DELPI Grant Program Technical Assistance

September 10, 2024

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Commission on Teacher Credentialing

Professional Services Division

Agenda

- Key Dates & Resources for the 2024-25 Year

- Overview of Data Reporting & Walkthrough

- Lessons Learned and Best Practices

- Questions/ Open Office Hours

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.

2024-25 Year

KEY DATES AND RESOURCES

Fiscal Year

- The fiscal year runs from July 1 to June 30.

2024-25 Annual Data Submission

- 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.
- There is no extension.
  - Late/incomplete data impacts grant stewardship for the LEA.

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

Resources

- DELPI Grants Webpage
  - Data guide and data directions
  - Demographic survey template
  - Office hours questions and answers (will be posted soon)

Resources for Funded DELPI Program Grantees

- DELPI Grant Annual Data Guide
- Statewide Educator Identifier (SEID) Lookup Directions

Office Hours

- Questions- DELPIgrant@ctc.ca.gov

- Sessions on the second Tuesday of every month from 2:30pm-3:30pm

Second Tuesdays, 2:30PM – 3:30PM	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

Data Reporting

OVERVIEW OF DATA SHEET

Instructions

- Summarizes reporting requirements.
  - Also provides links to data reporting resources and tips.

Data Entry – Cohort: Candidate Information

- Include **ACTIVE** participants that received grant funds

  - Enrolled with an Approved IHE
  - *Note- only attending an orientation or expressing interest is not active*.
- Optional demographic survey available

	Candidate Information								
#	**Candidate's Name** *(Last, First)*	**SEID Number** *10 Digits*	**Credential at Program Start**	**Position at Program Start**	**Education Level at Program Start**	**Years of Full-Time Experience at Program Start** *Note, Candidates must have a minimum of 5 years full-time experience to earn a preliminary credential*	**Gender Identification** *Self-identified by candidate*	**Race/Ethnicity** *Self-identified by candidate*	**First Language** *Self-identified by candidate*
1									
2									
3									
4									
5									

Data Entry – Cohort: IHE and Non-Profit Partner Information

- The Non-Profit and Commission approved IHE partners must be approved from the grant application.

- LEAs can add additional partners by emailing a signed Partnership Agreement to DELPIGrant@ctc.ca.gov.

IHE and Non-Profit Partner Information		
Credential Program Partner *Name of credential program sponsor.*	**Preliminary Credential Pathway**	**Non-Profit Partner(s)** *If applicable, select the name(s) of partner(s) supporting the candidate.*

Data Entry – Cohort: Preliminary Credential Progress

- Update these columns on an annual basis until the candidate has earned their credential or exited the program early

Preliminary Credential Progress			
What is status of candidate's preliminary credential? *Update on an annual basis for candidates that have **not** earned credential*	**If candidate has earned preliminary credential, select academic year**	**If candidate exited early before earning preliminary credential, explain here**	**"Other" Explanation for early exit** (if "Other" in Column P)
Has not earned preliminary credential			
Exited DELPI program early before earning credential		Changed career plans	
Earned preliminary credential	2025-26		

Data Entry – Cohort: Service Requirement

- Once a candidate has earned their credential, update these columns.

- Indicate whether a candidate has worked as a site-level administrator *at any point while completing their service requirement* at a rural school, densely populated school, or school with high unduplicated count.

Hired within grantee LEA?	If not hired within Grantee's LEA, explain here	"Other" Explanation for LEA Change/Transfer (if "Other" in Column S)	Rural School(s)? At any point, has the candidate worked as a site-level administrator at a school in a rural region?	Densely Populated School(s)? At any point, has the candidate worked as a site-level administrator at a school in a densely populated region?	School(s) with high unduplicated count? At any point, has the candidate worked as a site-level administrator at a school with ≥ 50% unduplicated students?
Yes			Yes	No	Yes
No	Did not want to stay with LEA		No	Yes	Yes

Data Entry – Cohort: Service Requirement (Cont.)

- For years of service: select the option that best describes the candidate's service completion status.

  - "Did not complete yet": select if candidate has not completed service requirement yet and it has been less than four years since they have earned their credential.

  - "Did not complete within 4 years": select if candidate has not completed service requirement and it has more than four years since they have earned their credential.

Service Requirement Information				
When did they complete one year of service? *(Update on an annual basis until service requirement has completed)*	**For the first year of service, what site-level administrator position did the candidate hold?**	**When did they complete two years of service?** *(Update on an annual basis until service requirement has been completed)*	**For the second year of service, what site-level administrator position did the candidate hold?**	**If candidate earned preliminary credential but did not complete 2-year service requirement within 4 years of earning credential, explain here**
2025-26	Administrator, TK-5th	Did not complete yet	N/A, service year not completed	
Did not complete within 4 years	N/A, service year not completed	Did not complete within 4 years	N/A, service year not completed	Changed career plans

Data Entry – Funding

- The Funding columns track the annual funds spent per candidate, per year.

