# After School Education and Safety ProgramFrontier Transportation Grant

**Request for Applications for
After School Education and Safety Programs in Frontier Areas
Proposing to Serve
Elementary and Middle/Junior High School Students
Fiscal Year 2021–22**

**Due 11:59 p.m. Thursday, February 18, 2021**



Expanded Learning Division

California Department of Education

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916-319-0923

expandedlearning@cde.ca.gov

<https://www.cde.ca.gov/ls/ex/fundingop.asp>

## Contact Information

All Request for Applications (RFA) questions and correspondence should be submitted by email through the After School Education and Safety (ASES) Frontier Transportation RFA Helpdesk at expandedlearning@cde.ca.gov (please indicate “ASES Frontier Transportation RFA Question” in the email subject line), or by contacting the Expanded Learning Division (EXLD) at 916-319-0923.

A complete application should include the ASES Frontier Transportation RFA forms as outlined on the ASES Frontier Transportation Grant Application Checklist, section VI of this RFA. The application packet can either be:

1. Downloaded and converted to PDF version for e-signatures (using the free Adobe software) and has to be emailed from the Superintendent’s or Authorized Agent’s email address.

OR

1. Downloaded, printed for wet signature, and then scanned to be sent as an attachment from any email address.

All completed application packets are required to be emailed to the EXLD at expandedlearning@cde.ca.gov by **11:59 p.m.** **Thursday, February 18, 2021.** Please include your agency name, After School Support and Information System (ASSIST) generated application identification number, and *ASES Frontier Transportation RFA Application packet* on the subject line of the email submission. Any application received after the due date and time **will be disqualified** from the competitive process.

**Note*:* Applicants are strongly encouraged to read this entire ASES Frontier Transportation RFA and consider all requirements for eligibility, disqualifications, and funding prior to submitting an application.**

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## Purpose and Background

The purpose of this ASES Frontier Transportation Grant is to provide supplemental funding for existing ASES grantees that have transportation needs due to their after school program sites being located in Frontier Areas as specified in California *Education Code* (*EC*) Section 8483.7(a)(5). The California Department of Education (CDE) will determine annually whether transportation funds are available for ASES grantees that have sites located in Frontier Areas.

The EXLD has determined that up to $500,000.00 in ASES Frontier Transportation Grant funding is available for distribution in the 2021–22 fiscal year (FY).

In the 2021–22 FY, the ASES Frontier Transportation Grants will be capped at a maximum amount of $15,000 per site, per school year, or the amount requested by the applicant, whichever is lower (*EC* Section 8483.7[a][5]). Successful applicants will receive up to a three-year grant and a maximum of $15,000 per site, per school year, beginning in the 2021–22 FY. The ASES Frontier Transportation Grants will be automatically renewed in synchronization with the grantee’s ASES renewal cycle and each site will be reevaluated to ensure that the location of the school site lies within frontier boundaries.

## After School Education and Safety Frontier Grant Program Administrative Requirements

This RFA describes all application requirements. This section provides the administrative requirements for the program after a grant has been awarded.

### Reporting Requirements

Grantees should ensure that all program contact information in the ASSIST, including Superintendent and Authorized Signatures, is current.

If the application is funded, the grantee will use the ASSIST data base to report ASES Frontier Transportation Grant information to the CDE. Current ASES grantees are responsible for maintaining and updating grant contact information, revising grant budgets, and submitting quarterly expenditure reports using their current user name and password.

Recipients of ASES Frontier Transportation Grants are subject to the same expenditure and monitoring requirements as the ASES Program. All expenditure due dates for ASES can be found on the CDE ASES Reporting Due Dates web page at <https://www.cde.ca.gov/ls/ex/asesduedates.asp>.

The ASES Frontier Transportation Grants are subject to audit and compliance monitoring reviews. Fiscal expenditures must be aligned with the program plan and proposed needs as identified in the narrative portion of this ASES Frontier Transportation Grant application.

