# American Indian Education CentersProgram Grant



**Request for Applications**

**October 1, 2019, to September 30, 2024**

**APPLICATION DEADLINE:**

**4 p.m.**

**Tuesday, June 25, 2019**

**Improvement and Accountability Division**

**California Department of Education**

**1430 N Street, Suite 6208**

**Sacramento, CA 95814-5901**

**916-319-0506**

California Department of Education April 2019

## Table of Contents

[**I.** **INTRODUCTION** 1](#_Toc3983554)

[A. Purpose 1](#_Toc3983555)

[B. Background 2](#_Toc3983556)

[C. Eligibility Requirements 2](#_Toc3983557)

[D. Grant Award Amounts 2](#_Toc3983558)

[E. Grant Funding Period 3](#_Toc3983559)

[F. Good Standing 3](#_Toc3983560)

[G. Application Review Process 3](#_Toc3983561)

[H. Survey Requirements 4](#_Toc3983562)

[I. Appeals 5](#_Toc3983563)

[J. Grant Funding Procedures 5](#_Toc3983564)

[K. Formatting Requirements 6](#_Toc3983565)

[L. Required Documents to be Included with Application 7](#_Toc3983566)

[M. Grant Amendments 7](#_Toc3983567)

[N. Grant Extension 8](#_Toc3983568)

[**II.** **APPLICATION INSTRUCTIONS** 8](#_Toc3983569)

[A. Required Assurances 8](#_Toc3983570)

[B. Clarification of the Request for Applications 9](#_Toc3983571)

[**III.** **DEVELOPING AN AMERICAN INDIAN EDUCATION CENTER PROGRAM** 9](#_Toc3983572)

[A. Agency Description 9](#_Toc3983573)

[B. Comprehensive Needs Assessment 10](#_Toc3983574)

[C. Comprehensive Plan 11](#_Toc3983575)

[D. California Healthy Kids Survey 13](#_Toc3983576)

[E. Program Budget 14](#_Toc3983577)

[F. Allowable and Reasonable Cost 22](#_Toc3983578)

[G. Unallowable Costs 22](#_Toc3983579)

[H. Costs Requiring California Department of Education Approval 24](#_Toc3983580)

[**IV.** **BUDGET REVISIONS, FISCAL, AND PROGRAMMATIC REPORTING REQUIREMENTS** 25](#_Toc3983581)

[A. Fiscal Accountability Requirements 25](#_Toc3983582)

[B. Financial Management Standards 25](#_Toc3983583)

[C. Internal Control Standards 27](#_Toc3983584)

[D. Audit Standards 29](#_Toc3983585)

[E. References 29](#_Toc3983586)

[F. Application Budget Revisions 30](#_Toc3983587)

[G. Reporting Requirements 30](#_Toc3983588)

[H. Programmatic Reporting 30](#_Toc3983589)

[I. Fiscal Reporting 31](#_Toc3983590)

**Attachments**

Attachment 1: 2019-20 Application Cover Page ……………………………………33

Attachment 2: Application Scoring Rubric …………………………………………….. 34

Attachment 3: Board of Directors/Tribal Council and Parent Advisory Council List..54

Attachment 4: Documentation Requirements ………………………………………….56

Attachment 5: Commercial Tobacco-Free Certification ………………………………58

Attachment 6: Project Activities Table ………………………………………………….60

[Attachment 7: Funding from Other Sources](#_Toc508894876) ..61

[Attachment 8: Budget Summary](#_Toc508894878) 62

Attachment 9: Budget Detail 63

[Attachment 10: Budget Narrative](#_Toc508894876) 70

## INTRODUCTION

### Purpose

The purpose of this Request for Applications (RFA) is to solicit applications from eligible Tribal Groups or Incorporated American Indian Associations for grants to operate American Indian Education Centers (AIEC) authorized by sections 33370 and 33380–33385 of the California *Education Code (EC)*. It is anticipated that the Budget Act will allocate approximately $4.4 million for fiscal year 2019–20. The California Department of Education (CDE) anticipates that similar amounts will be allocated for each year during this five-year cycle. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

The AIEC grant funds may be used for any of the purposes specified in the authorizing legislation and the program regulations (*California Code of Regulations,* Title 5 [5 *CCR*], Section 11996) to promote the academic and cultural achievement of the students. The AIEC grant funds may be used, on the basis of established priority needs, to accomplish the following:

1. Improve the academic achievement of American Indian pupils in kindergarten and grades one to twelve, inclusive.
2. Improve the self-concept and sense of identity of American Indian pupils and adults.
3. Serve as a center for related community activities.
4. Provide individual and group counseling to pupils and adults related to personal adjustment, academic progress, and vocational planning.
5. Create and offer coordinated programs with the public schools.
6. Provide a focus for summer cultural, recreational, and academic experiences.
7. Create and offer adult classes and activities that benefit parents or guardians of pupils in its programs.
8. Provide training programs to develop pathways to college and the workplace for American Indian pupils.
9. Provide American Indian educational resource materials to pupils, their parents, and the schools they attend in order to ensure appropriate tribal histories and cultures is made available.

### Background

The AIEC Program was established in 1974 by Senate Bill 2264. The intent was of that legislation to provide educational services from within the Indian community that promote academic success for American Indian students by providing community-based programs to address the unique academic and cultural needs of American Indian students in California’s public schools. The AIECs serve as educational resource centers in American Indian communities for American Indian students, their families, and the public schools in those communities. A student’s heritage may be from any of the 109 California tribes or from any of the hundreds of tribes from across the country. Primary emphasis is placed on the provision of direct services to improve achievement in reading/language arts and mathematics. A secondary purpose is to build students’ self-concept in relation to their heritage through cultural activities. A primary outcome of these activities is to create a skilled, educated workforce in the American Indian community and in California.

### Eligibility Requirements

An application for the establishment of a California AIEC may be made to the CDE by an Tribal Group or Incorporated American Indian Association, separately or jointly, upon forms provided by the CDE (*EC* Section 33383[a]).

“Tribal Group” means any federally recognized tribal government, including terminated California tribes (5 *CCR*, Section 11996.1, subdivision [o]).

“Incorporated American Indian Association” means a California American Indian governed community-based organization that has received and maintains its nonprofit status from the federal government and has current articles of incorporation on file with the State of California. It also means any tribally-incorporated nonprofit that either maintains separate nonprofit status with the federal government or uses the incorporating tribal federal designation (Public Law 93-638) (5 *CCR*, Section 11996.1, subdivision [h]).

### Grant Award Amounts

The CDE will fund successful grant applications at a maximum of $200,000 of the program application is well-justified and the budget is realistic and well-supported. However, the CDE reserves the right to fund applications at a lesser amount if it is determined that the application can be implemented with less funding or if state funding is not sufficient to fully fund all applications that merit award. It is anticipated that approximately $4 million will be allocated to fund a maximum of 30 applications for the AIEC Program for grant year 2019–20. Grants will be awarded on a competitive basis to applicants meeting the CDE’s quality criteria explained in the Application Scoring Rubric (Attachment 2).

