

Classified Grant Program Office Hours Review

September 9, 2025



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Commission on Teacher Credentialing
Professional Services Division

Agenda

- Updates for the 2025-26 Year
- Questions/ Open Office Hours

Updates for the 2025-26 Year

REVIEW UPDATES AND REMINDERS



2025-26 Annual Data Submission

- Complete all sections for Year 4 (2025-26)
- 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 17, 2025, by 5:00PM

One-on-Ones: Bookings



BKNGClassified Grant Check-in

One-on-One Check-in



Please find a time that works best for you a... [Read more](#)

30 minutes

Booking for **One-on-One Check-in**

September 03

DATE

TIME

< > September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10:15 AM

10:45 AM

11:15 AM

11:45 AM

12:15 PM

12:45 PM

1:15 PM

1:45 PM

2:15 PM

2:45 PM

3:15 PM

Fiscal and Datasheet Updates

- **Carryover of unused funds:** Reminder that, beginning the 2024-25 fiscal year (Year 3), the Commission no longer adjusts disbursement amounts to account for unspent grant funds from the previous year. Disbursements follow the 90%/10% payments and the annual disbursements will no longer be adjusted to reflect unexpended funds.
- **For 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.

Grant Award Agreements

Reminder that no new Grant Award Agreement (GAA) will be issued for existing grantees. No new signatures will be required.

GRANT AGREEMENT COMMISSION ON TEACHER CREDENTIALING			
GRANTEE LEA NAME & GRANT NUMBER		LEA Name 2021Cxx	
PROJECT TITLE		Classified School Employee Teacher Credentialing Program	
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 develop and implement a Classified School Employee Teacher Credentialing Program (Classified Grant) to recruit classified school employees to participate in a program designed to support the completion of a bachelor's degree and teacher preparation program, and to provide instructional service as fully credentialed teachers.			
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.			
TOTAL GRANT AMOUNT NOT TO EXCEED		\$	
Prior Grant Amount			
2022-23		\$	
2023-24		\$	
Annual Grant Distribution Amounts			
Unexpended/Undisbursed funds from 2023-24 disbursed in 2024-25		\$	
2024-25		\$	
2025-26		\$	

Do not enter any data- everything auto populates from the other tabs.	Summary						
	Year 3: Budget	Year 3: Expended	Year 4: Budget	Year 4: Expended	Total Budget	Total Expended	Total Remaining Funds
Year	2024-25	2024-25	2025-26	2025-26			
Total Participants	10	0	10	0	20	0	
Grant Award (Total)	\$48,000.00	\$22,000.00	\$48,000.00	\$0.00	\$96,000.00	\$22,000.00	\$74,000.00
Approved Grant Categories							
IHE Tuition, Fees, Books	\$20,000.00	\$10,000.00	\$20,000.00	\$0.00	\$40,000.00	\$10,000.00	
Living Stipends for Participants	\$23,200.00	\$10,000.00	\$23,200.00	\$0.00	\$46,400.00	\$10,000.00	
Program Administration (less than 10%)	\$4,800.00	\$2,000.00	\$4,800.00	\$0.00	\$9,600.00	\$2,000.00	
Budget Analysis							
Total	\$48,000.00	\$22,000.00	\$48,000.00	\$0.00	\$96,000.00	\$74,000.00	
Program Admin costs are less than 10% of budget?	Yes	Yes	Yes	-			
Budget Revisions under 10%?		0%		0%		\$0.00	
Used all awarded funds?		No		No		No	
Notes							
Budget Revisions: Movement across approved budget categories is allowed under 10% of the total budget. Anything over 10% needs Commission approval.							



New Question on Summary Narrative tab

Final Summative Grant Narrative	
Year 4 (2025-26) / Review the entire grant program	
Directions: Annually, complete questions 1-6.	
7 If the LEA has remaining grant funds at the end of the fiscal year: Does the LEA have a need to continue spending grant funds in the next fiscal year?	

New Opportunities for existing grantees

Program Modification

Adding a new LEA Partner

Classified Grant Program - Existing Grantees - New Opportunity

Existing grantees may now (2025-26) make a modification to their approved budget categories and add new categories with the exception of Program Administration. This one time flexibility is offered to existing grantees to assist them with meeting the needs of their participants. Links to the forms that approved grantees need to make changes are included below.

- [Classified Grant Program Modification – NEW](#)
- [Adding a New LEA Partner Form - NEW](#)

Reminder: Articulation Agreements

Classified Grant Program - Existing Grantees - New Opportunity

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- [Classified Grant Program Modification – NEW](#)
- [Adding a New LEA Partner Form - NEW](#)
- [Adding a New IHE Partner Form](#)

LEA is responsible for establishing IHE partnership beforehand.

Grant funds do not support non-approved IHEs.

New agreements for 2025-26: Due July 17, 2026

Office Hours

- Questions- classifiedgrants@ctc.ca.gov
- December Agenda Item
- Reminder- Next sessions:
 - 10/14/2025
 - 11/18/2025
 - 12/9/2025
 - 1/13/2026
 - 2/10/2026
 - 3/10/2026
 - 4/14/2026
 - 5/12/2026
 - 6/9/2026
 - 7/7/2026

Questions

OPEN OFFICE HOURS SESSION