2023–24 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Plan Approval Application for Funding Webinar

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Acronyms (1)

- **CDE**—California Department of Education

- **COE**—County Office of Education

- **CSI**—Comprehensive Support and Improvement

- **ESSA**—Every Student Succeeds Act

- **FY**—Fiscal Year

- **GMART**—Grant Management and Reporting Tool

Acronyms (2)

- **LCAP**—Local Control and Accountability Plan

- **LEA**—local educational agency

- **PCA**—Program Cost Accounting

- **SBE**—State Board of Education

- **SEA**—state educational agency

- **SPSA**—School Plan for Student Achievement

Housekeeping

- Please use the Zoom question feature to post any questions you may have.

- The slide deck of today's presentation is located on the CDE Comprehensive Support and Improvement Webinars web page at https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp.

Webinar Series

- This presentation is one of two presentations that is being provided to COEs receiving CSI funds.
- This presentation will address requirements related to the COE role and responsibilities for LEA CSI plan approval.
- Yesterday's presentation addressed requirements related to the COE role and responsibilities for LEA CSI plan development and implementation support.

Today's Overview: Part One

Subgrant Information

- Purpose and Statutory Authority

- Eligibility Requirements

- Allowable and Disallowable Costs

- Reporting Requirements and Closeout

- Apportionments

- Timeline

Today's Overview: Part Two

Technical Assistance

- COE Web Pages
- Conflict of Interest Guidance
- Guidelines for the Review and Approval Process of CSI Plans
- Frequently Asked Questions (FAQs)

Today's Overview: Part Three

Completing and Submitting Application

- Process

- Sections

- Status

Part One: Subgrant Information

Purpose

The Budget Act of 2023 appropriates $5,000,000 of ESSA, Section 1003 funds to COEs for the purposes of review and approval of 2024–25 CSI plans through the CSI prompts in the 2024–25 LEA LCAP.

Statutory Authority

- ESSA Section 1003–School Improvement (https://go.usa.gov/xfAWr), pages 9 through 11.
- ESSA Section 1111(d)(1)–Comprehensive Support and Improvement (https://go.usa.gov/xfAC2), pages 33 through 35.
- Senate Bill 101, Budget Act of 2023 Item 6100-134-0890 Provision 11 of Schedule 2 is located at https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB101.

2023 Budget Act: Provision 11 of Schedule 2

COE reviews and approves CSI prompts in the LCAP Plan Summary and submits to the CDE a list of LEAs with approved CSI prompts and the dates they were approved.

Here the COE is working on behalf of the **SBE** to meet the ESSA SEA requirement to approve LEA CSI plans.

Which COEs are Eligible to Apply for FY 2023 Funding?

Eligible COEs that have an LEA or LEAs in their county that serve schools eligible for CSI based on the **2023–24 ESSA Assistance Status Data File** are eligible for funding.

2023–24 ESSA Assistance Status Data Files

Please visit the CDE Every Student Succeeds Act Assistance Status Data File web page to view the **2023–24** Data File and the corresponding record layout located at https://www.cde.ca.gov/sp/sw/t1/essaassistdatafiles.asp.

Allowable Activities and Costs

Funds authorized under this subgrant shall be spent on the review and approval of 2024–25 LEA CSI plans through the CSI prompts in the 2024–25 LEA LCAP.

The COE will only be reimbursed for actual work performed.

The CDE Comprehensive Support and Improvement county office of education Program Information web page is located at https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp.

Disallowable Activities and Costs

The use of federal funds must be consistent with the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. OMB information is located at https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html.

For federal guidance on Supplement not Supplant for school improvement, see question 29a, pages 21 to 22 at https://www2.ed.gov/policy/elsec/leg/essa/snsfinalguidance06192019.pdf.

Subgrant Reporting Requirements (1)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	Budget Revisions (BR) Expenditures (E)	3/18/2024, to 6/30/2024	7/15/2024 BR 7/31/2024 E
Report 2	BR E	7/1/2024, to 9/30/2024	10/15/2024 BR 10/31/2024 E
Report 3	BR E	10/1/2024, to 1/31/2025	2/15/2025 BR 2/28/2025 E

Subgrant Reporting Requirements (2)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 4	Budget Revisions (BR) Expenditures (E)	2/1/2025, to 6/30/ 2025	7/15/2025 BR 7/31/2025 E
Final Report	BR E Subgrant Performance Report (SPR)	7/1/2025, to 9/30/ 2025	10/15/2025 BR 10/31/2025 (E and SPR) SPR due upon closeout of subgrant

Subgrant Reporting Requirements (3)

- COE expenditures must be submitted with each report.

- Zeroes must be submitted if there are no expenditures.

- When expenditure amounts claimed for object codes are in excess of 10 percent of the last approved budget, a project budget revision request must be submitted.