The CDE will **withhold** ASES Frontier Transportation Grant payments in a manner consistent with their qualifying ASES Program. Grantees will report transportation expenditures separately from their qualifying ASES Program expenditures. The CDE will require repayment of any unexpended funds at the end of each year. The ASES Frontier Transportation Grant funds may not be carried over into the next FY. Grants may be **terminated** when a site or program does not comply with fiscal and monitoring reporting requirements (*EC* Section 8483.7[a][1][G]).

### Operational Requirements

The program site is the physical location where the ASES Program activities and services are provided. The ASES Program may request approval to provide services at another school site in the circumstance of extreme transportation constraints (*EC* Section 8482.8[b][2]). If the program site is not located on a school campus, safe supervised transportation must be provided to the enrolled students (*EC* Section 8484.6[a]). Programs are responsible for the safety of students (*EC* Section 8483.3[c][3]).

### Supplementing Versus Supplanting

Grantees are to use Frontier Transportation funds to supplement, but not supplant, local transportation services (*EC* Section 8483.7[a][5]).

### Payments

Payments will be augmented as part of the regular ASES Program funding and will be issued in three increments each year (*EC* Section **8482**.4[f]).

| **Percent of the Total Funded Grant Amount** | **Date Issued and Reporting Requirements** |
| --- | --- |
| 65% | A payment will be processed within 30 days of returning the originally signed Grant Award Notification (AO-400) to the CDE. |
| 25% | On receipt of first semiannual attendance reports, first and second quarter expenditure reports (October–December), and all other required reports by **January 31**, **2021.**  |
| 10% | On receipt of second semiannual attendance reports, third and fourth quarter expenditure reports (April–June), and all other required reports by **July 31, 2021.**  |

Payments will be withheld if reporting requirements are not met or if the grantee has invoices outstanding of more than 90 days (*EC* **sections 8483.7[a][1][G]** and 8483.8[a]).

### Allowable Expenditures

Transportation activities should be aligned with and documented in the existing program plan and application narrative. The following is a list of allowable expenditures for the ASES Transportation funds. **Any items not reflected in the following list must receive prior approval from the EXLD Regional Consultant and EXLD Management. Documentation of prior approval should be made available for Federal Program Monitoring (FPM) and audit purposes.**

* Wages or salary––including overtime––for drivers
* Contracting transportation services with area providers
* Gas vouchers––including Local Educational Agency (LEA)/ corporate card for purchase of gas
* Bridge tolls
* Employee mileage reimbursement (if using personal cars)
* Global Positioning System device or two-way radios
* Compensation towards staff drive time and mileage to and from work
* Reimbursement for transportation costs for enrichment providers

## Eligibility Criteria and Determination––Who May Apply

Entities **eligible to apply** for ASES Frontier Transportation Grant funds must satisfy all of the following requirements:

* Must be a currently funded ASES grantee (*EC* Section 8483.7[a][5]).
* The ASES Program operates at a school site located in a Frontier Area (*EC* Section 8484.65). A list of ASES Program sites can be found on the CDE Frontier Areas web page located at <https://www.cde.ca.gov/fg/fo/r27/asesfrontiersites21.asp>.

A school site located in an area that has a population density of less than 11 persons, per square mile, may apply for funding pursuant to *EC* Section 8484.65. School site location eligibility will be determined by using either one of two data sources: (1) the Office of Statewide Health Planning and Development Medical Statistical Service Area maps, and (2) the 2010 United States Census Bureau Census Tract population data maps. School sites that may apply based on the boundary maps identified above can be found at the California AfterSchool Network, ASES Frontier Transportation Grant Map web page at [https://www.afterschoolnetwork.org/post/ases-frontier-transportation-grant-maps.](https://www.afterschoolnetwork.org/post/ases-frontier-transportation-grant-maps)

### Allowable Co-applicants

The following chart outlines the allowable options for applying with a co-applicant.

