

Computer Science and Reading and Literacy Supplementary Authorization Incentive Grants Office Hours Review



September 10, 2024

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Professional Services Division

Agenda

- Updates for the 2024-25 Year
- Lessons Learned and Best Practices
- Questions/ Open Office Hours
- New Grantees: Review Data Sheet

Meeting Norms

1. Mute your microphone. Should you have a question, please use the **raise hand** feature and unmute microphone when you have been called on.
2. We will respond to questions periodically in the chat during the presentation but there will be time for questions at the end of the presentation.
3. Avoid multitasking during the meeting to ensure that you hear all information that is presented.
4. The presentation will be made available to grantees.

Updates for the 2024-25 Year

REVIEW UPDATES AND REMINDERS



2024-25 Annual Data Submission

- Complete all sections for:
 - Computer Science Year 3 (2024-25)
 - Reading and Literacy Year 2 (2024-25)
- Submitting the required data will also release of the remaining 10% of the annual grant award and next fiscal year funds.
- Grantee must notify the grants team via email by the due date once data reports have been completed.
- Reminders will be sent.
- All submissions must be satisfactorily met.
- Late/incomplete data impacts grant stewardship for the LEA.

Friday, July 11, 2025, by 5:00PM

Fiscal and Datasheet Updates

- **Carryover of unused funds:** Beginning the 2024-25 fiscal year, the Commission will no longer adjust disbursement amounts to account for unspent grant funds from the previous year. Future disbursements will still follow the 90%/10% payments, however, the annual disbursements will no longer be adjusted to reflect unexpended funds.
- **For Computer Science Rounds 1 and 2:** The 2022-23 unexpended funds that were adjusted in the 2023-24 Grant Award Agreement have been disbursed across one payment in the 2024-25 fiscal year.

Updated Grant Award Agreements

Computer Science Rounds 1 and 2: GAAs will show unexpended/undisbursed funds

All new GAAs will show prior disbursements (if applicable) and annual grant distributions.

This is the final GAA to sign.



GRANT AWARD AGREEMENT COMMISSION ON TEACHER CREDENTIALING			
GRANTEE LEA NAME & GRANT NUMBER		LEA Name 2021CSxx	
PROJECT TITLE		Computer Science Supplementary Authorization Incentive Grant	
PERFORMANCE PERIOD		Award Date	through June 30 th , 2026
Under the terms and conditions of this Agreement, the Grantee agrees to complete the Project as described in the project description, and the State of California, through the Commission on Teacher Credentialing agrees to fund the Project up to the Grant Amount.			
PROJECT DESCRIPTION			
LEA Name is to support credentialed teachers to obtain a supplementary authorization in computer science and provide instruction in computer science coursework in settings authorized by the underlying credential. 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.			
Project is to be carried out in conformance with the Program Summary attached as Exhibit A and the Budget attached as Exhibit B, (hereinafter both exhibits will be referred to as the "Work Plan") and all Agreement provisions as stated herein.			
TOTAL GRANT AMOUNT NOT TO EXCEED		\$	
Prior Disbursements			
2022-23 Grant Annual Disbursement		\$	
2023-24 Grant Annual Disbursement		\$	
Annual Grant Distribution Amounts			
Unexpended/Undisbursed funds from 2023-24 disbursed in 2024-25		\$	
2024-25 Grant Annual Disbursement		\$	
2025-26 Grant Annual Disbursement		\$	

Updated Grant Award Agreements

Example for grantees receiving grant funds beginning the 2024-25 fiscal year.