### Grant Funding Period

This program covers a five-year cycle from October 1, 2019, through

September 30, 2024. The grant funding period shall be October 1 through September 30 for each year. Successful grantees will be required to submit a Continuing Application (on forms provided by the CDE) annually. Each applicant will be asked to update their objectives and provide updated program information. The applicant will be asked to submit a budget annually. Applications for grant year 2019–20 must be received by the CDE within 60 days of the release date of the RFA.

### Good Standing

In order to be eligible for AIEC Program funds, current AIEC Program grantees applying must meet the administrative reporting requirements for fiscal year (FY) 2018–19 and be considered in Good Standing in order to be eligible for AIEC Program funds.

Good Standing for AIEC grantees refers to all of the following conditions:

* All expenditure reports for grantees have been submitted prior to the reporting deadline and have been approved by the CDE.
* All annual outcome-based data for grantees has been submitted prior to the reporting deadline and have been found by the CDE to be accurate and complete.
* All annual audit findings for grantees have been found by the CDE to be resolved or are in the process of being resolved to the satisfaction of the CDE.
* All program monitoring (PM) findings for grantees have been found by the CDE to be resolved or are in the process of being resolved to the satisfaction of the CDE.

Provided that all other submission requirements are met, the applicant is in Good Standing at the time the application is submitted to the CDE, the application will be considered “Priority” and the application will be moved forward in the review process.

### Application Review Process

Each application shall be reviewed by a panel of readers selected by the CDE. Applications that are determined by the panel to best meet the criteria stated in law and regulations shall be funded. A minimum score of 70 percent on the Application Scoring Rubric (Attachment 2) is required for funding consideration. Funding priority shall be given to existing AIECs.

1. The initial screening of applications will be conducted by a CDE staff member. Applications that do not contain all required sections will not be considered for funding.
2. Application readers will rate each application on its own merits against the standardized scoring criteria described in the Application Scoring Rubric (Attachment 2).
3. The narrative and the budget will be reviewed together to ensure that the costs relate to the activities and objectives of the project. Budgets will be screened for adherence to applicable laws and regulations. Any costs that are deemed unallowable by the CDE must be removed from the budget prior to funding.
4. Existing AIECs will receive priority as long as the application receives the minimum score of 70 percent required for funding and the AIEC has completed and submitted all required reports for the current funding cycle.
* Existing AIEC—is defined as an AIEC that was funded under

*EC* sections 33370–33385 during fiscal year 2018–19.

* Priority—means that an existing AIEC shall receive funding as long as it submits an application that meets the minimum criteria for funding and as long as it has completed and submitted all required reports for the current funding cycle and is in Good Standing (as described on the previous page).
1. Geographic distribution will be considered when funding decisions are made.

### Survey Requirements

 All grantees will be required to administer the California Healthy Kids Survey (CHKS) Core Module to students in seventh through twelfth grade and the CHKS Elementary Module to students in third through sixth grade. Grantees may use grant funds to support the cost of implementing the CHKS Elementary Module.

 The CHKS is to be administered within the first year of funding and at least every other year thereafter. Applicants must receive parental permission prior to conducting the CHKS. For additional information regarding the administration of the CHKS, visit the WestEd website at <https://www.wested.org/project/california-healthy-kids-survey-chks/> or request assistance by phone at 888-841-7536.

The signature of the Chairperson or Designee on the 2019–20 Application Cover Page, serves as an assurance that the grantee will administer the CHKS.

### Appeals

Applicants who wish to appeal a grant award decision shall submit a written appeal to the CDE within five working days of the posted decision for grant year 2019–20. Appeals shall be limited to the grounds that the CDE failed to correctly apply the standards for reviewing the applications or for the grant award process as specified in the regulations. The appellant applicant shall 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 CDE will not consider incomplete appeals, late appeals, or appeals that only refute the readers’ comments.

Any decision to revise the original score or fund the application shall be documented in writing. The CDE’s decision is the final administrative action afforded the appeal. Send written appeals to:

Judy Delgado, American Indian Education Consultant

Improvement and Accountability Division Office

California Department of Education

1430 N Street, Suite 6208

Sacramento, CA 95814-5901

### Grant Funding Procedures

The CDE shall distribute 75 percent of the grant award for each year of the grant no later than 45 days after enactment of the annual Budget Act or any additional authorizing statute, whichever is later (*EC* Section 33383[g][1]), provided that the application for an AIEC has been approved by the CDE, the applicant has received written verification of that approval, the applicant has returned a signed Grant Award Notification (AO-400), and all outstanding reports have been approved by the CDE. The final 25 percent of the grant award shall be distributed no later than April 1 (*EC* Section 33383[g][2]), provided all outstanding reports have been approved by the CDE.

Failure to submit the annual program report, quarterly fiscal reports, or results of the fiscal audit of expenditures by the due dates will result in a delay of the second payment for the current year and all payments for subsequent grant years until the reports are submitted (5 *CCR*, Section 11996.6, subdivision [d]).

### Formatting Requirements

The narrative for the AIEC Program grant application must be limited to 20 pages, single‑sided, 8½- by 11-inch paper, using 12-point Arial font, with half-inch margins (not including required budget forms, other required documentation forms, and attachments). Attachments shall be limited to the forms provided by the CDE:

* 2019–20 Application Cover Page (Attachment 1)
* Board of Directors/Tribal Council and Parent Advisory Council List (Attachment 3)
* Documentation Requirements (Attachment 4)
* Commercial Tobacco-Free Certification (Attachment 5)
* Project Activities Table (Attachment 6)
* Funding from Other Sources (Attachment 7)
* Budget Summary (Attachment 8)
* Budget Detail (Attachment 9)
* Budget Narrative (Attachment 10)

Each application must be stapled or clipped in the upper left-hand corner with the 2019–20 Program Application Cover Page on the top of the application. Do not use binders, covers, flat folders, or cover letters.

The applicant is responsible for ensuring that the application package is complete and that there are no missing pages/forms prior to submission. The CDE cannot add items to or remove items from the applications received.

An original AIEC Program grant application (with original signatures) and one copy, must be received by the CDE **no later than 4 p.m., Tuesday, June 25, 2019.** The application package must be clearly labeled on the outside with the application title:

**American Indian Education Center Program Application**

**Transmission of applications by electronic mail (email) or facsimile is not allowed.** Applicants use express, certified, or registered mail for the application, or they should deliver the application in person to:

Judy Delgado, American Indian Education Consultant

Improvement and Accountability Division Office

California Department of Education

1430 N Street, Suite 6208

Sacramento, CA 95814-5901

The CDE reserves the right to reject any or all applications. The state's waiver of any submission of material not required in the RFA does not excuse the grantee from full compliance with the grant terms, if a grant is awarded.

