

# System of Support for Expanded Learning Assurances

**As a condition of funding, the System of Support for Expanded Learning (SSEL) Grantee hereby agrees to comply with:** (1) the following Specific Assurances for the SSEL; and (2) the General Assurances required for all California Department of Education (CDE) grants located on the CDE Funding Forms web page at <https://www.cde.ca.gov/fq/fo/fm/ff.asp>.

The Specific Assurances below must be signed by an Authorized Representative and submitted to the CDE as part of the grant award notification process. The SSEL Grantee is also required to retain an executed copy of these Specific Assurances for their records. **SSEL Grantees must also print and retain on file a copy of the General Assurances for their records and for audit purposes; however, the General Assurances need not be signed or submitted to the CDE.**

## Specific Assurances System of Support for Expanded Learning

1. Authority: The Authorized Representative represents that she/he is an officer or executive of the SSEL Grantee with the power and authority to execute these Specific Assurances and ensure Grantee compliance with them.
2. SSEL Renewal Application: The SSEL Grantee shall comply with the terms and “spirit” of the SSEL Renewal Application, which is incorporated herein by reference.
3. County Lead Plan Development and Approval:
  - a. The SSEL Grantee will develop an annual county lead work plan using a planning tool provided by the CDE. The purpose of the county lead work plan is to directly support grantees and sites in building the capacity of expanded learning programs to meet all grant requirements defined in statute and promote high-quality programs and services as described in the Quality Standards for Expanded Learning in California for the county or counties the SSEL Grantee will serve. In addition, the SSEL Grantee will work with the CDE regional team to identify and develop individualized support for grantees in need of critical technical assistance (TA).
  - b. The county lead work plan will identify services based on the needs of grantees within the county/counties to be performed and any activities associated with the specific activities to be provided by the SSEL Grantee in order to execute the grant. The SSEL Grantee must provide universal, targeted, and critical TA as defined in the county lead work plan. Such activities may include, but are not limited to: coaching, site visits, consultation, mentoring, and professional development.

- c. The county lead work plan will identify how TA is provided to new programs in order to support program startup. This must occur within 45 days after grant awards to programs. (California *Education Code* [EC] Section 8483.55).
  - d. The county lead work plan or modifications of the plan must be approved by the CDE prior to implementation.
  - e. The SSEL Grantee must demonstrate the capacity and expertise to implement the plan and explain how the TA services will be evaluated.
  - f. The SSEL Grantee is responsible for ensuring that the plan is in compliance with the intent of the SSEL and follows the SSEL Assurances.
  - g. If subcontractors are utilized, the services must be aligned with the needs of grantees, be reasonable and necessary, and follow the SSEL Assurances.
  - h. If subcontracting exceeds \$50,000.00 or 25 percent of the total contract amount, justification for the subcontracting must be included in the county lead work plan.
  - i. If a keynote speaker/presenter exceeds \$5,000, justification for the subcontract must be included in the county lead work plan.
4. Implementation: The SSEL Grantee will implement the county lead work plan as approved and provide the plan services. The SSEL Grantee may use subcontractors to provide plan services, provided that the subcontract is submitted to and approved by the CDE in advance. The SSEL Grantee must maintain documentation of all expenditures and activities. In addition, the SSEL Grantee shall:
- a. Participate in all statewide meetings, conferences, conference calls, webinars, etc., to discuss and share practices in expanded learning programs and otherwise support the SSEL.
  - b. Coordinate TA efforts with the entire SSEL, which includes the CDE and the statewide TA contractors.
  - c. Identified and prioritize TA for expanded learning program sites as defined as critical.
  - d. Provide TA equitably throughout the region, taking into account the priority for critical TA sites.
  - e. Collaborate, coordinate, and administer the TA within their county office of education (COE), including direct support to sites, if the COE also

receives After School Education and Safety and/or 21<sup>st</sup> Century Community Learning Centers funding to operate as a consortium.

- f. Utilize the Technical Assistance Priority Plan and other sources of data, such as the California School Dashboard, to assist with identifying sites in need of TA.
  - g. If a county does not adequately demonstrate that services are directly supporting expanded learning programs within the county or counties it serves, the grant award amount may be reduced.
5. Budgets and Reports: The SSEL Grantee must submit a budget that is reasonable and necessary given the funding and services described in the plan. The budget must include a detailed description of proposed costs.
- a. The SSEL Grantee is to use grant funds to supplement, not supplant, existing funding. Funding cannot be used to replace local, categorical, or federal expenditures in place prior to the start of the grant. (EC sections 8483.5[e] and 8483.7[b]).
  - b. The SSEL Grantee may charge nominal conference fees to cover minor expenses only if approved in advance by the CDE. Cancellation fees cannot be imposed.
  - c. The SSEL Grantee will use the county's indirect cost rate or a rate approved by the CDE for the appropriate fiscal year. Current indirect cost rates for local education agencies (LEAs) are available on the CDE Indirect Cost Rates web page at <http://www.cde.ca.gov/fg/ac/ic>.
  - d. The CDE must approve any adjustment to the budget that varies any line item more than ten percent from the original approved budget.
  - e. The CDE must approve any out-of-region travel or activities that exceeds \$500.
  - f. The SSEL Grantee will submit required fiscal and program reports to the CDE for review and approval.
  - g. The SSEL Grantee will follow all fiscal reporting and auditing standards required by the CDE.
  - h. The SSEL Grantee will ensure that the budget is aligned with activities and services detailed in its county lead work plan.
  - i. Expenditure reports will be prepared in accordance with the object codes in the California School Accounting Manual. The California School Accounting Manual is accessible through the CDE California School Accounting Manual web page at <http://www.cde.ca.gov/fg/ac/sa/index.asp>.

- j. The SSEL Grantee will engage with the Regional Team in a continuous quality improvement process to assess the impact of regional TA services. The results will be submitted to the CDE as part of a series of reports.
- k. The SSEL Grantee will promptly and accurately respond to any surveys, data submission requests or other methods of data collection requested by the CDE.
- l. The SSEL Grantee will cooperate with any visitations conducted by representatives of the state or federal government for the purpose of monitoring grant implementation and expenditures, and provide all requested documentation to the CDE personnel in a timely manner.

As the duly authorized agent acting on behalf of the below-indicated SSEL Grantee, I hereby understand and agree with the entirety of the above-stated terms, including but not limited to the above-specified Specific Assurances 1–5.

**Print Name of Authorized Agent**

**Signature of Authorized Agent and Date**

**on behalf of:**

**SSEL Grantee**