

System of Support for Expanded Learning: Science, Technology, Engineering, Art, and Math Hub 2018-19 Expansion Grant Application Form 3—Assurances

As a condition of funding, the Science, Technology, Engineering, Art, and Math (STEAM) Hub Grantee agrees to comply with 1) the following Specific Assurances for the STEAM Hub Expansion Grant Application (December 2018), 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/generalassurances2018.asp> .

The Specific Assurances below must be signed by an Authorized Representative and submitted to the CDE as part of the grant award notification process. The STEAM Hub Grantee is also required to retain an executed copy of these Specific Assurances for their records. **STEAM Hub 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 Science, Technology, Engineering, Art, Math Hub

1. Authority: The Authorized Representative represents that he/she is an officer or executive of the STEAM Hub Grantee with the power and authority to execute these Specific Assurances for the STEAM Hub Grantee and to ensure these Specific Assurances are implemented by the STEAM Hub Grantee.
2. STEAM Hub Expansion Application: The STEAM Hub Grantee shall comply with the letter and the spirit of the STEAM Hub Expansion Application, which is incorporated by reference. Without limitation, STEAM Hub Grantee shall comply with these Specific Assurances.
3. Plan Development and Approval:
 - a. The STEAM Hub 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 create a regional infrastructure to support established and emerging local STEAM learning ecosystems for quality STEAM learning opportunities for children and youth participating in expanded learning programs. The goals of the plan shall be to increase student interest in STEAM-related content, which may improve the potential for students to pursue STEAM college and career pathways, and enrollment in A-G courses in high school and to provide professional development opportunities for expanded learning staff in STEAM learning models/approaches in order for them to build competence and confidence

in conducting STEAM learning opportunities to students that are hands-on and minds-on.

- b. The plan will identify the specific services to be performed and any activities associated with the specific services to be provided in order to perform the grant. Such activities which may include, but are not limited to: recruitment, retention, professional development, student engagement, collaborative partnerships, and continuous quality improvement.
 - c. In addition to details about the regional infrastructure and specific services, the plan shall include a list of proposed partnerships, an itemized budget and a detailed staffing plan—including personnel that have expertise with STEAM subject matter.
 - d. The plan or modifications of the plan must be approved by the CDE Division Director prior to implementation.
4. Implementation: The STEAM Hub Grantee will work with the Regional Team to implement the plan as approved and provide the plan services. The STEAM Hub Grantee may use subcontractors to provide plan services, provided that the subcontract is submitted to and approved by the CDE in advance. The STEAM Hub Grantee must maintain documentation of all expenditures and activities. In addition, the STEAM Hub 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 System of Support for Expanded Learning (SSEL).
 - b. Coordinate technical assistance (TA) efforts with the entire SSEL, which includes the CDE and the statewide TA contractors.
 - c. Recruit and retain STEAM Community of Practice participants
 - d. Support the STEAM with partnerships, including: at least one County Office of Education expert(s) in the following areas: science, technology, engineering, and mathematics; institution of higher education; informal science center; industry/business; district/school staff and administration; and expanded learning administration. The grantee must provide a list of personnel funded under the STEAM Hub.
 - e. Partner, in a mentor relationship, with an existing STEAM Hub for no less than one year. This requirement is for STEAM Hub Expansion sites only.
 - f. Participate in the continuous improvement process.

- g. Utilize the TA 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 STEAM Hub Grantee must submit a budget that is reasonable and necessary given the funding and services described in the plan. The STEAM Hub Grantee must include the Regional Team in the process of development of the budget.
- b. The STEAM Hub 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. (*Education Code* sections 8483.5[e] and 8483.7[b]).
- c. The STEAM Hub Grantee may charge nominal conference fees to cover minor expenses only if approved in advance by CDE. Cancellation fees cannot be imposed.
- d. The STEAM Hub 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 are available on the CDE Indirect Cost Rates web page at <https://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 STEAM Hub 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 <https://www.cde.ca.gov/fg/ac/sa/index.asp>.
- i. The STEAM Hub 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 STEAM Hub Grantee will promptly and accurately respond to any surveys, data submission requests or other methods of data collection requested by CDE.

- k. The STEAM Hub 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.

Print Name of Authorized Agent

Signature of Authorized Agent and Date