The costs for preparing and delivering the application shall be the sole responsibility of the applicant. (AIEC Program funds cannot be used for postage or for travel to deliver the application.) The CDE shall not provide reimbursement for such costs.

### Required Documents to be Included with Application

The following documents are required to be maintained on the AIEC premises. Copies of these documents must be submitted with the 2019–20 application. These documents are subject to audit in subsequent years. Failure to submit all documents will result in the application not being considered for funding.

* Job descriptions
* Salary and benefit schedules for each position
* Copies of all contracts, including maintenance and service agreements
* Articles of incorporation
* Current private nonprofit status, if applicable
* Charter, if applicable
* Tribal bylaws or tribal agreement and tribal resolution, if applicable
* Board approval (minutes indicating vote approving the application)
* Bylaws of the Board of Directors, if applicable
* Bylaws of the Parent Advisory Council (PAC)
* Agency policies and procedures (including fiscal policies)
* Cost Allocation Plan (if funded by more than one funding source)
* Documentation of insurance
* Funding from Other Sources Table (Attachment 7)

### Grant Amendments

The CDE may reduce grant amounts as follows:

1. An across-the-board reduction will be made in the event of an allocation reduction in the State Budget. Each AIEC’s grant amount will be reduced proportionately to the allocation reduction in the Budget Act.
2. If any services budgeted in an AIEC’s Program application or approved budget revision are not provided within the grant year or within the first quarter of the subsequent grant year, and if a grant extension is not provided pursuant to 5 *CCR*, Section 11996.9(a), the CDE shall reduce the grant award to the AIEC accordingly.

### Grant Extension

*5 CCR* Section 11996.10 states the following:

The CDE will determine whether extensions for the use of grant funds will be made available in the first quarter of the subsequent grant year by June 30 of the grant year. Funds from a grant year must be used to provide services in the first quarter of the subsequent grant year, provided that the AIEC submits to the CDE a plan, budget revision, and line-item budget for use of the funds in the first quarter of the subsequent grant year. The planmust demonstrate that the funds will be used to provide supplemental services that would not otherwise be funded from the grant funds of the new year.

## APPLICATION INSTRUCTIONS

The applicationis due 60 days from the date of release. All applications will be reviewed for completeness and for the likelihood of success in meeting the purposes of the AIEC Program. Please follow the directions for each section carefully to ensure that the proposal will be given every consideration. Please organize the application in the order described in this section. The Application Scoring Rubric (Attachment 2) should be used as a guide in writing the proposal.

### Required Assurances

The General Assurances and Certifications are available on the CDE General Assurances 2019–20 web page at <https://www.cde.ca.gov/fg/fo/fm/generalassurances2019.asp>.

**Note:** The signed grant application submitted to the CDE confirms a commitment to comply with the General Assurances and Certifications. Applicants must download and print the General Assurances and Certifications and submit the printout with their applications.

 The following also must be completed and submitted:

1. AIEC Board of Directors/Tribal Council and Parent Advisory Council List (Attachment 3)
2. AIEC Documentation Requirements (Attachment 4)
3. AIEC Commercial Tobacco-Free Certification (Attachment 5)

### Clarification of the Request for Applications

Any prospective applicant needing clarification on the RFA regarding program issues, please contact Judy Delgado, American Indian Education Consultant, by phone at 916-319-0506. For clarification on fiscal issues, please contact Chavela Delp, Associate Governmental Programs Analyst, by phone at 916-319-0609.

## DEVELOPING AN AMERICAN INDIAN EDUCATION CENTER PROGRAM

### Agency Description

The agency description will demonstrate the agency’s capacity to facilitate a successful project. The agency description explains the service-area demographics, the targeted population, existing services, capacity of the agency to facilitate a successful program, and the history of the agency’s services to the American Indian community. The information must include all of the following:

1. Agency description, including:
* The length of time the agency has been in operation.
* An organizational chart of the AIEC-funded program, showing staff and the AIEC’s relationship to its parent organization.
* The county in which the agency is located.
* The school districts the agency plans to serve.
* The nearest city or town.
* A list of California Tribes, Reservations, Rancherias, and/or American Indian communities the agency plans to serve.
* The number of students, grade levels, and academic need of the students the agency plans to serve.
1. Agency’s history of service to the American Indian community including:
* A description of the academic services the agency has provided to the target population in the past five years.
* An analysis of data collected by the agency to substantiate provision of successful services.
1. Agency’s grant administration history and capacity, including:
* The policies adopted to support the successful implementation of the proposed program.
* The plan to allocate staff, fiscal, and material resources to create a successful program.
* The integration of existing resources and services.
* The agency’s ability to serve as the administering agency for the grant.
* The agency’s ability to provide services in compliance with applicable state and federal laws and regulations.
* The agency’s possession of the necessary legal authority to initiate and negotiate service agreements or other contracts.
* The agency’s ability to employ the appropriate staff to carry out all the central services and administrative functions.

### Comprehensive Needs Assessment

The Comprehensive Needs Assessment will establish the needs of the community. A variety of sources shall be used to complete the Comprehensive Needs Assessment, which must include the following:

1. The proposed service population including:
	* Tribe (if applicable)
* School
* Native Community
1. The concerns identified by community members, school staff, and students from information gathered by surveys, focus groups, and group meetings.
2. A complete description of the proposed service area, including the identification of existing academic services and academic service deficits using the California School Dashboard.
3. The narrative lists the proposed site(s) to be served, including:
* Description of the site where the proposed services will take place. If the site is a school site, a Memorandum of Understanding (MOU) or Service Agreement is required.
* Number of American Indian students enrolled at each participating school site and the students’ grade levels.
* Number of American Indian students to be directly served.
* Academic needs of the American Indian students who will be served, as measured by the California School Dashboard.
* Comparison of the academic needs of the American Indian students to the academic needs of the other students.
* The Free and Reduced Price Meals count.
1. A demographic profile, which must include the American Indian population in the proposed service area and a description of the local economic base.