- Only budget categories that were approved in the grant application will appear.

Funding: 2024-25								
Candidate: Administrator program costs (tuition, books, exams, and/or fees)	Candidate: Administrative Services Credential application fees	Candidate: Coaching, mentoring, and training costs	Candidate: Administrative Services Credential induction costs	Candidate: Release time	Nonprofit educational service provider costs	Other	Program Administration (<5% of grant funds)	2024-25 Total Funding Expended
								$ -
								$ -
								$ -
								$ -
								$ -

Data Entry – Funding (cont.)

- If more than 5% of the budget was allocated to administrative costs, those cells will highlight in red.

- If the funds remaining for a candidate falls below $0.00, the "Funds Remaining" cell will show the negative balance and highlight in red.

Funding: Totals		
All Grant Years: Total Funding Expended	Funds remaining	Admin Costs < 5%?
$ 25,999.00	$ 4,001.00	No
$ 17,500.00	$ 12,500.00	Yes

Data Entry – Current Admins: Current Administrator Information

- If your LEA is using DELPI funds to support current administrators, this tab will be on your datasheet.

- Only include current administrators who are being provided with culturally relevant support(s) by the LEA and/or partner(s) **using DELPI grant funds.**

- Optional demographic survey available

Current Administrator Information							
Current Admin's Name *(Last, First)*	**SEID Number** *10 Digits*	**Position at Program Start** *Position at time of program start*	**Education Level at Program Start**	**Years of Full-Time Experience at Program Start**	**Gender Identification** *Self-identified*	**Race/Ethnicity** *Self-identified*	**First Language** *Self-identified*

Data Entry – Current Admins: Support

- List the types of support current administrators are provided in the table.

- These types of support will auto populate in the columns below the table.

Data Entry – Summary Narrative

- Annually, complete questions 1-10.

- Please limit the text to 200 words or less per question.

- Done? Notify the DELPI Grants team at DELPIGrant@ctc.ca.gov.

Directions: Annually, complete questions 1-10. Please limit the text to 200 words or less per question.		Summary Narrative			
		Year 1 (2024-25)			
		Role	Information on File	Up to date?	Updated Information,
1	Confirm that the following contacts are up to date. If not, provide the name, email, title, and phone number for the updated contact(s).	Grant Lead (person responsible for day-to-day grant oversight):	Name 1, email, Title 1, (XXX) XXX-XXXX	Yes	
		Person authorized to sign grant award agreement:	Name 2, email, Title 2, (XXX) XXX-XXXX	No	
		Data Agent (person responsible for grant data oversight):	Name 3, email, Title 3, (XXX) XXX-XXXX		
		Fiscal Agent (person responsible for grant budget oversight):	Name 4, email, Title 4, (XXX) XXX-XXXX		

Summary – Budget

• Do NOT enter any data here.

• The budget numbers, taken from the LEA's approved application, have been prepopulated by Commission staff. The expense numbers will auto populate based on information entered in the Data Entry tabs.

• Only budget categories that were approved in the grant application will appear.

• This tab has cells that will automatically turn red if there's an error. If that is the case, do not address that error on this tab. Go back and review the Cohort Data Entry tabs.

Summary – Budget (Cont.)

- Budget revisions: Movement across approved budget categories is allowed under 10% of the total budget. Anything over 10% needs Commission approval.

- Service requirement: A candidate shall agree in writing 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 within four years of earning the credential.

Summary – Budget (Cont.)

Do not enter any data- everything auto populates from the other tabs.	Budget							
	Cohort 1: Budget	Cohort 1: Expended	Cohort 2: Budget	Cohort 2: Expended	Cohort 3: Budget	Cohort 3: Expended	Total Budget	Total Expended
Year	2024-25	2024-25	2025-26	2025-26	2026-27	2026-27		
Total Candidates	5	1	5	0	5	0	15	1
Grant Award (Total)	$150,000.00	$28,000.00	$150,000.00	$0.00	$150,000.00	$0.00	$450,000.00	$28,000.00
Approved Grant Categories								
Candidate: Administrator program costs (tuition, books, exams, and/or fees)	$102,500.00	$100.00	$102,500.00	$0.00	$102,500.00	$0.00	$307,500.00	$100.00
Candidate: Administrative Services Credential application fees	$2,000.00	$5,000.00	$2,000.00	$0.00	$2,000.00	$0.00	$6,000.00	$5,000.00
Candidate: Coaching, mentoring, and training costs	$2,500.00	$1,000.00	$2,500.00	$0.00	$2,500.00	$0.00	$7,500.00	$1,000.00
Candidate: Administrative Services Credential induction costs	$5,000.00	$0.00	$5,000.00	$0.00	$5,000.00	$0.00	$15,000.00	$0.00
Candidate: Release time	$5,000.00	$10,000.00	$5,000.00	$0.00	$5,000.00	$0.00	$15,000.00	$10,000.00
Nonprofit educational service provider costs	$25,000.00	$0.00	$25,000.00	$0.00	$25,000.00	$0.00	$75,000.00	$0.00
Other	$500.00	$10,000.00	$500.00	$0.00	$500.00	$0.00	$1,500.00	$10,000.00
Program Administration	$7,500.00	$1,900.00	$7,500.00	$0.00	$7,500.00	$0.00	$22,500.00	$1,900.00
Budget Analysis								
Total	$150,000.00	$28,000.00	$150,000.00	$0.00	$150,000.00	$0.00		
Program Admin costs are less than 5% of budget?	0%	No	Yes	Yes	Yes	Yes		
Budget Revisions under 10%?		12%		0%		0%		
Funding								
90%	$135,000.00		$135,000.00		$135,000.00			
10%	$15,000.00		$15,000.00		$15,000.00			