- Budget revision requests require CDE approval and are due 15 business days prior to the expenditure reporting due date.

Subgrant Reporting Requirements (4)

- Budget revision requests must be submitted using the GMART located at https://www3.cde.ca.gov/gmart/gmartlogon.aspx.

- The PCA number is 15565.

- The Final Report must be completed in the GMART prior to closeout.

Closeout

- When a COE has spent 75 percent or more of its funds, the GMART will prompt the COE to closeout.

- The Final Report includes the final expenditures and a response to a final Subgrant Evaluation Prompt.

- The final Subgrant Evaluation Prompt asks the COE to describe how well the COE process worked for reviewing and approving the CSI prompts in the LEA LCAP Plan Summary.

Apportionments (1)

First Apportionment (Approved Application)	Subsequent Apportionments
Fifty percent of the total COE allocation.	Claimed expenditures for each performance period less prior cumulative payments.

Apportionments (2)

Note: Reported expenditures are used for the purpose of calculating the COE's apportionment. The use of federal funds must be consistent with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, ESSA requirements, and requirements in the 2024–25 ESSA CSI COE Plan Approval Application for Funding.

Apportionments (3)

The acceptance and approval of reported expenditures does not preclude the CDE in any way from conducting program monitoring or audits.

The COE can expect to receive its apportionments approximately twelve to sixteen weeks after a reporting period has ended.

Application and Funding Results Timeline (1)

Activity	Due Date
Funding Profile Posted to the CDE Web Page	Early 2024
2023–24 ESSA Assistance Status Data File Released	Early 2024
2023–24 ESSA CSI COE PA AFF Release Date	February 9, 2024
2023–24 ESSA CSI COE PA AFF Webinar	February 15, 2024, at 10 a.m.

Application and Funding Results Timeline (2)

Activity	Due Date
2023–24 ESSA CSI COE PA AFF Due to the CDE	March 4, 2024, by 4 p.m.
2023–24 ESSA CSI COE PA AFF review by CDE Staff	March 2024
Funding Results and Schedule of Apportionments Posted to the CDE Web Page	April/May 2024

Part Two: Technical Assistance

Web Pages for FY 2023 CSI Funds

CSI COE Program Information

- CSI COE Background information

- Program Requirements (includes Guidelines for the Review and Approval Process of CSI Prompts)

- Guidance on Conflict of Interest

- Resources

- FAQs

Impact of Dual Roles for COEs (1)

- The $10,000,000 in ESSA CSI COE funds was split into two $5,000,000 amounts in 2021 to be used for different purposes. Consequently, there is a potential conflict of interest for COEs expending the FY 2023 funds.

- COEs are expected to assist the LEA with CSI plan development and implementation and serve on behalf of the SBE to approve CSI Plans.

- This subgrant is for supporting LEAs in reviewing and approving the 2024–25 CSI plans through the CSI prompts in the 2024–25 LEA LCAP.

Impact of Dual Roles for COEs (2)

- With these two provisions, it is possible for a COE to receive funding to support LEAs with their CSI plans, and also to receive funding in order to review and approve CSI plans.

- CDE provides recommendations to COEs in order to avoid conflicts in the event that COEs are allocated funds for both CSI plan development and implementation support AND the review and approval of CSI plans.

Guidelines for Preventing Conflicts of Interest

A complete guide on how to avoid a conflict of interest with CSI funds for COEs is located on the CDE Comprehensive Support and Improvement county office of education Program Information web page at https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp.

COEs are encouraged to review the posted guidance with their legal departments and make any changes, where and if needed.

Guidelines for the Review and Approval Process of CSI Plans

Guidelines for the Review and Approval Process of CSI Plans (1)

The 2023–24 CDE CSI prompts are as follows:

- A list of the schools in the LEA that are eligible for comprehensive support and improvement.

- A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

- A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

Guidelines for the Review and Approval Process of CSI Plans (2)

Under ESSA Section 1111(d)(1)(B), LEAs must develop CSI plans in *collaboration with its educational partners* for each school eligible for CSI.

- Educational partners include principals and other school leaders, teachers, and parents.

- Approved CSI plans should include a description of the LEA's process for developing the CSI plan, including which educational partners were involved and how their feedback was incorporated into the CSI plans.

Guidelines for the Review and Approval Process of CSI Plans (3)

In reviewing CSI plans, COEs should:

- See the extent that educational partners were involved and considered in the development of the CSI plans.

- See how CSI plans were informed by the indicators.

- See that evidence-based interventions were selected and align to the reasons why the school is eligible for CSI.

- See how the LEA identified resource inequities.

Guidelines for the Review and Approval Process of CSI Plans (4)

COEs may consider incorporating some of these practices:

- Facilitate planning targeted to the needs of low-performing schools across the district or region.

- Support districts to assess the capacity of school staff.