### Comprehensive Plan

The Comprehensive Plan will outline the agency’s plan to meet the needs identified in the Comprehensive Needs Assessment. The Comprehensive Plan must include the following:

1. For many students, participation in the AIEC Program is voluntary. This makes it important to establish a program to which students will be attracted and in which they want to continue participating. Describe how the proposed AIEC Program will meet the needs identified in the Comprehensive Needs Assessment strategies that promote and ensure consistent attendance. Describe past attendance rates for the AIEC Program.
2. Describe how the AIEC Program design is based on individual students’ academic needs. Including, how these student academic needs have been assessed, and any discussion that has taken place regarding the California School Dashboard results. Describe how the AIEC Program relationship with the identified student’s teachers has influenced the AIEC Program design.
3. Measurable outcome objectives designed to meet identified needs of the identified students by service category as listed in *EC* Section 33381.
4. After researching successful program models, describe how the AIEC will incorporate these models into the proposed program (cite sources used).
5. A list of planned activities to meet these objectives, using the Project Activities Table (Attachment 6), which includes:
* Description of activity
* Total number of American Indian students served
* Total number of others served
* Number of American Indian students in each activity session
* Number of others in each activity session
* Number of hours per session
* Number of scheduled sessions
* Implementation timeline, including specific start and end dates of the proposed activities
1. A description of how such activities are expected to improve student academic achievement as well as overall student success.
2. Description of the manner in which culturally responsive methodologies will be incorporated into program services in order to ensure that an optimal educational program for American Indian students is supported and maintained.
3. Documentation of and/or plans for continuing, coordinating, and collaborating with local school districts, local tribes, and other community organizations to provide successful services to participants.
* An MOU is suggested as documentation if the AIEC has a relationship with another organization in which there is an exchange of funds or services. The MOU defines the relationship and responsibilities of the AIEC and the partnering organization. Attach a copy of each MOU to the application. Among the scenarios that benefit from the use of an MOU are:
1. The AIEC Program is contributing in-kind resources, such as a site, or staff resources.
2. An organization is contributing in-kind resources, such as a site, or staff resources.
* The MOUs are not needed when there is a subcontract or consultant agreement that defines the relationship between the two organizations.
* A letter of support, as documentation, is a letter of endorsement or commitment to the project from partners, parents, collaborating teachers or administrators, community partners, and so forth. This kind of documentation serves to show support only.
1. A discussion of the impact the program services will have on students and their families and on other organizations in the region, as evidenced by the implementation of promising practices or proven strategies. List benchmarks that will be used to indicate success.
2. Description of how the AIEC Program will evaluate the success of the proposed services. Including:
* What criteria will be used to evaluate program performance?
* What standards of performance on the criteria must be reached for the program to be considered successful?
* What evidence will indicate performance on the criteria relative to the standards?
* How the AIEC Program will diagnose and document program strengths and weaknesses? How the program will address weaknesses?
* How results of the evaluation will be communicated to stakeholders?
1. Description of how the AIEC Program will staff the program to satisfy the ratio of 40 percent administrative/indirect cost and 60 percent direct service cost. Include all job descriptions and an example of the staff activity log the AIEC Program will use.
	* Staff who are considered direct service providers must have a work schedule that includes 85 percent of the time providing services to participants; 15 percent of the time may be used for planning and administrative duties.

### California Healthy Kids Survey

Provide a description of the steps the applicant will take to administer the CHKS and the applicant’s commitment to the analysis and use of the data to substantiate or improve the AIEC Program. The use of tables to document this data is acceptable. Applications must contain the following elements:

1. A description as to when the first administration of the CHKS will occur, and the approximate dates on which the CHKS will be administered every other year.
2. A description of the roles and responsibilities of site staff for conducting the CHKS.
3. A description as to how the data and analysis will be publicly disseminated.
4. A description of the level of commitment that staff and administrators have to ongoing collection, analysis, and use of CHKS data.

### Program Budget

**American Indian Education Center Program Cost Allocation**

All AIEC Program costs must be directly correlated with the educationally related activities provided to American Indian students. The AIEC shall ensure that each approved activity and budget item exists for the educational benefit of eligible American Indian students based on identified needs. *EC* Section 63001 requires public educational agencies to spend no less than 85 percent of funds received for Direct Services to students. The maximum allowable for Administrative costs, including Indirect costs, is 15 percent. It is CDE policy that the AIEC will approximate this goal and thereby direct the preponderance of funds towards Direct Services to pupils.

The AIEC Program will allow a maximum of 40 percent of AIEC Program funds to be allocated for Administrative costs (including the Indirect costs of 7 percent), and 60 percent of AIEC Program funds to be allocated to Direct Services.

**Direct Costs**

Direct costs can be identified with a particular instructional program or support service necessary to maintain the program.

Direct costs provide measurable, direct benefits to particular programs, including costs for instructional programs, and support costs that relate to the peripheral services necessary to maintain the instructional programs. Examples of Direct costs include salaries and benefits of instructional aides (to be considered a Direct cost, instructional staff must be scheduled to work when students are present. A prep time of one hour per day will be allowed), payments for textbooks, instructional supply purchases, and pupil service costs (e.g., counseling, health services, and pupil transportation).

**Indirect Cost**

Indirect costs are those costs of general management that are agency wide. General management costs consist of expenditures for administrative activities necessary for the general operation of the AIEC Program (e.g., accounting, budgeting, payroll preparation, personnel management, and purchasing, centralized data processing). Agency wide general management costs not readily identifiable with a particular program. The maximum indirect cost for the AIEC Program is 7 percent.

**Administrative Costs**

Administrative costs for the AIEC Program will be in alignment to the definition of Administrative costs in Procedure 915 of the California State Accounting Manual. Administrative costs will include:

* Any costs that are Administrative in nature and support the management of the program.
* The salaries and benefits of personnel engaged in Administrative or planning activities will be included in the Administrative costs. In the event that an employee’s duties include various functions, (Administrative, identification and recruitment, Direct Service, etc.) the agency will account for these activities in the appropriate component of the funding application. The proportion of time dedicated to Direct Service and Administrative/Indirect Service activity will need to be specified in the job description and supported with employee service logs. This will include:
* AIEC Program Director salaries shall be considered strictly Administrative and may not be charged/budgeted under direct instruction/services to pupils unless the approved job description specifically lists Direct Services provided to students.
	+ To be charged as Direct Service the AIEC Program Director’s time must be supported by an employee service log that indicates the date, time, and a description of the Direct Service. This log must be kept with the director’s timesheet.
* AIEC Program Administrative personnel shall be considered Administrative unless the approved job description specifically identifies a percentage of time that will be specifically directed to direct instruction/services to pupils.
* To be charged as direct service the AIEC Program Administrative personnel’s time must be supported by an employee service log that indicates the date, time, and a description of the Direct Service. This log must be kept with the employee’s timesheet.
* Custodians/janitors are considered classified support. Custodians/janitors are part of the overall general operations of a program and not a provider of direct instruction to pupils.