**Allowable Co-applicant Combinations**

| **Co-applicant Type** | **Non-Local Educational Agency** | **Local Educational Agency** |
| --- | --- | --- |
| 1 | County Board of Supervisors | One or more LEA |
| 2 | The city council of a chartered or incorporated city | One or more LEA |
| 3 | Non-profit (may not act as the Fiscal Agent) | One or more LEA |

Any agency may act as a collaborative local partner, contractually or otherwise, in implementing the ASES Program without applying as a co-applicant in this ASES application. Applying as a co-applicant in the application creates a responsibility directly to the CDE to implement the terms of the RFA.Charter school administrative agencies may only apply as a co-applicant with the LEA as the applicant, since charter school administrative agencies are considered to be non-profit organizations.

**NOTE**: A co-applicant for an ASES Frontier Transportation Grant must be the same co-applicant as the ASES Program Grant and must be identified on the Cover Page of this application.

### Good Standing

Currently funded ASES Program sites must meet the administrative reporting requirements for the 2020–21 FY and be considered in good standing to be eligible for ASES Frontier Transportation funds.

Good standing for ASESgranteesrefers to all of the following conditions:

* All attendance reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete.
* All expenditure reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete.
* All annual outcome-based data for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete.
* All annual audit findings for grantees have been found by the EXLD to be resolved or are in the process of being resolved to the satisfaction of the CDE.
* All FPM findings for grantees have been found by the EXLD to be resolved or are in the process of being resolved to the satisfaction of the CDE.

If the applicant’s school is determined to be in good standing at the time the application is submitted to the CDE, and if all other submission requirements are met, the application will be moved forward in the review process. If the applicant’s school is not in good standing at the time the application is submitted to the CDE on February 18, 2021, the school **will be disqualified** (*EC* sections 8426[h][i] and 8483.7[a][1][G]).

## Completion and Submission of the Application

An application may include multiple school sites, provided the application includes a program narrative for each site.

### Description of the Required Program Narrative

The applicant must complete and submit with the application Cover Page a maximum two-page program narrative for each program site describing the evidence of need to supplement existing transportation services. The narrative should address the following questions:

* + 1. What are the local community after school program transportation needs that will be addressed with ASES Frontier Transportation Grant funding?
		2. What is the evidence of the need for after school transportation funds specific to the program site?
		3. What current transportation services exist at each specific program site? How will these current services be enhanced? What transportation services will be provided?
		4. How will the grantee ensure the safe transportation of students to and from the program site?

### Required Signatures and Assurances

All original signatures from the applicant and all other co-applicants are due at the time the application packet is submitted to the CDE, **or the application will be disqualified**.

All applicants and co-applicants are required to sign, and return the California Education Code Certified Assurances in their applications, and should also retain copies of the signed documents for their records and for audit purposes.

All applicants also need to sign and retain the CDE General Assurances for their own records and audit purposes. The General Assurances can be found at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>.

A Designee may provide the Authorized Signature as long as a copy of a recent governing board resolution or minutes—specifically authorizing the Designee to accept and sign as a proxy for financial statements and legally binding documents—is included in the application materials. In the absence of an Authorized Signature on the Authorized Designee form, the applicant will be disqualified.

All original Authorized Signatures of the school principals or executive directors of a direct-funded charter school are due at the time the application packet is submitted to the CDE, **or the school site will be disqualified** (see the Signature and Approvals form).

### Submitting the Application

The application packet can either be:

1. Downloaded and converted to PDF version for e-signatures (using the free Adobe software). Any e-signed applications have to be emailed from the Superintendent’s or Authorized Agent’s email addresses to the EXLD mailbox at expandedlearning@cde.ca.gov.

OR

1. Downloaded, printed for wet signature, and then scanned to be sent as an attachment from any email address to the EXLD mailbox at expandedlearning@cde.ca.gov.

