

# System of Support for Expanded Learning Renewal Application

## Form 3–Assurances

As a condition of funding, the System of Support for Expanded Learning (SSEL) Grantee agrees to comply with 1) the following Specific Assurances for the System of Support for Expanded Learning Request for Applications (March 2018)—SSEL Renewal Application, and 2) the General Assurances required for all CDE grants located on the California Department of Education (CDE) Funding Forms Web page at <https://www.cde.ca.gov/fq/fo/fm/generalassurances2017.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 s/he is an officer or executive of the SSEL Grantee with the power and authority to execute these specific assurances for the SSEL Grantee and to ensure these Specific Assurances are implemented by the SSEL Grantee.
2. SSEL Renewal Application: The SSEL Grantee shall comply with the letter and the spirit of the SSEL Renewal Application, which is incorporated by reference. Without limitation, SSEL Grantee shall comply with these Specific Assurances.
3. Plan Development and Approval:
  - a. The SSEL Grantee will work with the Regional Team to develop an annual work plan using a planning tool provided by the CDE. The purpose of the plan is to build 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 regional team to develop an individualized plan for grantees in need of critical technical assistance (TA).
  - b. The plan will identify services to be performed and any activities associated with the specific activities to be provided in order to perform

the grant and provide universal, targeted, and critical technical assistance defined in the plan by the CDE. Such activities may include, but are not limited to: site visits, consultation, mentoring, coaching, and professional development.

- c. The plan will identify how technical assistance 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 plan or modifications of the plan must be approved by the CDE Division Director prior to implementation.
4. Implementation: The SSEL Grantee will work with the Regional Team to implement the 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. Prioritize TA for expanded learning program sites as defined as critical. The Regional Team will develop and submit a specific plan for each program/site using a CDE approved tool.
  - 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), 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.

## 5. Budgets and Reports:

- a. The SSEL Grantee must submit a budget that is reasonable and necessary given the funding and services described in the plan. The SSEL Grantee must include the Regional Team in the process of development of the budget.
- b. 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]).
- c. The SSEL Grantee may charge nominal conference fees to cover minor expenses only if approved in advance by CDE. Cancellation fees cannot be imposed.
- d. 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>.
- e. The CDE must approve any adjustment to the budget that varies any line item more than ten percent from the original approved budget.
- f. The CDE must approve any out-of-region travel or activities that exceeds \$500.
- g. The SSEL Grantee will submit required fiscal and program reports to the CDE for review and approval.
- h. 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>.
- i. 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 CDE as part of a year-end report.
- j. The SSEL Grantee will promptly and accurately respond to any surveys, data submission requests or other methods of data collection requested by CDE.
- k. 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.

I acknowledge understanding of and agreement with Specific Assurances 1-5.

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**Print Name of Authorized Agent**

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**Signature of Authorized Agent and Date**