**Direct Services to Students**

Direct Services to students are those supplementary services that are delivered at the AIEC where the student is the direct recipient or beneficiary of the services. Expenditures for personnel and services are justified as Direct Service if:

* + The staff are providing direct, hands-on services to students. Staff who are considered Direct Service providers must have a work schedule that has 85 percent of the time providing services to participants; 15 percent of the time may be used for planning and Administrative duties.
* Staff time for drop-in tutoring will be considered Administrative unless the AIEC can justify, by previous year sign in sheets, that the drop-in hours are consistently (greater than 90 percent) being used. For a new AIEC, drop-in hours will be monitored for three months to ensure that the greater than 90 percent rate of participation is satisfied.
* The services being provided are so integral to the program that absence of the services would affect the quality of the program itself and the success of students. Examples of these types of services that are critical to the quality of the programs for students include: professional development for program staff, parent education and involvement activities, and staff development.
* The funds are used to purchase materials and equipment to be used by eligible students.
* The funds support the analysis and use of student performance data that is then used to inform services for eligible students.
* The funds are being used to rent space where direct student services are taking place. The AIEC will need to find the ration of space used for student use and for administrative use.
	+ For example: Total building space 1500 sq. ft.

Staff offices (Admin cost) 400 sq. ft. 27 Percent

Program space (Direct Service cost) 1100 sq. ft. 73 Percent

Rent = $1,800/mo.

Admin cost = $1,800 x 27% = $486

Direct cost = $1,800 x 73% = $1,314

* The funds are being used for utilities where direct student services are taking place. This ration will follow the ratio that is used for allocating the rental space.
	+ For example: Utilities = $200/mo.

Admin cost = $200 x 27% = $54

Direct cost = $200 x 73% = $146

**Budget Forms**

The Program Budget must be clearly tied to program activities. Expenditure line items and Object Codes used in the budget proposal and subsequent expenditure reports should be consistent with the Standardized Account Code Structure. The budget documents must be arranged in the following order:

1. Budget Summary (Attachment 8)
2. Budget Detail (Attachment 9)
3. Budget Narrative (Attachment 10)

The Budget Summary (Attachment 8) is a summary of each Object Code amount. The Budget Summary must reflect the totals on the Budget Detail and Budget Narrative.

The Budget Narrative (Attachment 10) must provide sufficient information to support the proposed goals, program, and activities. The Budget Narrative must provide a description of the costs for each line item of expenditure for which grant funding will be allocated. For all personnel, include full-time equivalent (FTE) value, number of days or percentage of time, and duties/services to be performed. For partial salary expenses, indicate the percentage of salary costs charged to the AIECProgram. For multi-funded positions, justify the percentage charged to the AIEC Program. No position may be funded 100 percent by AIEC Program funding unless the staff member in that position works solely on the AIEC Program. If a position is part-time, please justify that position’s time charged to the AIEC Program grant.

The Budget Detail (Attachment 9) must provide a breakdown of the expenses for each line item (as shown in the table below), as follows:

* Name; position; labor cost detail, including percentage for Direct Service and Administrative/Indirect Service, hourly or billing rates for all personnel; and the total number of hours projected for the project.
	+ To be charged as Direct Service, the staff time must be supported by an employee service log that indicates the date, time, and a description of the Direct Service. This log must be kept with the timesheets.
* Vacation hours cannot be accrued from year to year and must be used within the grant year in which it was accumulated.

**Example:**

**2100 Instructional Aides’ Salaries**

| Employee Name | Position Title | FTE\* | Admin Percent | Direct Percent | Rate Per Hour | Hours Per Week | Weeks Per Year | Admin Total | Direct Total | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Joe Smith | Instructional Aide | .38 | 0% | 100% | $11.00 | 20 | 40 | $0 | $8,800 | $8,800 |
| Jean Smith | Instructional Aide | .50 | 0% | 100% | $15.00 | 26 | 40 | $0 | $15,600 | $15,600 |

\*Full-time equivalent

**2300 Classified Supervisors’ and Administrators’ Salaries**

| Employee Name | Position Title | FTE\* | Admin Percent | Direct Percent | Rate Per Hour | Hours Per Week | Weeks Per Year | Admin Total | Direct Total | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jane Jones | Executive Director | .75 | 90% | 10% | $30.00 | 30 | 52 | $42,120 | $4,680 | $46,800 |

\*Full-time equivalent

**Standard Guidelines**

1. Number of hours per year = 2,080
2. Number of days per year = 2,080/8 = 260
3. Number of weeks per year = 52

**Process for calculating FTE**

1. Identify number of weeks per year and number of hours per week
2. Multiply number of hours per week by the number of weeks per year
3. Divide result by 2,080 to get the FTE

**Examples**

39 weeks x 40 hours = 1,560 hours/2,080 = 75% FTE (9 months)
43 weeks x 40 hours = 1,720 hours/2,080 = 83% FTE (10 months)
48 weeks x 40 hours = 1,920 hours/2,080 = 92% FTE (11 months)

39 weeks x 30 hours = 1,170 hours/2,080 = 56% FTE (9 months)
43 weeks x 30 hours = 1,290 hours/2,080 = 62% FTE (10 months)
48 weeks x 30 hours = 1,440 hours/2,080 = 69% FTE (11 months)

39 weeks x 20 hours = 780 hours/2,080 = 38% FTE (9 months)
43 weeks x 20 hours = 860 hours/2,080 = 41% FTE (10 months)
48 weeks x 20 hours = 960 hours/2,080 = 46% FTE (11 months)

* Employee benefits, including the percentage of salaries and wages that represents benefits paid for employees. (Generally, rates range from 20 to 35 percent.)
* Operating expense detail, including costs necessary or reasonable to conduct business (e.g., rent, utilities, and so forth).

**Example:**

**5500 Operations and Housekeeping Services**

| Description | Admin Percent | Direct Percent | Cost Per Month | Number of Months | Admin Total | Direct Total | Total |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Utilities | 27% | 73% | $200 | 12 | $648 | $1,752 | $2,400 |
| Security Alarm | 100% | 0% | $45 | 12 | $540 | $0.00 | $540 |

Utilities = $200/mo.

Admin cost = $200 x 27% = $54/mo. X 12 mos. = $648

Direct cost = $200 x 73% = $146/mo. X 12mos. = $1,752

**5600 Rentals, Leases, Repairs, and Non-capitalized Improvements**

| Description | Admin Percent | Direct Percent | Cost Per Month | Number of Months | Admin Total | Direct Total | Total |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Building Rent | 27% | 73% | $1,800 | 12 | $5,832 | $15,768 | $21,600 |

Total building space 1500 sq.ft.

Staff offices (Admin cost) 400 sq.ft. 27 Percent

Program space (Direct Service cost) 1100 sq.ft. 73 Percent

Rent = $1,800/mo.

