

**After School Education and Safety Program
Universal Grant Application 2019–20**

Cover Page

Agency Name	
County-District Code/Federal Employer Identification Number	
County Name	
Agency Type	
Authorized Agent Name	
Authorized Agent Professional Title	
Authorized Agent Address	
Authorized Agent City, State, Zip Code	
Authorized Agent Telephone Number	
Authorized Agent Email Address	
Co-applicant Agency Name	
Co-applicant Name	
Co-applicant Professional Title	
Co-applicant Address	
Co-applicant City, State, Zip Code	
Co-applicant Telephone Number	
Co-applicant Email Address	
Total Amount Requested	

I hereby certify that I have read, acknowledge, and agree to the terms as stated on the Certified Assurances, as well as on all forms contained herein not requiring individual signature. I also certify (if applicable) that I will share equal decision-making and grant compliance with the signing co-applicant(s), including all assurances and fiscal reporting requirements. **Original “wet” signatures must be made using blue ink.**

Authorized Agent Signature:	Date:
Co-applicant Signature:	Date:

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Authorized Designee

An **Authorized Signature** refers to a person who is eligible to authorize and sign on behalf of an agency or organization in recognition that a grant application has been submitted. In the absence of the Authorized Signature, a Designee is able to sign the After School Education and Safety (ASES) Universal grant application. **An original “wet” signature from a Designee will only be accepted in blue ink along with 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.**

Signature authority is the permission to execute transactions up to limits established by relevant applicant agency’s policies and permission to approve transactions for execution. This approval attests to the appropriateness of the transaction within the applicant’s program objectives and budgetary authorizations.

Individuals who receive delegated authority shall have active involvement with the activity being conducted; and have sufficient knowledge of the applicant agency’s policies, rules, laws, regulations, and procedures to ensure compliance.

Agency Name	
Designee Name	
Designee Title	
Designee Signature	
Signature Date	

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Signature and Approvals

School Principal or Executive Director Approval

The school principal or executive director of a direct-funded charter school of each school to be served by the proposed program must approve this program application. **Original “wet” signatures must be made using blue ink.**

County-District-School Code	School Name	Name of School Principal or Executive Director	Signature of School Principal or Executive Director

School District Approval

The local educational agency (LEA) superintendent must be in agreement with the intent of this application. The LEA superintendent assures that all schools in this application meet eligibility requirements for funding pursuant to the terms and conditions described in the request for application. **Original “wet” signatures must be made using blue ink.**

If the LEA superintendent is already a signatory on this application, then signature below is not required.

Direct funded charter schools applying for grant funding are not required to obtain the superintendent's signature for approval.

County-District-School Code	School District Name	Name of Superintendent	Signature of Superintendent

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Off-site Program Information

Grant recipients proposing to operate an after school program at a site other than that of the regular school day activity must complete this form. Please identify each off-campus program site below and indicate from which schools the pupils will be drawn.

The program site is the physical location where the after school program activities and services will be provided. One program site may serve students from more than one school. The program site must be a safe and easily accessible facility.

Off-site Program Name:		
Off-site Program Site Address:		
City:	CA	Zip Code:
Telephone Number:		Email:
Program Site Contact Person:		
County-District-School Code	School Name	Number of pupils attending this offsite program

Off-site Program Name:		
Off-site Program Site Address:		
City:	CA	Zip Code:
Telephone Number:		Email:
Program Site Contact Person:		
County-District-School Code	School Name	Number of pupils attending this offsite program

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Disqualifications

The following conditions must be met for an application to be considered for ASES funding. If an applicant does not comply with these items, the application will be disqualified.

- An application without an original Authorized 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 Authorized Agent/Superintendent must always sign the Cover Page of the application.
- An application without a Program Narrative will be disqualified. The Applicant must submit, as an attachment, a Program Narrative that describes the two ASES program elements.
- If the applicant's school is not in Good Standing at the time the application is submitted to the California Department of Education (CDE) on January 22, 2019 the school will be disqualified (*California Education Code [EC] Section 8484.8[b][3]*).
- Applications submitted after the application due date will be disqualified. Applications may be mailed or hand-delivered; all applications must be received by 4 p.m. on January 22, 2019. Postmarks will not be accepted.

