## System of Support for Expanded Learning County Office of Education Lead

## Renewal Application for After School Education and Safety Program, 21st Century Community Learning Centers, and Expanded Learning Opportunities Program Technical Assistance

**Renewal Applications must be received by the California Department of Education no later than 11:59 p.m.** on **Friday, April 26, 2024**.

The renewal timeframe for the SSEL Renewal Application is the following:

Year 1: 2024–2025

Year 2: 2025–2026

Year 3: 2026–2027

**Expanded Learning Division**

**California Department of Education**

**1430 N Street, Suite 3400**

**Sacramento, CA 95814-5901**

**916-319-0923**



**March 2024**

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## Timeline

| **Important Events** | **Date** |
| --- | --- |
| 2024–25 Renewal Application posted to the California Department of Education (CDE) System of Support for Expanded Learning (SSEL) web page | March 12, 2024  |
| 2024–25 Renewal Applications from county offices of education (COEs) due to the CDE | April 26, 2024 |
| 2024–25 Renewal Applications reviewed by the CDE | April 29-May 3, 2024 |
| COE Notification of Renewal Status | May 8, 2024 |

## Renewal Application

### What is New?

* Expanded Learning Opportunities Program Technical Assistance (TA) Funding is now included as part of the SSEL Renewal Application. References can be found throughout the SSEL Renewal Application.
* Applicants must be in “Good Standing” to be eligible for renewal. Details can be found on page 5 of this SSEL Renewal Application.
* Applicants must follow policies and procedures for federal awards. Details can be found on page 7 of this SSEL Renewal Application.
* Applicants must complete a County Lead Work Plan and fulfill the responsibilities and expertise for providing TA. Details can be found on page 8 of this SSEL Renewal Application.
* Applicants must understand their role within the regional/county team. More information can be found on page 10 of this SSEL Renewal Application.

### Background and Purpose

The Expanded Learning Division (EXLD) of the CDE currently provides TA funding to 16 County Offices of Education (COEs) throughout 11 regions designated by the California County Superintendents Educational Services Association (CCSESA)**.**

The COEs receive funding to provide field-based TA to expanded learning programs (EXLPs) that receive federal funding for 21st Century Community Learning Centers (CCLC) sites, state funding for After School Education and Safety (ASES) sites and state funding for Expanded Learning Opportunities Program (ELO-P) in the counties they serve. This TA structure, a result of California *Education Code* (*EC*) Section 8483.55, *EC* section 46120(d)(8) and Title 20 United States Code Section 7172 (c)(3), was developed to support needs-driven TA and to create a regional system of support. The regional system of support for California is called the SSEL. The SSEL includes the Expanded Learning Division at the CDE, the COEs that receive TA funding, and the statewide contractors.

The purpose of the SSEL funding is to build the capacity of EXLPs to meet all grant and program requirements defined in statute and to promote high quality programs and services.

Local assistance funds to support program improvement and TA have been previously allocated to at least one local COE in each of the eleven CCSESA regions. The EXLPs have greatly benefited from this system. Prior to the establishment of the ELO-P, there were over 4,500 sites offering academic support for students before school, after school, during summer, and intersession. The introduction of the ELO-P has increased the number of LEAs operating expanded learning programs significantly. As of Fiscal Year 2023–24, ELO-P statewide funding was $3,995,000 for 1,619 school districts and charter schools. In addition to academic assistance and enrichment, EXLPs have also begun to address the many important efforts being made to educate the whole child. EXLPs are part of a larger trend of providing educational opportunities in many ways for students who have little or no access to educational support.

The EXLD has executed a strategic planning process that gathered input from the field regarding how to most effectively address the needs of EXLPs. Based on the recommendations of the strategic planning teams, the EXLD refined its approach to providing TA in order to establish a more comprehensive and responsive system of support for EXLPs commensurate with the needs of this growing and evolving field.

### Eligibility and Applicant Requirements

#### Who May Apply

This Renewal Application is limited to the COEs currently receiving TA funding from the CDE under the SSEL structure in the 11 CCSESA regions.

#### Application Components

There are five major components of this application that must be submitted:

* + Form 1- Cover Page
	+ Form 2- Counties Served
	+ Form 3- County Lead Work Plan, Responsibilities, and Expertise
	+ Form 4- SSEL Assurances
	+ Form 5- ELO-P TA Assurances

The forms can be found at the end of this renewal application. The application is posted on the CDE SSEL Renewal Application Funding web page located at <https://www.cde.ca.gov/fg/fo/r27/sselrfa24.asp>.