Admin cost = $1,800 x 27% = $486

Direct cost = $1,800 x 73% = $1,314

* Grantees and sub-grantees shall be reimbursed for travel and per diem expenses at rates not exceeding those amounts paid to the CDE’s non-represented employees. Grantees with collective bargaining agreements allowing higher rates of reimbursement shall not pay the difference out of the AIEC Program grant funds. The CDE shall notify the grantee of a change in expense rates within 30 calendar days after the CDE has received notification of a change in rates from the State Department of Personnel Administration.
* Lodging, meal, and incidental expenses are allowed while traveling on official AIEC Program business only when the employee is traveling farther than 50 miles from their home or headquarters, whichever is closer, to the temporary work site.
	+ Per diem
		1. Breakfast $7
		2. Lunch $11
		3. Dinner $23
		4. Incidentals $5 (can be claimed only after a 24-hour travel period)

May not claim meals when meals are included in the hotel expenses or conference fees.

Incidentals may not be reimbursed to students.

When traveling on a trip of more than 24 hours, the following timeframes will apply for the first day of travel:

* + Per diem
1. Trip begins at or before 6 a.m., you may claim breakfast.
2. Trip begins at or before 11 a.m., you may claim lunch.
3. Trip begins at or before 5 p.m., you may claim dinner.

When traveling fractional days after a 24 hour period, the following timeframes will apply:

* Per diem
1. Trip must end after 8 a.m. to claim breakfast.
2. Trip must end after 2 p.m. to claim lunch.
3. Trip must end after 7 p.m. to claim dinner.

When traveling fewer than 24 hours, lunch can never be claimed.

Reimbursements for breakfast and dinner can be made for the following timeframes:

* Per diem
1. Trip must begin at or before 6 a.m. and end at or after 9 a.m. to claim breakfast.
2. Trip must begin at or before 4 p.m. and end at or after 7 p.m. to claim dinner.
* Personal Vehicle Mileage $0.58/mile
1. Verification of mileage must be kept with the reimbursement.
2. Mileage reimbursement documents must include a flyer/purpose and sign-in sheets.
* Lodging reimbursement (**original receipt required**) up to $90\* + tax.

\*In Sacramento, Napa, Riverside counties, up to $95 + tax is reimbursed; in Marin county, up to $110 + tax is reimbursed, in San Francisco county and city of Santa Monica, up to $150 + tax is reimbursed; in Alameda, Monterey, San Diego, San Mateo, and Santa Clara counties up to $125 + tax is reimbursed; in Edwards Air Force Base, Los Angeles, Orange, and Ventura counties, up to $120 + tax is reimbursed.

* Services to be performed by outside consultants require a contract. All contracts must be approved by the CDE prior to implementation and should be listed in the budget as follows:
	+ Contractor name, services to be provided, and cost of service. Invoices are required to be submitted to agency once the service is successfully completed. Agencies must have invoice before payment can be made.

**Example:**

**5800 Professional/Consulting Service and Operating Expenditures**

| Description | Cost Per Presentation or Workshop | Number of Presentations or Workshops | Admin Percent | Direct Percent | Admin Total | Direct Total | Total |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Audit | $1,500 | 1 | 100% | 0% | $1,500 | $0 | $1,500 |
| Acct Services | $200 | 12 | 100% | 0% | $2,400 | $0 | $2,400 |
| Mary Teller Cultural Workshop | $300 | 6 | 0% | 100% | $0 | $1,800 | $1,800 |
|  |  |  |  | **Total 5800** | $3,900 | $1,800 | $5,700 |

### Allowable and Reasonable Cost

Funds must supplement, not supplant, existing services and may not be used to supplant federal, state, local, or nonfederal funds. Programs may not use AIEC Program funds to pay for existing levels of service funded from any other source. The AIEC Program 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. Please visit the Uniform Guidance–Title 2, Subtitle A, Chapter 2, Part 200, Subpart E–Cost Principles web page at [https://www.ecfr.gov/cgi-bin/text-idx? SID=148e539f1aaea800420b71a9feb79f98&mc=true&node=sp2.1.200.e&rgn=div6#sg2.1.200\_1419.sg16](https://www.ecfr.gov/cgi-bin/text-idx?%20SID=148e539f1aaea800420b71a9feb79f98&mc=true&node=sp2.1.200.e&rgn=div6#sg2.1.200_1419.sg16).

Each application will be reviewed for reasonable costs. A cost is reasonable if, in its nature or amount, it does not exceed that cost which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

For additional policy guidance about direct services, administrative costs, and allowable costs, please visit the CDE Direct Services and Administrative Costs Guidance web page at <https://www.cde.ca.gov/ls/ba/as/admincostguide.asp>.

### Unallowable Costs

The applicant may be asked to remove unallowable costs. Examples of expenditures that are unallowable include, but are not limited to, the following:

* Incentives
* Gifts to honor individuals
* Gift cards
* Pre-paid store cards or credit cards
* Parties/celebrations
* Scholarships
* Financial support to families
* Staff bonuses
* Interest/finance charges
* Internal Revenue Service penalties
* Entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, rentals, transportation, and gratuities)
* Lobbying
* Fundraising
* Bad debts
* Contingencies
* Fines and penalties
* Storage space rental
* Cost for a postage machine rental
* Cost for a Post Office Box
* Costs of idle facilities
* Cell phone purchases
* Leasing of vehicles
* Costs incurred after the grant has been terminated
* Unnecessary travel (travel that does not support the goals of the application)
* Out-of-state travel
* Contributions
* Costs of organization of a nonprofit corporation such as incorporation fees or consultant fees
* Public relations consultant fees
* Costs of legal, consulting, and accounting services incurred in prosecution of claims against the state
* State and federal income taxes, including filing fees
* Compensation to the members of the Board of Directors except for:
	+ Reimbursement for travel and/or per diem, computed in accordance with state rates, incurred while the members are conducting business on behalf of the AIEC Program
* Costs incurred in prior or future years
* Any expense not included in the approved budget

The CDE shall recoup any payments made for costs which were not reasonable and unallowable. The amount that is recouped shall be the excess payment over the reasonable or fair market value, or 100 percent of the cost, if the cost was not necessary. The CDE may elect to recover any costs associated with recouping advanced contract funds, including collection services or attorney fees.

Net reimbursable program costs must be incurred during the grant period. Grantees shall not use current year grant funds to pay prior or future year obligations.

### Costs Requiring California Department of Education Approval

* Any item that is not in the approved budget is unallowable unless written approval is given in advance by the CDE.
* If indirect costs are claimed, an indirect cost allocation plan must be on file with the grantee and available for review by CDE staff. The maximum for an Indirect cost rate for this funding is 7 percent. This rate is applied to budget categories 1000–5000 only in determining the maximum amount of Indirect costs that are reimbursable under the grant. Indirect costs include agency-wide costs for fiscal services, personnel, central support (e.g., bookkeeping, purchasing, warehousing, and printing), and other centralized services.
	+ The amount of cost allocable to this grant shall not exceed the benefits to this grant. The allocation method must quantify this benefit among all similar programs and then distribute the costs accordingly.
	+ The indirect cost rate shall not include consideration of any costs otherwise non-reimbursable. If a depreciation or use allowance is included in the indirect cost rate, such allowance shall not be claimed on the asset.