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These Certified Assurances, per California *Education Code* (*EC*), are required as part of the ASES Universal grant application.

Note: All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the California Department of Education's (CDE) Funding Forms web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>. Grantees should not submit General Assurances to the CDE.

On behalf of the applicant agency, the Authorized Signature or Designee and all co-applicants (if applicable) hereby agree to, and certify the following:

1. The program will include an educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science (*EC* Section 8482.3[c][1][A], 8482.3[f][6], and 8483.3[c][1]).
2. The program will have an educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities (*EC* sections 8482.3[c][1][B], 8482.3[f][6], and 8483.3[c][2]). Such activities might involve Science, Technology, Engineering, and Mathematics, The arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
3. The program will agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with *EC* Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2. The program will agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (*EC* sections 8482.3[d][1], 8482.3[d][2], and 8483.3[c][8]).
4. Each partner in the application agrees to share responsibility for the quality of the program (*EC* Section 8482.3[f][3]).
5. The program agrees to follow all fiscal reporting and auditing standards required by the CDE (*EC* Section 8482.3[f][5]).

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6. Program agrees to provide information to the department for the purpose of program evaluation and will certify that program evaluations will be based upon any requirements recommended by the Advisory Committee on Before and After School Programs and adopted by the state board, including the annual outcome-based data for evaluation (*EC* sections 8482.3[f][7], 8482.3[f][8], 8483.3[c][11], and 8484[a]).
7. The program will provide school day attendance rates on participating pupils to the CDE on an annual basis (*EC* sections 8482.3[f][10][A] and 8484[a][1][A]).
8. As required by the CDE, programs will submit program attendance on a semiannual basis (*EC* sections 8482.3[f][10][B] and 8484[a][1][B]).
9. The program will review their after school program plans every three years. The review is to include, but not limited to program goals (a program may specify any new program goals that will apply to the following three years during the grant renewal process), program content, outcome measures that the program will use for the next three years, and any other information requested by the CDE. If the program goals or outcome measures change as a result of this review, the program shall notify the CDE. The grantee shall maintain documentation of the after school program plan for a minimum of five years (*EC* sections 8482.3[g][1][A] and 8482.3[g][1][F]).
10. The program acknowledges that the CDE shall monitor this review as part of its onsite monitoring process (*EC* Section 8482.3[g][2]).
11. Every program established pursuant to this article shall be planned through a collaborative process that includes parents, youth, and representatives of participating public schools, governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector (*EC* Section 8482.5[b]).
12. Every pupil attending a school operating a program is eligible to participate in the program, subject to program capacity (*EC* Section 8482.6).
13. A program is not required to charge family fees or conduct individual eligibility determination based on need or income (*EC* Section 8482.6).

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14. Offsite programs shall align the educational and literacy component of the program with participating pupils' regular school programs (*EC* sections 8482.8[a][2] and 8484.6[a]). Offsite programs will ensure communication among teachers in the regular school program, after school staff and parents of students. Offsite programs will ensure communication among teachers in the regular school program, staff in the before school and after school components of the program, and parents of pupils (*EC* Section 8482.8[a][2]).
15. A program that requests approval shall describe the manner in which the applicant intends to provide safe, supervised transportation between school sites; ensure communication among teachers in the regular school program, staff in the before school and after school components of the program, and parents of pupils; and coordinate the educational and literacy component of the before and after school components of the program with the regular school programs of participating pupils. (*EC* Section 8482.8[a][2]). No program located off school grounds shall be approved unless safe transportation is provided to the pupils enrolled in the program (*EC* Section 8484.6[a]).
16. The program will commence immediately upon the conclusion of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.) (*EC* Section 8483[a][1]).
17. The program will operate for a minimum of 15 hours per week (*EC* Section 8483[a][1]).
18. The program will operate until at least 6 p.m., on every regular school day (*EC* Section 8483[a][1]).
19. The program will establish a policy regarding reasonable early daily release of pupils from the program (*EC* Section 8483[a][1]).
20. Elementary school and middle school or junior high pupils should participate in the full day of the program every day during which pupils participate (*EC* Section 8483[a][2]).
21. For middle school or junior high school, programs may implement a flexible attendance schedule for those pupils (*EC* Section 8483[a][3]).