A complete application should include the ASES Frontier Transportation RFA forms as outlined on the ASES Frontier Transportation Grant Application Checklist, section VI of this RFA.

All completed application packets are required to be emailed to the EXLD at expandedlearning@cde.ca.gov by **11:59 p.m. Thursday, February 18, 2021**. Please include your agency name, ASSIST generated application identification number, and *ASES Frontier Transportation RFA Application packet* on the subject line of the email submission. Any application received after the due date and time will be disqualified from the competitive process.

All RFA questions and correspondence should be submitted by email through the ASES Frontier Transportation RFA Helpdesk at expandedlearning@cde.ca.gov (please indicate “ASES Frontier Transportation RFA Question” in the email subject line), or by contacting the EXLD at 916-319-0923.

### Grant Award Determination

In determining grant awards, the CDE will consider each school site included in the application as if it were an independent application for that site alone. The CDE will review the Cover Page, grant amount requested, and program narrative evidence of need for each program site. The CDE will only consider sites operating at a school site located in an area that has a population density of less than 11 persons per square mile as identified on the CDE Frontier Areas web page at <https://www.cde.ca.gov/fg/fo/r27/asesfrontiersites21.asp>.

An Intent to Award list will be posted on the CDE Funding Results web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp> in the spring of 2021. Emails will be sent to all applicants announcing the posting of proposed awards.

### Disqualifications and Appeals Process

#### Disqualifications

The following conditions must be met for an application to be considered for ASES Frontier Transportation Grant funding. If an applicant does not comply with all of the following items, either individual schools or the entire application **will be disqualified** from funding consideration.

##### Individual School Disqualification

* + An individual school that is not a currently funded ASES grantee is ineligible and **will** **be disqualified**.
	+ An individual school that is not operating within a Frontier Area **will** **be disqualified** (see the list of eligible ASES Frontier program sites on the CDE Frontier Areas web page at <https://www.cde.ca.gov/fg/fo/r27/asesfrontiersites21.asp>.
	+ An individual school without a program narrative evidence of need **will be disqualified**.
	+ An individual school not in good standing **will be disqualified**.

##### Application Disqualification

* An application without an original signature on the Cover Page **will be disqualified**. Signatures submitted after the application deadline will not be accepted. If an application is submitted by more than one applicant, all co-applicants must sign the application. If a co-applicant fails to sign the form, the co-applicant will be dropped from the application. However, at least one LEA must always sign the Cover Page of the application.
* A Cover Page without an original Authorized Signature or without a Designee Signature submitted with a copy of a recent governing board resolution or minutes clearly authorizing the Designee to accept and sign as a proxy for financial statements and legally binding documents **will be disqualified**.
* An application without a maximum two-page Program Narrative for each school site **will be disqualified**.
* Applications submitted after the application deadline **will be disqualified**. Applications must be received at the CDE by **11:59p.m. Thursday, February 18, 2021**.

#### Appeals

Applicants that wish to appeal a disqualification, Intent to Award list, or Final Awards decision must submit a Letter of Appeal via email to the CDE. Appeals are limited to the grounds that the CDE failed to correctly apply the standards for reviewing the applications as specified in this RFA. The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority (*EC* citation) or other basis for the appeal position, and the remedy sought. The appeal letter must have an original Authorized Signature from the Superintendent or Chief Executive Officer that signed the original ASES application.

* 1. **Appeals to disqualifications**—The CDE must receive the Letter of Appeal within 10 calendar days of the date of the email disqualification notification.
	2. **Appeals to the Intent to Award posting**—The CDE must receive the Letter of Appeal within 10 calendar days of the posting of the Intent to Award on the CDE Funding and Fiscal Management web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp>.