## BUDGET REVISIONS, FISCAL, AND PROGRAMMATIC REPORTING REQUIREMENTS

### Fiscal Accountability Requirements

The CDE receives annual appropriations from the State of California to be used for granting financial assistance to the AIEC Program. The CDE is, therefore, charged with a fiduciary responsibility to see that the taxpayers' money is used appropriately and to require proper accountability from the recipients of its awards. Acceptance of a grant from the CDE creates a legal obligation on the part of the grantee to use the funds in accordance with the terms of the grant and to comply with the grant's provisions and conditions. The grantee thus assumes full responsibility for the conduct of project activities and becomes accountable for meeting fiscal standards in the areas of financial management, internal control, audit, and reporting to the CDE.

### Financial Management Standards

Grantees shall adhere to the accounting and fiscal management requirements set forth in 5 *CCR*, sections 11996.7 and 11996.8. In order to adhere to these obligations, grantees at a minimum must conform their accounting and fiscal management practices to include the following:

* Recipients must have accounting structures that provide accurate and complete information about all financial transactions related to the project.
* Quarterly fiscal expenditure reports must be at least as detailed as the cost categories indicated in the approved budget (including indirect costs that are charged to the project). Actual expenditures must be consistent with budgeted amounts.
	+ Once an expenditure report has been approved, changes will not be allowed, unless a thorough justification is approved by the CDE.
* Accounting records are to be maintained on a current basis and balanced monthly.
* Quarterly fiscal expenditure reports must reflect actual expenditures incurred during the quarter in which the report pertains. Costs may be incurred only during the grant period.
* The quarterly fiscal expenditure reports must be supported by source documentation such as cancelled checks, invoices, contracts, travel reports, donor letters, in-kind contribution reports, and personnel activity reports.
* The same specific costs cannot be claimed and reported on more than one grant and in more than one quarterly report.
* Every employee whose salary is charged, in whole or in part, to a grant must use personnel activity reports to account for all compensated time, including time spent on other activities.
	+ If the grantee has more than one program, then the method used to allocate administrative costs must be documented.
	+ If an employee is multi-funded on a time accounting basis, then the employee’s time sheet must indicate the actual amount of time spent in each program per day.
	+ Vacation hours cannot be accrued from year to year and must be used within the grant year in which it was accumulated.
* Records must be preserved for five years following submission of the final financial status report. However, if records of receipts are being reviewed or audited, records of receipts must be kept until review/audit is completed. The CDE employees or representatives shall be allowed access to all program related or fiscal records during normal work hours.
* The applicable Office of Management and Budget (OMB) cost principles and the terms and conditions of the grant award shall be followed in determining whether costs are reasonable, allowable, and allocable.

If the grantee organization is unable to meet the standards that are covered here, CDE funding may be terminated and the organization may be deemed ineligible to receive subsequent financial assistance or may be placed on an alternative method of funding.

A grantee is not eligible for additional funds if the grantee has received final notification that its grant has been terminated. A grantee is not eligible for additional funds if the grantee has demonstrated fiscal and/or programmatic noncompliance and has received final notification that it will not be offered continued funding.

Grantees have no vested right to a subsequent grant. Grantees that have evidenced fiscal or programmatic noncompliance with the provisions of this grant, laws, or regulations shall receive an administrative review to determine whether they will receive an offer for continued funding.

Grantees that intend to accept the offer to continue services in the subsequent grant period shall respond to a continued funding application request from the CDE in accordance with the instructions and timelines specified in the request. Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the CDE of the grantee’s intent to discontinue services at the end of the current grant period unless the contractor has received a written extension of the original timeline from the CDE.

### Internal Control Standards

Organizations must provide safeguards for all grant property, whether cash or other assets, and assure that it is used solely for authorized purposes. Control will be enhanced if the duties of the members of the organization are divided so that no one person handles all aspects of a transaction from beginning to end. Although a complete separation of functions may not be feasible for a small organization, some measure of effective control may be obtained by planning the assignment of duties carefully. Many of the most effective techniques for providing internal control are very simple. Some examples are:

* Cash receipts should be recorded immediately and deposited daily.
* Bank accounts should be reconciled monthly by someone other than the person who signs the checks.
* If petty cash is used it should be entrusted to a single custodian and used for all payments other than those made by check. Petty cash must be reconciled monthly.
* Checks to vendors should be issued only in payment of approved invoices and the supporting documents for those approved invoices.
* The person who is responsible for the physical custody of an asset should not also have responsibility for keeping the records related to that asset.
* The person who has authority for placing employees on the payroll and establishing wage rates should not be the same person who signs the checks.

Except for external payroll services, grantees shall not use any pre-signed, pre-authorized, or pre-stamped checks without the prior written approval of the CDE.

Grantees shall require two authorized signatures on all checks unless:

1. The grantee has a policy approved by its governing board requiring dual signatures only on checks above a specified dollar amount.
2. The annual audit verifies that appropriate internal controls are maintained.

Grantees shall not loan funds to individuals, corporations, organizations, public agencies, or private agencies. Grantees shall not advance unearned salary to employees. Grantee shall not make advance payments to subcontractors and shall compensate subcontractors after services are rendered or goods are received and an invoice has been submitted.

Inventory records must be maintained that include a description of the equipment, serial number or other identification number, the source of the equipment, the acquisition date, the cost of the equipment, the location, use and condition of the equipment, and any ultimate disposition date, including date of disposal and sale price if applicable. A physical inventory of equipment must be taken every year. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft (any loss, damage, or theft must be investigated); and adequate maintenance procedures must be developed to keep the equipment in good condition.

Depreciation is a cost in the current fiscal year based on acquisition costs, less any estimated residual value, computed on a straight-line method from the original date of acquisition (based on the normal, estimated useful life expectancy of the asset). When depreciation is applied to assets acquired in prior years, the annual charges shall not exceed the amounts that would have resulted had depreciation been claimed from the date of acquisition.

When equipment is purchased with state funds, the equipment shall vest with the grantee only for such period of time as the grantee has a grant with the CDE. The CDE may provide written authorization for the grantee to retain the equipment for the grantee’s own use if a fair compensation is paid to the state for the state’s share of the cost of the equipment. Fair compensation shall be determined by the state using the state’s share of original acquisition cost, less depreciation, computed on a straight-line method over the estimated useful life expectancy of the equipment.

When equipment is purchased in whole or in part with state funds, the grantee shall use the equipment exclusively in the program(s) from which funds were used to purchase the equipment. If the grantee wishes to share the use of the equipment between/among two or more programs, the cost of such equipment shall be prorated between/among the programs.