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22. First priority for enrollment of pupils in an after school program shall be given to homeless youth and pupils identified by the program as being in foster care (*EC* Section 8483.3[c][1][a]) and second priority shall be given to middle school and junior high pupils who attend program daily (*EC* Section 8483(c)[1][b]) After School Education and Safety Program Universal 2019–20.
23. The program will provide a safe physical and emotional environment, opportunities for relationship building, and promote active pupil engagement (*EC* Section 8483.3[c][3]).
24. The program will provide staff training and development (*EC* Section 8483.3[c][4]).
25. The program will integrate with the regular school day and other expanded learning opportunities (*EC* Section 8483.3[c][5]).
26. The program will engage in community collaboration, including, but not limited to, demonstrated support of the school site principal and staff (*EC* Section 8483.3[c][6]).
27. The program will provide opportunities for physical activity (*EC* Section 8483.3[c][7]).
28. The program will assume fiscal accountability (*EC* Section 8483.3[c][9]).
29. The program will meet all of the evaluation requirements (*EC* Section 8483.3[c][11]) and any such data required by the CDE.
30. The program will engage in the collection and use of pupil social, behavioral, or skill development data collection to support quality program improvement processes (*EC* Section 8483.3[c][12]).
31. The program will ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1 (*EC* Section 8483.4).
32. The program will establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district (*EC* Section 8483.4).

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33. Selection of the program site supervisors shall be subject to the approval of the school site principal (*EC* Section 8483.4).
34. All program staff and volunteers will be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district (*EC* Section 8483.4).
35. The program will provide staff training and development (*EC* Section 8483.3[c][11]).
36. All funds expended will supplement, but not supplant, existing funding for after school programs. State categorical funds for remedial education activities shall not be used to make the required contribution of local funds for those after school programs (*EC* sections 8483.5[e] and 8483.7[b]).
37. The program may provide three days of staff development during regular program hours using funds from the total grant award (*EC* Section 8483.7[a][1][C]).
38. The program will provide an amount of cash or in-kind local funds equal to not less than one-third of the total grant from the school district, governmental agencies, community organizations, or the private sector. Facilities or space usage may fulfill not more than 25 percent of the required local contribution (*EC* Section 8483.7[a][7]).
39. The program acknowledges that State categorical funds for remedial education activities shall not be used to make the required contribution of local funds for those after school programs (*EC* Section 8483.7[b]).
40. A program may expend on indirect costs no more than the lesser the school district's indirect cost rate, as approved by the CDE for the appropriate fiscal year or five percent of the state program funding received (*EC* Section 8483.9[a]).
41. The program will not expend no more than 15 percent of that funding on administrative costs, which include indirect costs (*EC* Section 8483.9[b]).
42. A program will ensure that no less than 85 percent of that funding is allocated to school sites for direct services to pupils. The cost of a program site supervisor may be included as direct services, provided that at least 85 percent of the site supervisor's time is spent at the program site (*EC* Section 8483.9[c]).

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43. The program shall submit evidence of a data-driven program quality improvement process that is based on CDE’s guidance on program quality standards (*EC* Section 8484[a][2]).
44. Programs may be conducted upon the grounds of a community park, recreational facility, or other site as approved by the State Department of Education in the grant application process (*EC* Section 8484.6[a]).
45. An offsite program shall comply with all statutory and regulatory requirements that are applicable to similar programs conducted on the school site (*EC* Section 8484.6[b]).
46. If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the CDE in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language (*EC* Section 48985[a]).