### Reporting Requirements

#### Continuous Improvement and Tracking of Technical Assistance

If awarded, applicants will commit to directly supporting agencies and sites that receive ASES, 21st CCLC, and ELO-P funding within the county/counties the applicant proposes to serve. This also includes measuring, tracking, and reporting the effectiveness of the services or resources provided and using the results to improve the quality of their TA.

#### Budgets and Expenditure Reports

If awarded, applicants will be required to submit a budget to the CDE. The budget should align with the county lead work plans and services that will be provided by the COE. The applicant will also be required to submit fiscal and programmatic reports by resource codes and program cost accounts identified by the CDE. All fiscal and programmatic reporting instructions will be sent to the awardee within the first month of the grant’s start date. The award for funding is determined by the funding formulas and availability of funding (see Section V. Funding Formula).

Grant Award Notifications (AO-400s) will be allocated in annual increments. The AO-400 must be signed and resubmitted every year. Carryover of funds from one fiscal year to the next is not allowable. Applicants must retain documentation of their budgets, expenditures, and other programmatic documentation for audit and monitoring purposes. Late and incomplete submission of reports will result in delay of payments and may impact future eligibility for funding.

Funds may not be used for new construction, entertainment, and purchases not directly related to requirements of the grant. All purchases must be reasonable and necessary. The applicant must maintain fiscal and time accounting records.

#### Good Standing

The applicant must be in “Good Standing”. Currently funded County Offices of Education applying to renew funding must meet the administrative reporting requirements for FY 2022–2023 to be considered in Good Standing.

Good Standing requires that all the following conditions be met:

* + All progress reports have been submitted and have been found by the EXLD to be complete and in compliance with state and federal requirements.
	+ All expenditure reports have been submitted and have been found by the EXLD to be correct and complete, in compliance with the assurances, budgets, work plan, and state and federal requirements.
	+ All budgets have been accepted by the EXLD to be correct and complete, in compliance with state and federal requirements.
	+ The work plan has been accepted by the EXLD to be complete and in compliance with state and federal requirements.

All COEs are required to have adequate policies and procedures and sufficient internal controls in place in accordance with state and federal requirements. If the COE is determined to be in Good Standing at the time the renewal 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 COE is not in Good Standing at the time the renewal application is submitted to the CDE on April 26, 2024, processing of the application will be suspended until the COE is in Good Standing. This will likely delay the Grant Award notification process and funding.

Additionally, during the three year-term if the COE is not in good standing, the COE will be required to participate in training facilitated by the CDE related to the area needing improved performance.

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.

#### Supplement versus Supplanting

If awarded, applicants are to use program 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]).

#### Use of California School Accounting Manual Object Codes

Applicants are required to report expenditures in accordance with the object codes in the California School Accounting Manual. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The California School Accounting Manual is accessible through the CDE California School Accounting Manual web page at <https://www.cde.ca.gov/fg/ac/sa/> .

#### Policies and Procedures

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Title 2 Code of Federal Regulations (CFR) Part 200 (UGG) requires policies and procedures, including, but not limited to, the following:

* Written Cash Management Procedure—2 CFR 200.302(b)(6); 200.305
* Written Allowability Procedures—2 CFR 200.302(b)(7)
* Written Conflicts of Interest Policy—2 CFR 200.318(c)
* Written Procurement Procedures—2 CFR 200.318; 2 CFR 200.320
* Written Method for Conducting Technical Evaluations of Proposals and Selecting Recipients—2 CFR 200.320(b)(2)(ii)
* Written Travel Policy—2 CFR 200.475(b)
* Procedures for Managing Equipment—2 CFR 200.313(d)
* Written Procedures on Fringe Benefits—2 CFR 200.431
* Written Procedures for Time and Effort Record Documentation and Maintain Documentation

Interest Earned on Federal Funds

All LEAs receiving federal advances are required to calculate, report, and remit interest earned to the CDE.