The grantee may dispose of obsolete equipment and remove the asset at its recorded value. If the sale of equipment originally purchased with state funds occurs, the proceeds from the sale of the equipment must be returned to the program. If the grantee no longer has a grant with the CDE, the grantee shall dispose of the equipment in accordance with written directions from the CDE.

### Audit Standards

Grantees are expected to maintain a state of audit readiness. This means that records pertinent to the financial and programmatic aspects of their grants must be readily accessible for audit or program and fiscal review by CDE staff. Failure to provide the auditor or CDE staff with reliable documentation could lead to questioned costs and possibly result in cost disallowances requiring repayment of funds to the CDE. The OMB Circular A-133, the definitive federal regulation concerning audits of nonprofit organizations, bases the requirements for audit on specific dollar amounts. The requirements are discussed below. The entire Circular should be reviewed to assure proper implementation.

* Nonprofit organizations that expend $500,000 or more in a year in federal awards must have an audit conducted for that year in accordance with the provisions of Circular A-133. Circular A-133 audits are performed by independent public accounting firms engaged by the grantee organizations. Costs for Circular A-133 audits are borne by the grantee organizations but are allowable as charges to grant projects; they may be considered either direct costs or allocated indirect costs as determined by the federal cost principles.
* Nonprofit organizations that expend less than $500,000 in a year in federal awards are not required to have a Circular A-133 audit for that year. All AIEC-funded organizations need to be aware that they will receive a fiscal review by the CDE.

### References

The OMB Uniform Guidance of 2014 streamlines and clarifies cost allocation and other rules related to government grants and contracts, removing some areas of confusion and inconsistency while treating more of a nonprofit’s expenses as direct (reimbursable) costs. The OMB Uniform Guidance can be found on the National Council of Nonprofits web page at <https://www.councilofnonprofits.org/omb-uniform-guidance-nonprofits-know-your-rights>.

### Application Budget Revisions

Project budget revisions of more than 10 percent of the line item must be approved in writing by the CDE prior to implementation. Expenditures for any grant activity, or type of equipment not listed in the application budget or approved revision must be approved in advance by the CDE.

Revisions to an approved application may be submitted any time during the annual grant period as long as the revision is approved prior to the implementation of the revision.

Requests for budget revisions in excess of 10 percent of a line item will not automatically be approved. As previously stated, budgets constitute an intricate and important part of the grantee’s program description. Any request for budget revisions of more than 10 percent of a line item will be evaluated with that understanding. Thus, grantees should not expect approval for budget revisions which are not justified by actual and sound program revisions. Additionally, please note that 5 *CCR*, Section 11996.11(a) requires written approval for revisions of more than 10 percent of the line item prior to any expenditures based on such revision. The CDE will not approve requests for budget revisions after any expenditure made in reliance on a requested revision that was not approved in advance by the CDE. Budget revisions of more than $3,000 will not be considered after June 30.

### Reporting Requirements

Each grant recipient shall provide programmatic and fiscal reports (5 *CCR*, Section 11996.7). Forms shall be provided by the CDE.

### Programmatic Reporting

Each funded agency will provide a six-month programmatic report and a final programmatic report.

The six-month programmatic report shall be due April 30. This document will report on the implementation of the approved application activities. This report will also include a budget implementation narrative section.

The final programmatic report shall be submitted annually and shall be due November 30 (60 days from the end of the grant period), and shall contain the following information:

1. Number of students enrolled, by grade level or age.
2. Number of students served, by grade level or age, and by service type and frequency.
3. Description of how the AIEC Program meets the continuing educational and cultural needs of the community it serves.
4. Description of the collaborative activities conducted during the year.
5. Progress made in meeting the AIEC Program’s stated objectives, including applicable program objectives as stated in *EC* Section 33381.
6. Aggregated data on AIEC Program-enrolled students’ performance on state academic assessment measures.
7. Recommendations for revisions to the project and its budget on the basis of an analysis carried out by the grant recipient.

Grantees shall submit statistical, cost, and program data as requested by the CDE in order for the CDE to prepare various legislatively mandated reports, to meet state and federal reporting requirements, and for the effective administration of the AIEC Program.

Grantees submitting data to the CDE will include a certification that the data are correct and complete, and the signature of the person authorized by the grantee to certify the data.

Grantees shall submit complete, accurate data to the CDE by the date specified, and as specified, in the CDE’s request for this information. Incomplete, inaccurate, or incorrectly formatted reports, and reports not received by the required due date shall be considered delinquent. Penalties for delinquent reporting are specified in 5 *CCR*, Section 11996.7(d). The AIEC must use the forms provided by the CDE for the End-Of-Year Report.

### Fiscal Reporting

The fiscal reporting shall be submitted quarterly. Fiscal expenditure reports are due as follows:

| Expenditure Report Due Date | Report Period |
| --- | --- |
| February 11, 2020 | October 1, 2019–December 31, 2019 |
| May 11, 2020 | January 1, 2020–March 31, 2020 |
| August 11, 2020 | April 1, 2020–June 30, 2020 |
| November 10, 2020 | October 1, 2019–September 30, 2020 |

The reports shall be signed by the AIEC Program Board Chair/Fiscal Accounting Officer and will have two components:

1. An Expenditure Report
2. A general ledger that shows each employee’s name and the expenditures in detail
3. The general ledger is due quarterly and is not to be included with the application. The amounts on the general ledger must match the amounts reported on the Expenditure Report.
4. Once an Expenditure Report has been approved by the CDE, no changes are allowed without justification as to why the changes are being made. The AIEC must receive prior approval by the CDE before a change is made.

Each grant recipient shall submit annually, a fiscal audit of expenditures titled Audited Final Revenue and Expenditure Report (form must be used provided by the CDE). This report is due annually on April 30. A one-time, 60-day extension shall be granted if a request for the extension is made prior to April 30 and demonstrates good cause for such an extension. Grant funds may be used to pay for the preparation of this report.

Failure to submit the Annual Program Report, Quarterly Fiscal Reports, or results of the Audited Final Revenue and Expenditure Report by the due dates will result in a delay of the second payment for the current year and all payments for subsequent grant years until the reports are submitted (5 *CCR*, Section 11996.7[d]).

The CDE shall reduce, withhold, or cancel any scheduled payment when one or more of the following conditions exist:

1. The grantee has not submitted an acceptable audit for any prior year of operation on or before the date due.
2. The grantee has not submitted any reports required before the date due.
3. Any past due reports are not approved.
4. The grantee will not earn the full grant amount based on the current year net reimbursable program costs as determined by the CDE.
5. A creditor of the grantee has placed a lien on the grantee’s scheduled payments.
6. The grantee has accounts payable which are:
* More than 90 days delinquent to the CDE.
* Not under appeal.

If any payment is to be reduced, withheld, or canceled, the CDE shall provide the grantee prior written notice of the intended action.