- Share examples of strategies.

- Provide clear expectations and adequate resources.

- Provide guidance, flexibility, and space.

Guidelines for the Review and Approval Process of CSI Plans (5)

Under ESSA Section 1111(d)(1)(B)(iii), CSI plans must be based on a school-level needs assessment.

- CSI plans should describe the LEA's needs assessment, including the type(s) of data and information examined and how the data informed development of the CSI plan.

- Reviewing COEs should ensure that CSI plans correlate to needs identified in the needs assessment and any relevant data.

FAQs

What Does it Mean for a COE to Approve CSI Plans?

The COE approves LEA CSI plans through the review and approval process of the CSI prompts in the LEA LCAP.

Must a COE Approve CSI Plans for Charter Schools?

Yes. Charter schools eligible for CSI will complete the CSI prompts in the Plan Summary section of the LCAP. The charter school will submit only the Plan Summary section of the LCAP to the County Superintendent of Schools of the county in which the charter school is located for review and approval.

What is the COE Required to Do After it Approves the CSI Plans?

In fall 2024, the COE will submit to the CDE a list of LEAs with approved CSI plans. The CDE will present this list of LEAs to the SBE for final approval.

It is the expectation that the COE ensures that all LEAs with schools eligible for CSI within its county, including charter schools, complete and submit to the COE the CSI prompts for review and approval.

The COE should contact the CDE as soon as possible if its list of LEAs is incomplete.

Which CSI Plans do the FY 2023 Funds Support?

FY 2023 CSI funds support development and implementation activities for the 2024–25 CSI plans. In most LEAs, CSI plan development activities begin as early as winter 2023/spring 2024. It is the expectation that CSI plan implementation should begin by the first day of the 2024–25 school year.

The COE will use its FY 2023 CSI funds under this application to approve the 2024–25 CSI plans through review and approval of CSI prompts in the LEA LCAP.

How is the Conflict of Interest Concern Different from the Dual Roles the COE Plays Regarding the LCAP?

The concern for a potential conflict of interest is a **federal concern** and relates to the dual roles of **COEs for CSI**. The purpose of this guidance is only related to CSI implementation and **is not intended for state accountability purposes.**

When Will the FY 2023 CSI Funds for COEs Become Available?

First apportionments are expected to be distributed in spring 2024.

What if the COE Declines Funding?

Regardless of whether or not the COE elects to accept funding authorized under this application, the COE is expected to approve CSI plans for all LEAs, including charter schools, in its county with schools eligible for CSI. This requirement is carried out through COE review and approval of CSI prompts in the LEA LCAP.

Questions?

Part Three: Application

Completing and Submitting the 2023–24 Application

The GMART (1)

- The application and all reporting will be managed in the GMART.

- The GMART is a web-based system that allows COEs to submit, view, print, and modify the application for funding. It is located at https://www3.cde.ca.gov/gmart/gmartlogon.aspx.

- A reference-only PDF of the application is posted to the CDE Comprehensive Support and Improvement county office of education Applications for Funding web page located at https://www.cde.ca.gov/sp/sw/t1/csicoeapp.asp.

The GMART (2)

Usernames and passwords

- Are the same as in prior years.

- Were emailed to county superintendents.

- Are case-sensitive.

For more information, visit the GMART instructions web page located at
https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp

Logging on to the GMART

On the GMART landing page, the COE will enter their unique username and password.

The COE will be prompted to select a link labeled "2023–24 Comprehensive Support and Improvement County Office of Education Plan Approval Application for Funding."

The COE will be directed to the Application Overview.

The Application Overview page will show tabs for all sections of the application.

Selecting the Subgrant Application

GMART

Select Grant

Logoff

Please select the link below to begin or continue with your application:

2023–24 ESSA CSI COE Plan Approval Application for Funding

Application Sections

The 2023–24 application includes five sections:

Section 1: Intent to Apply

Section 2: General Assurances, Certifications, Terms, and Conditions

Section 3: COE Applicant Information

Section 4: Proposed Project Budget

Section 5: Signatures

Application Overview (1)

GMART HOME	Application Overview	Sec. 1 Intent to Apply	Sec. 2 Assurances, etc.
Sec. 3 COE Info	Sec. 4 Project Budget	Sec. 5 Signatures	Application Status

Logoff

2023-24 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Plan Approval Application for Funding
Due: March 4, 2024

Application Status: Not Submitted

Application Overview (2)

I have read the Application Overview and would like to proceed to Section 1 of the application.

Save and Continue to Section 1
Or
Save and Logoff

Section 1 (1)

The COE intends to apply for FY 2023 ESSA, Section 1003 funds. By selecting this option, the COE must complete the remaining four sections of the application.

