

# System of Support for Expanded Learning: Science, Technology, Engineering, Art, and Math Hub Assurances

As a condition of funding, the System of Support for Expanded Learning: Science, Technology, Engineering, Art, and Math (STEAM) Hub Grantee agrees to comply with: (1) the following Specific Assurances; 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 STEAM Grantee is also required to retain an executed copy of these Specific Assurances for their records. **STEAM 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 STEAM Grantee with the power and authority to execute these Specific Assurances for the STEAM Grantee and ensure Grantee compliance with them.
2. STEAM Renewal Application: The STEAM Grantee shall comply with the terms and “spirit” of the STEAM Renewal Application, which is incorporated herein by reference.
3. Plan Development and Approval:
  - a. The STEAM Grantee will develop an annual work plan using a planning tool provided by the CDE. The purpose of the plan is to identify the skills needed to ensure capacity building which will include, but not be limited to facilitation, trainer and coaching skills, as well as a knowledge of Next Generation Science Standards to create a coherence with the school day.
  - b. The STEAM work plan will identify services to be performed and any activities associated with the specific activities to be provided in order to execute the grant. Such activities may include, but are not limited to the development of Communities of Practice, mentoring, coaching, and professional development.
  - c. The plan, or modifications of the plan, must be approved by the CDE prior to implementation.

- d. The STEAM Grantee must demonstrate the capacity and expertise to implement the plan and explain how the services will be evaluated.
  - e. The STEAM Grantee is responsible for ensuring that the plan is in compliance with the intent of the STEAM Hub and follows the STEAM Hub Assurances.
  - f. If subcontractors are utilized, the services must be aligned with the needs of grantees, be reasonable and necessary, and follow the STEAM Assurances.
  - g. If subcontracting exceeds \$25,000.00 or 25 percent of the total contract amount, justification for the subcontracting must be included in the county lead work plan.
  - h. If a keynote speaker/presenter exceeds \$5,000, justification for the subcontract must be included in the county lead work plan.
4. Implementation: The STEAM Grantee will implement the work plan as approved and provide the plan services. The STEAM Grantee may use subcontractors to provide plan services, provided that the subcontract is submitted to and approved by the CDE in advance. The STEAM Grantee must maintain documentation of all expenditures and activities. In addition, the STEAM 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 STEAM grant.
  - b. Coordinate efforts with the entire STEAM team, which includes the CDE and the statewide contractors.
  - c. Collaborate, coordinate, and administer Communities of Practice within their county office of education (COE) or school district, if the COE or school district also receives After School Education and Safety and/or 21<sup>st</sup> Century Community Learning Centers funding to operate as a consortium.
  - d. If a county does not adequately demonstrate that services are supporting expanded learning programs within the county or counties it serves, the grant award amount may be reduced.
5. Budgets and Reports: The STEAM 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 STEAM 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. (California *Education Code* sections 8483.5[e] and 8483.7[b]).

- b. The STEAM 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 STEAM 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 STEAM Grantee will submit required fiscal and program reports to the CDE for review and approval.
- f. The STEAM Grantee will follow all fiscal reporting and auditing standards required by the CDE.
- g. The CDE must approve any out-of-region travel or activities that exceeds \$500.
- h. The STEAM Grantee will ensure that the budget is aligned with activities and services detailed in its 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 STEAM Grantee will engage with the Regional Team in a continuous quality improvement process to assess the impact of STEAM Hub activities. The results will be submitted to the CDE as part of a series of reports.
- k. The STEAM Grantee will promptly and accurately respond to any surveys, data submission requests or other methods of data collection requested by the CDE.
- l. The STEAM 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 STEAM 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:

STEAM Grantee