10 percent of sponsored candidates in a yearly program cohort failed to earn an administrator credential or failed to meet their commitment.
69. **Q: For [Appendix G \(Budget\)](#), what is the difference between “nonprofit educational services provider costs” versus “tuition costs”?**
A: “Tuition costs” are costs directly related to the Preliminary Administrative Services Credential program. “Nonprofit educational services provider costs” are costs related to support services (e.g., professional development) the nonprofit educational services provider will offer outside of coursework.
70. **Q: On [Appendix G \(Budget\)](#), the form says “induction costs” in the first table. Since “induction” typically refers to CASC programs (not PASC), can grant funds be used to support aspiring and current leaders going through the induction program?**
A: No. Grant funds for induction may only support administrator candidates that have earned a Preliminary Administrative Services Credential via the DELPI grant program.
71. **Q: On [Appendix G \(Budget\)](#), the consortium needs to state the number of administrator candidates. Is this set in stone or could the allocation change year to year, especially for those applying as a consortium?**
A: The number of slots requested each year by an applicant will reflect the maximum number of awarded annual slots. Applicants should note that demand for participation across the state may exceed funding for the program and not all administrator candidate slots requested by each successful grant applicant may ultimately be authorized.
72. **Q: I have recently obtained my Preliminary Administrative Services Credential. I am currently signing up for classes through [institutions of higher education (IHE)] to clear my credential. Does this statement, “Non-Allowable Activities and Use of Funds, Grant funds may not be used to fund any of the following activities: Reimbursing expenditures incurred by candidates prior to the program’s grant funding,” mean that I would not be able to be reimbursed for any part of my Administrative Credential? How about the clearing of my credentials?**
A: The DELPI grant is awarded to eligible LEAs, not individuals.
73. **Q: Can we pay for professional development outside of a Preliminary Administrative Services Credential (PASC) program for candidates?**
A: Yes.

74. Q: Can we pay Preliminary Administrative Services Credential (PASC) faculty and coaching for PASC candidates with this grant?

A: Yes.

75. Q: Can the funds be used to pay for leadership books for candidates?

A: Yes.

76. Q: Are there any concessions for indirect costs in the grant funding?

A: Per authorizing legislation, a grant recipient shall not use more than five percent of a grant award for program administration costs.

77. Q: When/how soon will funding be made available to grantees?

A: Grant Award Agreements will be disseminated July 2024. Once approved, the State Controller's office will mail grant checks to the grantee's fiscal agent between six to eight weeks.

Partnerships

78. **Q: Is an LEA able to have partnerships with multiple universities for the same type of program?**
A: Yes.
79. **Q: Can the candidate enroll in an existing university's preliminary credential program, or does the university need to provide a program cohort of classes specifically for grant recipients?**
A: This is a local decision.
80. **Q: Does the candidate have to attend the district's partnering university program? Or can they choose another university not listed on the application and still receive the grant money to pay for their program's cost?**
A: This is a local decision. Note: one purpose of the authorizing legislation is to build capacity and partnerships between LEAs, institutions of higher education or a nonprofit educational service provider, or both, as applicable.
81. **Q: Does an LEA have to facilitate an accredited administrator credentialing program and/or apply in partnership with an accredited administrator credentialing program in order to be eligible?**
A: This is a local decision. Note: one purpose of the authorizing legislation is to build capacity and partnerships between LEAs, institutions of higher education or a nonprofit educational service provider, or both, as applicable.
82. **Q: If an LEA submits an application without naming a partner LEA, IHE, or Nonprofit Educational service provider and is awarded grant funds, can they later form a partnership to help support their DELPI program?**
A: Yes. Note: one purpose of the authorizing legislation is to build capacity and partnerships between LEAs, institutions of higher education (IHEs) or a nonprofit educational service provider, or both, as applicable.
83. **Q: One of my clients is currently considering changing who they partner with for their administrator credentialing. This is a long process, however. If they get the grant and later change partners, would that be permissible and is there a process for that, or are grantees bound to work with the same partners for the duration of the grant?**
A: Yes. Grantees may change or add partners.
84. **Q: If an LEA submits an application with a credentialing partner and is awarded grant funds, can the LEA later switch credentialing partners, if it becomes necessary?**
A: Yes.
85. **Q: We have an inquiry regarding the number of LEA Partners required/allowed towards the DELPI Grant Application. The fillable form [Appendix F - Partnership Agreements](#) asks for two Local Education Agency (LEA) Consortium partners. Is that the maximum amount of signatures, or can applicants produce more than two? Will more signatures bolster an application?**
A: The application does not ask for two LEA Consortium partners. An LEA may form a

consortium with any number of eligible LEAs. It is expected that if the application represents a consortium, all LEA consortium partners will sign the Partnership Agreements ([Appendix F](#)) with the lead LEA applicant, all institutions of higher education (IHE) partners, and all nonprofit educational service provider partners.