GRANT AWARD AGREEMENT COMMISSION ON TEACHER CREDENTIALING			
GRANTEE LEA NAME & GRANT NUMBER	2022RL##		
PROJECT TITLE	Reading and Literacy Grant		
PERFORMANCE PERIOD	Award Date	through	June 30 th , 2027
Under the terms and conditions of this Agreement, the Grantee agrees to complete the Project as described in the project description, and the State of California, through the Commission on Teacher Credentialing agrees to fund the Project up to the Grant Amount.			
PROJECT DESCRIPTION			
<p><i>Grantee name</i> is to support credentialed teachers to obtain a supplementary authorization in Reading and Literacy Added Authorization (RLAA) and/or Reading and Literacy Leadership specialist (RLLS) credential to provide literacy instruction and support in settings authorized by the underlying credentials. The Reading and Literacy Supplementary Authorization Incentive Grant (Reading and Literacy 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 RLAA and/or RLLS credential.</p> <p>Project is to be carried out in conformance with the Task List and Timeline attached as Exhibit A and the Budget attached as Exhibit B, (hereinafter both exhibits will be referred to as the "Work Plan") and all Agreement provisions as stated herein is to support credentialed teachers to obtain a supplementary authorization in reading and literacy and provide instruction in reading and literacy in settings authorized by the underlying credential. The Reading and Literacy Supplementary Authorization Incentive Grant (Reading and Literacy 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 Reading and Literacy Added Authorization (RLAA) and/or Reading and Literacy Leadership specialist (RLLS) credential.</p> <p>Project is to be carried out in conformance with the Task List attached as Exhibit A and the Budget attached as Exhibit B, (hereinafter both exhibits will be referred to as the "Work Plan") and all Agreement provisions as stated herein.</p>			
TOTAL GRANT AMOUNT NOT TO EXCEED			\$
Annual Grant Distribution Amounts			
2024-25			\$
2025-26			\$
2026-27			\$

Updated Budget Tab

Do not enter any data- everything auto populates from the other tabs.	Budget						Summary	
	Year 2: Budget	Year 2: Expended	Year 3: Budget	Year 3: Expended	Year 4: Budget	Year 4: Expended	Total Budget	Total Expended
Year	2024-25	2024-25	2025-26	2025-26	2025-27	2025-27		
Total Participants	25	0	25	0	25	0	75	0
Grant Award (Total)	\$62,500.00	\$0.00	\$62,500.00	\$0.00	\$62,500.00	\$0.00	\$187,500.00	\$0.00
Approved Grant Categories								
Teacher Prep Costs (tuition, and/or IHE fees)	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$180,000.00	\$0.00
Supplemental Authorization Filing Fee	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$7,500.00	\$0.00
Budget Analysis								
Matched all grant funds?		Yes		Yes		Yes		Yes
Difference from Grant Award		\$62,500.00		\$62,500.00		\$62,500.00		\$187,500.00
Budget Revisions under 10%?		50%		50%		50%		50%
Used all awarded funds?		No		No		No		No
Funding								
90% (includes difference from previous year)	\$56,250.00		\$0.00		\$56,250.00			
10% (includes difference from previous year)	\$6,250.00		\$0.00		\$6,250.00			



Grant Stewardship

- Applicable to current and future state-funded grants administered by the Commission.
- Degree to which LEA applicants/IHE partners that previously received Commission-administered grants have:
 - repeatedly missed reporting deadlines
 - have not responded to Commission staff emails/calls
 - have not informed the Commission of program leadership changes
 - have used grant funds outside of the approved grant program, or otherwise exhibited poor stewardship of grant funds will be considered
- Past stewardship of state-funded grants administered by the Commission may affect whether or not the LEA will be awarded grant fund.

Lessons Learned and Best Practices

REVIEW 2022-23 DATA COLLECTION AND REPORTING



General Tips

- Only include participants that were enrolled and receive grant and matching funds.
- **START DATA EARLY**
 - Do not wait until Friday to address a tech issue
- Creating local copies
 - Do not submit local copies.
 - Be careful how items are pasted.
 - Make sure the drop-down fields are used.

Program Progress

- **Computer Science Spreadsheet clean up:** If your datasheet has participants that were never enrolled and do not plan to enroll, and you would like help to clean up your data sheet, please email the us.
- On the Program Enrollment tab, **highlight names to remove in red.**

Office Hours

- Questions- email us.
- February Agenda Item
- Reminder- Next sessions:

Second Tuesdays, 1:00pm-2:00pm	Zoom link, Meeting ID: 854 9306 6752
September 10, 2024	February 11, 2025
October 8, 2024	March 11, 2025
November 12, 2024	April 8, 2025
December 10, 2024	May 13, 2025
January 14, 2025	June 10, 2025



Questions

OPEN OFFICE HOURS SESSION

Review Full Data Sheet

NEW GRANTEES