#### Indirect Costs

Indirect costs will be approved at the county’s indirect cost rate or as approved by the CDE for the appropriate fiscal year. Current indirect cost rates for Local Educational Agencies are available on the CDE Indirect Cost Rates web page at [https://www.cde.ca.gov/fg/ac/ic/.](https://www.cde.ca.gov/fg/ac/ic/)

#### Funding and Renewal Timeframe

Funding is awarded to provide immediate direct TA services, beginning in fiscal year (FY) 2024–25, to the EXLPs in the Renewal Applicant’s county or select counties.Funding amounts are set by a funding formula determined by the CDE (see Section V. Funding Formulas). The renewal timeframe for the SSEL Renewal Application is the following:

* Year 1: 2024–2025
* Year 2: 2025–2026
* Year 3: 2026–2027

#### County Lead Work Plan, Responsibilities, and Expertise

##### Work Plan

The renewal applicant must complete a County Lead Work Plan that describes how support will be provided ***directly*** to all expanded learning programs funded with ASES, 21st CCLC, and ELO-P. The COE is the **field-based** support for Expanded Learning Programs and is often the first point of contact for programs. The applicant must demonstrate expertise and capacity to implement the work plan and explain how the TA services will be evaluated. If the COE is hiring staff/subcontracting for services, the COE is the responsible entity and must ensure that the staff hired/subcontracted party has the expertise and qualifications to directly support programs.

The CDE will provide the COE the work plan template and a list of grantees and LEAs that have been identified as needing critical TA. The work plan must include specific, measurable, relevant, and timely (SMART) goals and the list of grantees and LEAs identified in needing critical TA.

Progress updates must be provided quarterly to the CDE on status of the SMART goals related to critical TA, targeted TA, and universal TA.

**The CDE will have final approval of the work plan.** The work plan and reports (programmatic/progress reports and expenditure reports) will be reviewed and approved by the CDE Education Administrators.

##### Responsibilities

California *Education Code* (*EC*) Section 8483.55, *EC* section 46120(d)(8) and Title 20 United States Code Section 7172 (c)(3) states that COEs funded for ASES, 21st CCLC, and ELO-P TA funding must do the following:

* + Provide TA, evaluation, and training services to support program improvement for the following:
		- New programs and any program that does not meet attendance or performance goals, or both, and requests that assistance.
		- Program startup within 45 days after grant awards to programs.
		- Training and support shall include, but is not limited to, supporting local educational agencies with leveraging multiple funding initiatives to support expanded learning, including, but not limited to, community schools, school meal programs, and California state preschool programs.

##### Expertise

To perform the supports listed above, it is necessary and foundational for all applicants to demonstrate expertise in the following:

* **Knowledge of and expertise in the Quality Standards for Expanded Learning in California** **-** Every COE must demonstrate in their supports how they will provide training and coaching on the Quality Standards for Expanded Learning Programs which can be found on the After School Network web page at <https://www.afterschoolnetwork.org/post/quality-standards-expanded-learning-california>
* **Capacity-Building** - Expertise and knowledge of the California *Education Code,* policy guidance and Frequently Asked Questions as they relate to ASES, 21st CCLC, and ELO-P. The policy and guidance can be found on the CDE web page at <https://www.cde.ca.gov/ls/ex/>
* **Knowledge and expertise of the TA Strategies**- A clearly documented process of how the COE determines what TA strategy would be most effective to address the needs of a specific LEA based on critical, targeted, and universal TA. Critical TA is the priority for the COE. The full TA Framework can be found on the ASAP Connect web page at <https://asapconnect.org/wp-content/uploads/2023/02/Full-TA-Framework.pdf>
* **Ongoing Capacity Building and Calibration –** A variety of support activities are available for COEs to build their capacity including Virtual Check-ins, Subcommittees, Office Hours, Fireside Chats, Statewide Convenings and more. A commitment to participate in these opportunities is critical to sustain knowledge, be apprised of current updates, and better support the field.

Renewal applications must continue to serve the county or counties within the region that it served in FY 2023–24. It is critical that the COE consider the needs of the region as a whole. COEs must show evidence of coordinated consultation with other COEs. It is recommended that COEs coordinate with regional TA providers and a variety of stakeholders.