Appeal letters must be received at the CDE by 4 p.m. on the required date via email at expandedlearning@cde.ca.gov . Please include your agency name, ASSIST generated application identification number, and *ASES Universal RFA Application Appeal* on the subject line of the email submission

A final decision regarding the appeal will be made within 30 days of the receipt of the appeal by the CDE. That decision will be emailed to the appellant and shall be the final administrative action afforded to the appeal.

## Key Terms

**Applicant**—refers to an agency or organization requesting funding from a grant program administered by the California Department of Education.

**ASES**—refers to the state-funded After School Education and Safety Program.

**ASSIST**—refers to the After School Support and Information System.

**Authorized Signature**—refers to the signing executive of the organization. Authorized signatures from the following individuals are also acceptable:

* Local Educational Agency: Superintendent of a Local Educational Agency, county offices of education or school district, or charter school governing board authorized signature.
* School: Principal or executive director of a school.
* Non-Local Educational Agency co-applicant: The Chief Executive Officer of the nonprofit or government agency (a county board of supervisors or city council).

**Note**: Designees **will** be accepted with a copy of a recent governing board’s resolution or minutes authorizing them to sign as a proxy for financial statements and legally binding documents.

**CDE**—refers to the California Department of Education.

**Co-applicant**—refers to an applicant in an application that includes more than one applicant as provided for by California *Education Code* Section 8482.3(e)(2).

***EC—***refers to the California *Education Code.*

**EXLD**—refers to the Expanded Learning Division.

**FPM** refers to Federal Program Monitoring.

**Fiscal Agent**—refers to the public agency or LEA co-applicant designated in the application to act as the Fiscal Agent.

**Fiscal Year**—refers to June 1 to July 31.

**Frontier Area**—refers to an area that has a population density of less than 11 persons per square mile (per *EC* Section 8484.65).

**Good Standing**—refers to the grantee being in compliance with all terms and conditions of the grant requirements.

**Grantee**—refers to an applicant who has a **current** approved grant award (AO-400) for ASES funds.

**LEA**—refers to Local Educational Agencies, such as school districts, county offices of education, the California Schools for the Blind or for the Deaf, or direct-funded charter schools (for the purposes of this Request for Applications, a direct-fundedcharter schoolrefers to acharter school that receives funds directly from the state).

**Public Agency**—refers only to a county board of supervisors or, if a city is incorporated or has a charter, a city council.

**RFA**—refers to this ASES Frontier Transportation Grant Request for Applications.

**Transportation Needs**—refers to transportation needed for a program operating within an area that has a population density of less than 11 persons per square mile.

## After School Education and Safety Frontier Transportation Grant Application Checklist

The application packet can be downloaded and signed one of two ways:

1. Converted to PDF version for e-signatures (using the free Adobe software). Any e-signed applications have to be emailed from the Superintendent’s or Authorized Agent’s email addresses to the EXLD mailbox at expandedlearning@cde.ca.gov.

OR

1. Printed for wet signature, then scanned to be sent as an attachment from any email address to the EXLD mailbox at expandedlearning@cde.ca.gov.

Grantees must submit the signed ASES Frontier Transportation RFA application packet to the EXLD by email at expandedlearning@cde.ca.gov by **11:59 p.m.** **Thursday, February 18, 2021.** Please include your agency name, ASSIST generated application identification number, and *ASES Frontier Transportation RFA Application packet* on the subject line of the email submission. Any application received after the due date and time will be disqualified from the competitive process.

**Applications must include:**

* **Program Narrative** (see Description of Program Narrative Section)
* **Required Form Submissions—**Each of the forms listed below must be downloaded, completed, signed, and submitted electronically to the CDE.
* **Application Cover Page** (refer to Required Signatures and Assurances Section)
* **Signature and Approvals Page** (refer to Required Signatures and Assurances Section)
* **Grant Request Page** (refer to Required Signatures and Assurances Section)
* **Authorized Designee Form**, *if applicable* (refer to Required Signatures and Assurances Section)
* **California Education Code Certified Assurances** (refer to Required Signatures and Assurances Section)