

**Grant Award Notification (Continued)**

- 1) The grantee must use California Transitional Kindergarten Stipend (CTKS) funds for educational and professional development expenses related to early childhood education. Transitional Kindergarten (TK) teachers are the first priority, and California State Preschool Program teachers are the second priority. The misuse of funds could result in discontinued possible future funding. In addition, the misuse of funds could result in repayment of funds and termination of the grant award.
- 2) Seventy-five percent of funds will be released upon approval. The remaining 25 percent will be subject to review of expenditures. Should there be the likelihood the grantee will not expend the full amount, based on the expenditure report at the end of fiscal year 2015–16, the California Department of Education (CDE) may invoice the grantee for said funds and reallocate to an area in greater need, based on revised demographic information on TK enrollment. All funding is to be expended by June 30, 2017, as stated on the front page of this Grant Award Notification.
- 3) Grantees shall notify the CDE Early Education and Support Division (EESD) in writing of any changes in mailing address for communication regarding the grant within 10 calendar days of the address change. For non-public agencies, the notification must be accompanied by:
  - a. Board minutes verifying the change in address; and
  - b. A copy of the notification to the Internal Revenue Service of the address change.
- 4) Grantees shall notify the EESD in writing of any proposed change in operating facility address(es) at least 30 calendar days in advance of the change unless such change is required by an emergency such as fire, flood, or earthquake.
- 5) Each grantee should seek legal counsel to determine what safeguards need to be established to protect the public interest and address potential conflict of interest issues.
- 6) This funding is to supplement, not supplant, existing efforts and investments to qualified CCR Title 5 State Preschool teachers and TK teachers. The stipends are for actual educational, professional development expenses to include 1) stipends for credentialed teachers to complete at least 24 units in early childhood education or child development or both; 2) registration costs; 3) tuition; 4) Continuing Education Units in early childhood education, official transcripts that prove the required accredited college units in early childhood education or child development, or a combination of both; and 5) books.
- 7) Grantees may claim no more than 15 percent of actual costs incurred for administration. The remaining 85 percent shall be used for direct services; i.e., educational stipends.
- 8) Reimbursable costs must be incurred during the grant period. Grantees shall not use current year grant funds to pay prior or future year obligations.
- 9) Administrative travel and per diem expenses shall be reimbursed at rates not exceeding those amounts paid to the CDE's represented employees computed in accordance with CCR Title 2, Subchapter 1 (State Department of Personnel Administration).
- 10) Non-reimbursable costs will be determined in accordance with the 2014–15 Resource and Referral Funding Terms and Conditions, Section V.F., "Non-Reimbursable Costs."
- 11) Each grantee must submit semi-annual expenditure reports. The reporting months and due dates will be as follows:
  - January 1, 2015, through June 30, 2015, due to the CDE by July 31, 2015.
  - July 1, 2015, through December 31, 2015, due to the CDE by January 31, 2016.
  - January 1, 2016, through June 30, 2016, due to the CDE by July 31, 2016. If by this time 80 percent of the funding has not been used, the CDE may invoice the fiscal agent for all funds advanced.
  - July 1, 2016, through December 31, 2016, due to the CDE by January 31, 2017.
  - January 1, 2017, through June 30, 2017, due to the CDE by July 31, 2017.
- 12) The grantee must mail the expenditure reports to Linda M. Parfitt at the address on Page 1 of this Grant Award Notification.