**Overview of Regional/County Team Role within the System of Support for Expanded Learning**

* **SSEL Lead/Team Members, County Office of Education**

**Role within Regional/County Team:**

* + Serves as the first point of contact for expanded learning programs within the counties/county the COE supports.
	+ Provides customized TA based on the TA strategies and prioritizes supports based on priorities outlined in the County Lead Work Plan which includes the following:
		- Critical TA LEAs/sites and new LEAs/agencies/sites.
		- Targeted TA.
		- Universal TA.
	+ Lead contact and subject matter expert for partnership agencies that support expanded learning programs throughout the region/county. Serves as the region/county expanded learning programs representative on regional and statewide committees.
	+ Responsible for the planning and implementation of the county lead work plan based on requirements in California *Education Code,* ongoing needs/feedback from expanded learning programs, Technical Assistance Priority Plan (which includes attendance data), needs of new agencies and local educational agencies, areas of need based on Federal Program Monitoring findings, and areas of need based on audit findings, and other priority areas identified by the CDE.
	+ Serves as a liaison between expanded learning programs and the CDE Expanded Learning Division.
	+ Develops partnerships with business industry and public agencies as appropriate to the program. Plans, schedules, and facilitates trainings, workshops and meetings for expanded learning programs staff.
	+ Conduct surveys, site visits, focus groups, analyzes data and provides support to the expanded learning programs on the Quality Standards to ensure continuous quality improvement.
	+ Actively participates in/facilitates for regional convenings and statewide events that support expanded learning hosted by the SSEL and statewide partners.
	+ Responsible for completion and submission of the county lead work plan, programmatic, and fiscal reports. Please see the SSEL Assurances and Expanded Learning Opportunities Program TA Assurances for other requirements.
	+ Responsible for maintaining “Good Standing”.

### Funding Formulas

#### Base Funding\*

Applies to ELO-P, ASES, 21st CCLC Funding

Each region will receive a base amount of funding for ASES/21st CCLC funding and ELO-P TA funding. If a region has two or more counties that receive TA Funding, that amount is divided by the number of counties.

For example, if a region receives $150,000 and that region has multiple counties, the $150,000 will be divided by the number of counties.

* If a region has two counties receiving SSEL funding, each county would receive $75,000.
* If a region has three counties receiving SSEL funding, each county would receive $50,000.

#### Site Level Funding\*

(Applies to ASES and 21st CCLC Funding only)

Each county will receive a site levelamountper expanded learning site receiving 21st CCLC and ASES funding. A school or community site that receives funding for multiple expanded learning components will be counted as one site. Expanded learning components include after school base, before school base, after school supplemental [summer], and before school supplemental [summer]. The number of sites will be re-calculated during the SSEL renewal/application period to determine the number of sites receiving ASES and 21st CCLC funding.

#### LEA Level Funding\*

(Applies to ELO-P Funding only)

Each applicant will receive an LEA levelamountbased on the percentage of “ELO-P only” LEAs within the county/counties that are served. ELO-P only means LEAs that are not funded with ASES and/or 21st CCLC Funding. The number of LEAs will be re-calculated during the renewal/application period to determine the number of LEAs receiving ELO-P funding.

#### D. Award Amount\*

For ASES and 21st CCLC funding, the award amount will be the sum of the base funding and site level funding.

For ELO-P funding, the award amount will be the sum of the base funding and LEA Level funding. Base funding and site/LEA level amounts will be determined by the amount available for TA funding.

**\*All award amounts are contingent on the availability of funds. If the Legislature takes action to reduce or defer the funding upon which awards are based, then awards are amended accordingly.**

###  Application Submission

Applicants must submit all forms for the SSEL Renewal Application (the SSEL Renewal Application includes the following: Form 1-Cover Page; Form 2- Counties Served; Form 3- Work Plan, Responsibilities, Expertise; Form 4- SSEL Assurances; and Form 5-ELO-P TA Assurances).

Applications must be received by **11:59 p.m.** on **Friday, April 26, 2024**.

All renewal application questions and correspondence may be submitted by email through the System of Support for Expanded Learning Helpdesk at SSELandSTEAMReporting@cde.ca.gov (please indicate “SSEL Renewal Application Question” in the email subject line).

A complete application must include all forms. The renewal application needs to be electronically signed (e-sign) or manually signed (wet signature) and mailed back. Please follow the instructions below.

**Option 1: Wet signature**

If you do not wish to e-sign your renewal application, you can choose to mail your signed renewal application with an **original** wet signature to:

Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814

***We are no longer accepting emailed scanned wet signatures as we have in the past. All wet signatures need to be mailed.***

In addition to the hard copy mailing, please e-mail an electronic copy of the renewal application to SSELandSTEAMReporting@cde.ca.gov.