Non-Allowable Use of Grant Funds

- Non-Allowable Activities and Use of Funds Grant funds may not be used to fund any of the following activities (RFA Page 4):
  - 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.
  - Traveling to professional conferences, unless it is demonstrated that attending significant advances the grant program (must be Commission approved).

Glossary

Term	Definition
Candidate	An individual with a teaching or services credential eligible to pursue an administrative services credential, including individuals who will apply or who have applied to administrator programs.
Completer	A candidate who has earned their preliminary administrative services credential.
Early Exiter	A candidate who enrolls in the DELPI program but exits before earning their preliminary administrative services credential. Reasons for exiting might include a change in career plans or financial reasons.
Grant Recipient	A local educational agency or a consortium of local educational agencies that is awarded a DELPI grant.
Institution of Higher Education (IHE)	A California postsecondary college or university accredited by the Commission on Teacher Credentialing to offer a preparation program for an administrative services credential.
Local educational agency (LEA)	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.
Nonprofit educational service provider	A California nonprofit entity accredited by the Commission on Teacher Credentialing to offer a preparation program for an administrative services credential or a California nonprofit entity in partnership with a local educational agency or institution of higher education accredited by the California Commission on Teacher Credentialing to offer a preparation program for an administrative services credential.

Glossary (Cont.)

Term	Definition
2-Year Service Requirement	A candidate shall agree in writing 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. The administrator candidate shall also commit in the written agreement to annually report to their sponsoring local educational agency where they are employed and their current contact information until they have completed their service requirement. Upon receiving the preliminary administrator credential, the administrator candidate has four years to complete the two-year service requirement. If a candidate is unable to complete a school year of service, that school year may still be counted toward the required two complete school years if any of the following occur: (1) The candidate has completed at least one-half of the school year. (2) The employer deems the candidate to have fulfilled their contractual requirements for the school year. (3) The candidate was not able to serve as an administrator due to the financial circumstances of the sponsoring grant recipient, including a decision to not reelect the employee for the succeeding school year. (4) The candidate has a condition covered under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601 et seq.) or similar state law. (5) The candidate was called or ordered to active duty status for more than 30 days as a member of a reserve component of the Armed Forces of the United States.

Glossary (Cont.)

Term	Definition
Payback	If the Commission on Teacher Credentialing is informed that more than 10 percent of sponsored candidates in a local educational agency's yearly program cohort failed to earn an administrator credential or failed to meet their commitment pursuant to this section, the Commission on Teacher Credentialing shall confirm with the grant recipient the applicable 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.
Full time experience	Full-time service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply.

Walkthrough of sample data sheet

# Lessons Learned and Best Practices

General Tips

- **<u>START DATA EARLY</u>**

  - Do not wait until Friday to address a tech issue

- Creating local copies

  - Do not submit local copies.

  - Be careful how items are pasted.

- Adding new IHE partner or Nonprofit Educational Service Provider

  - Submit Partnership Agreement early (by data deadline at the latest)

Tech Tips

- Local copies- be careful how data is pasted

- Spreadsheet codes- if it doesn't arrive, check the SPAM/junk folder.

  - **Check with the LEA's IT team as filters may be updated throughout the year.**

  - The Commission does not send the codes or create Microsoft accounts.

- Stay logged in:
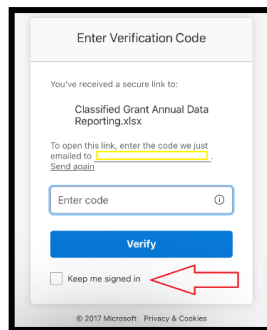
Questions

OPEN OFFICE HOURS SESSION