Section 1 (2)

The COE **does not intend** to apply for FY 2023 ESSA, Section 1003 funds. By selecting this option, the COE understands its statutory obligation to meet the CSI requirements of ESSA and will be redirected to Section 5 to sign and submit the application.

- If the COE declines its FY 2023 ESSA, Section 1003 funds for CSI, it must provide a reason for why it chooses not to accept these funds.

Section 2 (1)

General Assurances, Certifications, and Terms, and Conditions

Assurances, certifications, terms, and conditions are requirements of applicants and sub-grantees as a condition of receiving funds.

General Assurances and Certifications are available on the CDE Funding Forms web page located at https://www.cde.ca.gov/fg/fo/fm/ff.asp.

Section 2 (2)

Terms and Conditions:

The 2023–24 ESSA CSI COE Plan Approval Application for Funding must be electronically signed by the authorized designee of the COE and submitted to the CDE using the web-based application.

All funds must be encumbered, expended, and legally obligated within the dates designated and must not exceed the maximum amount indicated in the Apportionment Letter. No extensions or carryover of this subgrant will be allowed.

Section 2 (3)

Terms and Conditions continued…

The COE agrees that FY 2023 ESSA, Section 1003 funds allotted under this application shall be used only for costs associated with 2024–25 CSI plan approval through the review and approval of the CSI prompts in the 2024–25 LEA LCAP.

Section 2 (4)

The COE will submit a list of LEAs with approved CSI prompts, including the dates of approval, to the CDE at such time, in such form, and including such information as the CDE may require.

Section 2 (5)

Terms and Conditions continued…

The COE will not increase its allotment under this application with ESSA, Section 1003 funds received by the COE for the purposes of supporting 2024–25 CSI plan development and implementation activities for LEAs.

Section 2 (6)

Terms and Conditions continued…

Regardless of whether or not the COE elects to accept funding authorized under this application, the COE agrees to review and approve 2024–25 CSI plans through the CSI prompts in the 2024–25 LEA LCAP for those LEAs in its county with schools eligible for CSI.

Section 2 (7)

I have read the General Assurances, Certifications, and Terms and Conditions and would like to proceed to Section 3 of the application.

Save and Continue to Section 3
Or
Save and Logoff

Section 3 (1)

COE Application Information

- Applicant information can be verified on the CDE California School Directory web page located at https://www.cde.ca.gov/schooldirectory/.

- The Preliminary FY 2023 Allocation Amount for the COE can be verified on the CDE Comprehensive Support and Improvement county office of education Fiscal Information web page located at https://www.cde.ca.gov/sp/sw/t1/csicoefiscalinfo.asp.

Section 3 (2)

Edit Contact Information

The COE provides name and contact information for:

- Primary Grant Coordinator
- Secondary Grant Coordinator
- Fiscal Coordinator

Section 3 (3)

The required information for each coordinator is:

- First and Last Name

- Title

- Phone

- Email

The optional information for each coordinator is:

- Extension

- FAX

If you do not have three contacts, repeat one to complete.

Section 3 (4)

If the information is inaccurate, **do not** submit the application.

Use the "**Save and Logoff**" button and contact the School Improvement and Support Office for assistance.

Phone: 916-319-0833
Email: ESSACOE@cde.ca.gov

If the information is correct and you want to continue, select the **"Save and Continue to Section 4"** button.

Section 4 (1)

Provide an expenditure description for all proposed expenditures within the major Object Codes.

Descriptions should directly align to the allowable use of funds described in this application and include how the costs are necessary and reasonable to execute the subgrant requirements.

The Total Budget Amount must match the Preliminary FY 2023 Allocation Amount.

Section 4 (2)

Save and Continue to Section 5
Or
Save and Logoff

Section 5 (1)

The County Office Superintendent or authorized designee will be prompted to check the following:

ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:
- As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the 2023–24 ESSA CSI COE Plan Approval Application for Funding and I agree to comply with all requirements as a condition of funding.

Section 5 (2)

The County Office Superintendent or authorized designee will be prompted to check the following:

ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:
- I certify that all applicable state and federal rules and regulations will be observed and that to the best of my knowledge, the information contained in this application is correct and complete.

Section 5 (3)

Save and Submit
Or
Save and Logoff

Application Status

The COE should adhere to its record retention policies and print this application for record keeping.
Print Submitted Application
Application Submission and Review History:

Application Version	Application Status	Date and Time	Name	Notes
1	Submitted	2/24/24 10:23:31	Abcdefg	***

Time for Questions

Feedback Please

- In our efforts to continuously improve, we would appreciate you completing a survey.

- It will be emailed to you.

- The survey will be available until February 23, 2024.

- We will consider your input as we develop future webinars.

Contacts

School Improvement and Support Office
ESSACOE@cde.ca.gov
(916) 319-0833

Robert Bernstein, RBernstein@cde.ca.gov

Ryan Bell, RBell@cde.ca.gov

Thank You