**Option 2: Electronic Signature**

If you choose to e-sign, the renewal application will need to comply with the following requirements:

Electronic Signatures will need to be submitted with any one of the methods listed below:

· Sign with a secure PDF signature **or**

· A docusign signature

If you choose to e-sign:

Please include the County Office of Education name and “SSEL Renewal Application” on the subject line of the email submission.

All e-signed documents have to be emailed back to SSELandSTEAMReporting@cde.ca.gov from the Superintendent’s or Authorized Agent’s email address in order for the e-signature to be accepted and **must include the following language in the return email:**

 *“By submitting the attached System of Support for Expanded Learning Renewal Application, I certify that I am authorized to sign the renewal application. My organization intends from this day forward to conduct business with the California Department of Education (CDE) by electronic means, including the use of electronic signatures, when document execution is necessary. All e-signatures provided to the CDE, including but not limited to any e-signature in the attachment, are intended to be binding. I have not altered the attachment for this particular transaction.”*

## Sources

California *Education Code* Section 46120(d)(8).

California *Education Code* sections 8420–8428.

California *Education Code* sections 8482–8484.65.

California *Education Code* sections 8484.7–8484.9.

Title 20 *United States Code* sections 7171–7176.

## Key Terms

**21st CCLC**—refers to the federally-funded 21st Century Community Learning Centers for Elementary and Middle/Junior High School program and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program.

**Applicant/Renewal Applicant**—refers to a county office of education that currently receives System of Support for Expanded Learning funding from a grant administered by the California Department of Education.

**ASES**—refers to the After School Education and Safety Program.

**CCSESA**—refers to the California County Superintendents Educational Services Association.

**CDE**—refers to the California Department of Education.

**COE**—refers to the County Office of Education.

***EC***—refers to the California *Education Code*.

**EXLP**––refers to an expanded learning program that focuses on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on engaging learning experiences. EXLPs are pupil-centered, results driven, include community partners, and complement, but do not replicate learning activities in the regular school day and school year (*EC* Section 8482.1[(a]).

**ELO-P**—refers to Expanded Learning Opportunities Program

**EXLD**—refers to the Expanded Learning Division.

**FPM**—refers to Federal Program Monitoring.

**FY**—refers to the state fiscal year.

**General Assurances**—refers to the General Assurances that are required for all CDE grants located on the CDE Funding Forms web page: <https://www.cde.ca.gov/fg/fo/fm/ff.asp>

**Renewal Application** —refers to the Request for Applications.

**SSEL**—refers to the System of Support for Expanded Learning.

**TA**—refers to technical assistance.

## 2024–25 System of Support for Expanded Learning Renewal Application: Form 1–Cover Page

Please complete the following for the System of Support for Expanded Learning (SSEL) Renewal Application. Please see section VI. APPLICATION SUBMISSION of the SSEL Renewal Application 2024–25 for instructions on application submission.

|  |  |
| --- | --- |
| Name of County Office of Education: | [Enter Name of County Office of Education] |
| Region Number:  | [Enter Region Number] |
| Name of Authorized Agent: | [Enter Name of Authorized Agent] |
| Professional Title of Authorized Agent: | [Enter Professional Title of Authorized Agent] |
| Address: | [Enter Address of County Office of Education] |
| City, State, Zip: | [Enter City, State, Zip for County Office of Education] |
| Phone Number: | [Enter Phone Number for Authorized Agent] |
| E-mail Address: | [Enter Email Address for Authorized Agent] |
| Name of County Contact Person: | [Enter Name of County Contact Person] |
| Professional Title of County Contact Person: | [Enter Professional Title of County Contact Person] |

**County Name Where County Contact Person Can Be Located:**

(Complete this section and the cells below if information differs from what is above):

|  |  |
| --- | --- |
| Address: | [Enter Address of County Contact Person] |
| City, State, Zip: | [Enter City, State, Zip of County Contact Person] |
| Phone Number: | [Enter Phone Number of County Contact Person] |
| E-mail Address: | [Enter Phone Number of County Contact Person] |

|  |  |
| --- | --- |
| Signature of Authorized Agent:  | [Enter Signature of Authorized Agent] |

## 2024–25 System of Support for Expanded Learning Renewal Application: Form 2–Counties Served

List all counties this application intends to serve.

