# 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 2019–20**

**Due January 22, 2019 at 4 p.m.**



Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814-5901

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.

All questions about RFA forms required through the After School Support and Information System (ASSIST) should be submitted by email through the ASSIST Helpdesk at ASSIST@cde.ca.gov.

All completed RFAs should be submitted by **4 p.m. on January 22, 2019** to:

ASES Frontier Transportation Grant Application

Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814-5901

***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 site being located in Frontier Areas as specified in California *Education Code* (*EC*) Section 8483.7(a)(6). The California Department of Education (CDE) will determine annually whether transportation funds are available for ASES grantees that have sites located in Frontier Areas.

In fiscal year 2019–20, 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 grantees will receive up to a three-year grant and a maximum of $15,000 per site per school year beginning in the July 1, 2019, fiscal year. ASES Frontier Transportation Grants will be automatically renewed in synchronization with the grantee’s ASES renewal cycle and each site will be re-evaluated to ensure that the location of the school site lies within frontier boundaries.

## After School Education and Safety Frontier Transportation 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 ASSIST, including superintendent and authorized signatures, is current.

If the application is funded, the grantee will use ASSIST 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, submitting quarterly expenditure reports, and submitting semi-annual attendance 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. ASES Frontier Transportation Grant funds may not be carried over into the next fiscal year. Grants may be **terminated** when a site or program does not comply with fiscal and monitoring reporting requirements (*EC* Section 8483.7[a][1][A][vi]).

### 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 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% | Within 30 days of return to the CDE of the originally signed Grant Award Notification (AO-400). |
| 25% | On receipt of the first semiannual attendance reports, first and second quarter expenditure reports (October–December), and all other required reports by **January 31**. |
| 10% | On receipt of second semiannual attendance reports, third and fourth quarter expenditure reports(April–June), and all other required reports by **July 31.** |

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][A][vi]** 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 this 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/asesfrontiersites.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-LEA** | **LEA** |
| --- | --- | --- |
| 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**: Co-applicants for 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 fiscal year 2016–17 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 has 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; and
* 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 28, 2018, the school **will be disqualified** (*EC* Section 8484.8[b][3]).

## 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 “wet” signatures, using blue ink, 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 grantees are required to retain copies of signed documents for their records and for audit purposes. Please visit the CDE General Assurances and Certifications web page 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 and answering “Yes” to the authorized designee question on ASSIST, 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). An original “wet” signature using blue ink is required.

### Submitting the Application

Applicants must mail or hand-deliver the originally signed application packet to:

ASES Frontier Transportation Grant Application

Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814-5901

Applications must be received at the CDE by **4 p.m. on** **January 22, 2019.** **Postmarks will not be accepted.** Any application received after the due date and time **will be disqualified** from the process.

For questions regarding submission, please contact the ASES Frontier Transportation Helpdesk at expandedlearning@cde.ca.gov or the EXLD by phone 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/asesfrontiersites.asp.](https://www.cde.ca.gov/fg/fo/r27/asesfrontiersites.asp%22%20%5Co%20%22CDE%20Frontier%20Areas%20)

An Intent to Award list will be posted on the CDE Funding Opportunities web page at <https://www.cde.ca.gov/ls/ex/fundingop.asp> in the spring of 2019. 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. Please 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/asesfrontiersites.asp.](https://www.cde.ca.gov/fg/fo/r27/asesfrontiersites.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 “wet” signature using blue ink 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. All signatures must be original “wet” signatures using blue ink. Applications that are submitted with signature stamps, electronic stamps, or any form of reproduced stamp 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 4 p.m. on January 22, 2019**. P**ostmarks will not be accepted.**

#### Appeals

Applicants that wish to appeal a disqualification or Intent to Award decision must submit a Letter of Appeal 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 or other basis for the appeal position, and the remedy sought. The appeal letter must have an original LEA authorized signature as determined from their currently funded ASES application. Emailed appeals will not be accepted.

* 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 Results web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp>.

Hand-delivered appeal letters must be received at the CDE by **4 p.m.** on the required date. Mailed appeal letters must be postmarked on or before the required date and mailed to:

**ASES Frontier Transportation Appeals**

**Expanded Learning Division**

**California Department of Education**

**1430 N Street, Suite 3400**

**Sacramento, CA 95814-5901**

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 mailed 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 After School Support & 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 each applicant in an application that includes more than one applicant as provided for by *Education Code* Section 8482.3(e)(2).

***EC****—r*efers 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 local educational agency co-applicant designated in the application to act as the Fiscal Agent.

**Frontier Area**—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 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 ASES Frontier Transportation Applications must be received at the CDE by **4p.m. on January 22, 2019. Postmarks will not be accepted. Mail or deliver to:**

**Expanded Learning Division**

**ASES Frontier Transportation Application**

**California Department of Education**

**1430 N Street, Suite 3400**

**Sacramento, CA 95814-5901**

**Applications must include:**

* **Program Narrative** (see Description of Program Narrative Section)
* **Required ASSIST Form Submissions** –Each of the forms listed below must be downloaded, completed, signed (original “wet” signatures in blue ink), and submitted in hard copy to the CDE.
* Cover Page (refer to Required Signatures and Assurances Section)
* Authorized Designee Form (refer to Required Signatures and Assurances Section)
* Signature and Approvals (refer to Required Signatures and Assurances Section)
* Off-site Program Information (ONLY if proposing to run a program at a location other than the regular school day site; no co-applicant signatures required)

**Additional ASSIST Forms—**Each of the forms listed below must be entered into ASSIST manually by the applicant, but are no longer hard copy submission requirements. Applicants should retain these forms for their records.

* Award Calculator
* Core Grant Budget
* Disqualification Form
* Certified Assurances