Legislation highly encourages applicants to partner with an institution of higher education or a nonprofit educational service provider, or both, as applicable.

86. Q: Are we required to have an IHE partner if we operate our own credentialing program?

A: No. Note: one purpose of the authorizing legislation is to build capacity and partnerships between LEAs, institutions of higher education (IHEs) or a nonprofit educational service provider, or both, as applicable.

87. Q: Can the district list multiple university partners on the application, or is it required and/or recommended to list one partnering district?

A: An applicant may list multiple university partners on an application. Note: one purpose of the authorizing legislation is to build capacity and partnerships between LEAs, institutions of higher education or a nonprofit educational service provider, or both, as applicable.

Two-Year Service Requirement

88. Q: Does the candidate sign an agreement with the state? What documents will the candidate receive regarding the requirements and stipulations of receiving this grant money? Will you share these documents?

A: Agreements are signed with the lead grantee LEA. The agreements are created and managed by the lead grantee LEA.

89. Q: Is there a sample candidate agreement an LEA can use?

A: No.

90. Q: Can a candidate complete their two years of service at a county office of education or a district office?

A: No. Administrator candidates must agree to serve in a *school* within the jurisdiction of the grant recipient that sponsored the candidate or another public school in California for a period of at least two school years.

91. Q: Does the candidate need to obtain a position as a school administrator, or can the candidate serve as a district administrator?

A: See question [90](#).

92. Q: Can a candidate complete their two years of service at a public adult school or a continuation school?

A: Yes.

93. Q: Once a sponsored candidate completes the administrative credentialing program, is the district obligated to hire them?

a. **If they don't hire them within the four-year grant-stipulated timeframe, then what happens to the funding if they don't get an administrative job in another district?**

b. **Is the candidate obligated to pay this money back to the state?**

A: The intent of authorizing legislation is to train, *place*, and *retain* diverse and culturally responsive administrators. If a candidate is unable to complete a school year of service due to the LEA's decision to not reelect the employee for the succeeding school year, that one school year may still be counted toward the required two years of service. If an administrator candidate is not hired or reelected, the administrator candidate must still annually report to their sponsoring local educational agency where they are employed and their current contact information until they have completed their service requirement.

a. If the Commission is informed that *more than 10 percent* of sponsored candidates in an LEA's yearly program cohort failed to meet their commitment, the Commission shall confirm with the grantee the applicable grant amount to be recovered from the grantee based on the number of candidates who failed to meet their administrator commitment *above a 10-percent attrition rate*.

b. Grant recipients may recover from a sponsored candidate who fails to complete the administrator commitment, the amount of grant funding invested in the administrator candidate's training.

94. **Q: Does the LEA have to select the candidate to serve as an administrator if the candidate is funded?**

A: See question [64](#).

95. **Q: What if the candidate serves for a year as an administrator, then is a non-reelect as an administrator in the subsequent year. Is the candidate obligated to pay the money back?**

A: See question [64](#).

96. **Q: What happens if the district anticipates a need at the time of the grant, but the demonstrated need changes after the candidate completes the administrative credentialing program due to situations such as declining enrollment, school closure, or financial constraints of the district? Is the candidate or district obligated to pay the money back?**

A: Authorizing legislation states that if the candidate was not able to serve as an administrator due to the financial circumstances of the sponsoring grant recipient, the succeeding school year may still be counted toward the required two complete school years. See question [64](#).

Annual Data Submission

97. **Q: If we enroll a cohort in the 2026-27 year, how many additional years of data need to be reported?**

A: Grantees must continue to report on the status of the candidates' required two years

of service which must be completed within four years. Candidates in the Year 3, 2026-27, cohort, will have four academic years after earning their preliminary credential to complete the required two years of service.

98. Q: If a DELPI program term is more than the 12 month fiscal year - e.g., a 16 month program - is the grantee still required to spend down funds before the end of the fiscal year? How does this affect reporting requirements?

A: No. Grantees will only report on expenditures within a fiscal year, July 1 through June 30. The remaining funds in a candidate slot may be spent in a subsequent fiscal year through the end of the project period, June 30, 2027.

99. Q: The RFA indicates that grantees are “expected to make appropriate yearly progress in implementing the DELPI Grant Program according to the program designed in the funded application.” Does this mean that grantees are only held responsible for making progress based on their own goals/metrics? Are there any goals/metrics that have been set by CTC that all grantees must also meet?

A: Grantees must meet the goals defined by [authorizing legislation](#). In addition to the grantee’s goals and metrics, candidates are required to make annual progress as defined by the Commission-approved program in which the candidates are enrolled.