## 2024–25 System of Support for Expanded Learning Renewal Application: Form 3 – County Lead Work Plan, Responsibilities, and Expertise

**Work Plan**

The renewal applicant must complete a County Lead Work Plan that describes how support will be provided ***directly*** to all expanded learning programs funded with After School Education and Safety Program, 21st Century Community Learning Centers (21st CCLC), and Expanded Learning Opportunities Program (ELO-P). The COE is the **field-based** support for Expanded Learning Programs and is often the first point of contact for programs. The applicant must demonstrate the expertise and capacity to implement the work plan and explain how the Technical Assistance services will be evaluated. If the COE is hiring staff/subcontracting for services, the COE is the responsible entity and must ensure that the staff hired/subcontracted party has the expertise and qualifications to directly support programs.

The CDE will provide the COE the work plan template and a list of grantees and LEAs that have been identified as needing critical TA. The work plan must include specific, measurable, realistic, and timely (SMART) goals and the list of grantees and LEAs identified in needing critical TA.

Progress updates must be provided quarterly to the CDE on status of the SMART goals related to critical TA, targeted TA, and universal TA.

**The CDE will have final approval of the work plan.** The work plan and reports (programmatic/progress reports and expenditure reports) will be reviewed and approved by the CDE Education Administrators.

**Responsibilities**

California Education Code states that COEs funded for ASES, 21st CCLC, and ELO-P TA funding must do the following:

* + Provide TA, evaluation, and training services to support program improvement and TA for the following:
		- TA for new programs and any program that is not meeting attendance or performance goals, or both, and requests that assistance.
		- Support program startup within 45 days after grant awards to programs.
		- Training and support shall include, but is not limited to, supporting local educational agencies with leveraging multiple funding initiatives to support expanded learning, including, but not limited to, community schools, school meal programs, and California state preschool programs.

**Expertise**

To perform the supports listed above, it is necessary and foundational for all applicants to demonstrate expertise in the following:

* **Knowledge of and expertise in the Quality Standards for Expanded Learning in California** **-** Every COE must demonstrate in their supports how they will provide training and coaching on the Quality Standards for Expanded Learning Programs which can be found on the After School Network web page at <https://www.afterschoolnetwork.org/post/quality-standards-expanded-learning-california>
* **Capacity-Building** - Expertise and knowledge of the *Education Code,* policy guidance and Frequently Asked Questions as they relate to ASES, 21st CCLC, and ELO-P. The policy and guidance can be found on the CDE web page at <https://www.cde.ca.gov/ls/ex/>
* **Knowledge and expertise of the TA Strategies**- A clearly documented process of how the COE determines what TA strategy would be most effective to address the needs of a specific LEA based on critical, targeted, and universal TA. Critical TA is the priority for the COE. The full TA Framework can be found on the ASAP Connect web page at <https://asapconnect.org/wp-content/uploads/2023/02/Full-TA-Framework.pdf>
* **Ongoing Capacity Building and Calibration –** A variety of support activities are available for COEs to build their capacity including Virtual Check-ins, Subcommittees, Office Hours, Fireside Chats, Statewide Convenings and more. A commitment to participate in these opportunities is critical to sustain knowledge, be apprised of current updates, and better support the field.
* **Regional/County Team Role within the SSEL- p. 10 of SSEL Renewal Application**

**Print Name of County Lead/Individual Overseeing the Grant**

**Signature of County Lead/Individual Overseeing the Grant and** **Date**

**on behalf of:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County Office of Education**

## 2024–25 System of Support for Expanded Learning Renewal Application: Form 4–System of Support for Expanded Learning Assurances

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/fg/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:
	1. 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).
	2. 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.
	3. 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).
	4. The county lead work plan or modifications of the plan must be approved by the CDE prior to implementation.
	5. The SSEL Grantee must demonstrate the capacity and expertise to implement the plan and explain how the TA services will be evaluated.
	6. The SSEL Grantee is responsible for ensuring that the plan is in compliance with the intent of the SSEL and follows the SSEL Assurances.
	7. If subcontractors are utilized, the services must be aligned with the needs of grantees, be reasonable and necessary, and follow the SSEL Assurances.
	8. 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.
	9. 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:
	1. Participate in all statewide meetings, conferences, conference calls, webinars, etc., to discuss and share practices in expanded learning programs and otherwise support the SSEL.
	2. Coordinate TA efforts with the entire SSEL, which includes the CDE and the statewide TA contractors.
	3. Identified and prioritize TA for expanded learning program sites as defined as critical.
	4. Provide TA equitably throughout the region, taking into account the priority for critical TA sites.
	5. 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 21st Century Community Learning Centers funding to operate as a consortium.
	6. 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.
	7. 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.
	1. 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]).
	2. 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.
	3. 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 <https://www.cde.ca.gov/fg/ac/ic/>.
	4. The CDE must approve any adjustment to the budget that varies any line item more than ten percent from the original approved budget.
	5. The CDE must approve any out-of-region travel or activities that exceeds $500.
	6. The SSEL Grantee will submit required fiscal and program reports to the CDE for review and approval.
	7. The SSEL Grantee will follow all fiscal reporting and auditing standards required by the CDE.
	8. The SSEL Grantee will ensure that the budget is aligned with activities and services detailed in its county lead work plan.
	9. 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>.
	10. 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.
	11. The SSEL Grantee will promptly and accurately respond to any surveys, data submission requests or other methods of data collection requested by the CDE.
	12. 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**

## 2024–25 System of Support for Expanded Learning Renewal Application: Form 5– Expanded Learning Opportunities Program Technical Assistance Assurances

System of Support for Expanded Learning Assurances: Expanded Learning Opportunities Program Technical Assistance

**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 Expanded Learning Opportunities Program (ELO-P) Technical Assistance Funding; (2) the SSEL Assurances located on the CDE web page at** [<https://www.cde.ca.gov/ls/ex/lawsandpolicy.asp>](https://www.cde.ca.gov/ls/ex/lawsandpolicy.asp) **(SSEL Assurances) and (3) 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/fg/fo/fm/ff.asp>**.**

The following Specific Assurances must be signed by an Authorized Representative of the SSEL Grantee 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. SSEL Grantees should also have on file a signed copy of the SSEL Assurances, previously signed and submitted to the CDE**.

Specific Assurances for the System of Support for Expanded Learning: Expanded Learning Opportunities Program Technical Assistance

1. Authority: The Authorized Representative represents that she/he is an officer or executive of the SSEL Grantee has 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.
3. SSEL Assurances: The SSEL Grantee shall comply with the terms of the SSEL Assurances.
4. The SSEL Grantee shall provide technical assistance, evaluation, and training services to support program improvement, in coordination with activities described in California *Education Code* [*EC*] sections 46120(d)(8) and 8483.55.

Training and support shall include, but is not limited to, supporting local educational agencies with leveraging multiple funding initiatives to support expanded learning, including, but not limited to, community schools, school meal programs, and California state preschool programs.

1. The SSEL Grantee shall align ELO-P technical assistance and supports with the annual county lead work plan (required under the SSEL Renewal Application) by completing an ELO-P Plan Addendum, based on a template to be provided by the CDE, and expand services to support ELO-P programs. The purpose of the county lead work plan is to directly support programs in building the capacity of expanded learning opportunities programs to meet all program requirements specified 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. CDE will have final approval of the ELO-P Plan Addendum.
2. Budgets and Reports: The SSEL Grantee must submit a budget for these ELO-P TA Funds that is reasonable and necessary given the funding and services as supplemented by the ELO-P Plan Addendum. The budget must include a detailed description of proposed costs.
	1. 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]).
	2. 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.
	3. 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 <https://www.cde.ca.gov/fg/ac/ic>.
	4. The CDE must approve any adjustment to the budget that varies any line item more than ten percent from the original approved budget.
	5. The CDE must approve any out-of-region travel or activities that exceeds $500.
	6. The SSEL Grantee will submit required fiscal and program reports to the CDE for review and approval.
	7. The SSEL Grantee will follow all fiscal reporting and auditing standards required by the CDE.
	8. The SSEL Grantee will ensure that the budget is aligned with activities and services detailed in its county lead work plan.
	9. 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>.
	10. The SSEL Grantee will engage with the Regional/County 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.
	11. The SSEL Grantee will promptly and accurately respond to any surveys, data submission requests or other methods of data collection requested by the CDE.
	12. 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 on request. 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 1–6.

**Print Name of Authorized Agent**

**Signature of Authorized Agent and** **Date**

**on behalf of:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SSEL Grantee**