**DRAFT**

# 2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Application for Funding

**Due: February 22, 2019**

**This document is for reference only.**

**Please do not submit this document to the CDE.**

## Application Overview

### Purpose

Section 1003 of the Every Student Succeeds Act (ESSA) provides resources and assistance to local educational agencies (LEAs) to improve student outcomes in schools that meet the criteria for Comprehensive Support and Improvement (CSI).

The ESSA requires LEAs to submit an application in order to receive ESSA, Section 1003 funds for CSI. As a condition of funding, the LEA must partner with stakeholders, including school principals and other school leaders, teachers, and parents to locally develop and implement a plan for the school to improve student outcomes. School planning and LEA support and assistance for each school receiving comprehensive support is incorporated into the Local Control and Accountability Plan (LCAP) and school planning processes.

**The California Department of Education (CDE) is accepting applications from LEAs with schools that meet the criteria for CSI.**

### Statutory Authority

ESSA Section 1003–School Improvement (<https://go.usa.gov/xfAWr>), pages 9 through 11.

ESSA Section 1111(d)(1)–Comprehensive Support and Improvement (<https://go.usa.gov/xfAC2>), pages 33 through 35.

SB–862 Budget Act of 2018 Chapter 449 Section 22 Item 6100-134-0890 Schedule (2) located at [https:/bit.ly/2B6QzrW](https://bit.ly/2B6QzrW).

### Grant Information

The Budget Act of 2018 appropriated ESSA, Section 1003 local assistance funding for CSI. The project period for this application begins March 18, 2019 and ends on June 30, 2020. ESSA, Section 1003 funds are available to each eligible LEA that submits an approvable application, and will be allocated on the basis of a formula. The formula takes into consideration the total number of schools identified for CSI, statewide.

ESSA, Section 1003 funds are based on California’s annual Title I, Part A allocation and are contingent upon the California Budget Act. Future funds will be made available to eligible LEAs.

### Eligibility Requirements

Applicants must be an LEA with schools meeting the criteria for CSI. An LEA is defined as a county office of education (COE), school district, or direct-funded charter school.

Under the ESSA, the state must identify schools in need of additional assistance based on various criteria. This requirement went into effect for the first time in 2018–19. Schools were selected for the first time in January 2019 based on the 2018 Dashboard.

School eligibility for CSI occurs one time every three years. Schools are eligible for CSI if they are a public high school with a graduation rate below 67 percent or at least the lowest-performing five percent of Title I schools.

CSI criteria and program information is located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

### Allowable Activities and Costs

As a condition of funding, the LEA must partner with stakeholders, including school principals and other school leaders, teachers, and parents to locally develop and implement a plan for each school meeting the criteria for CSI.

School planning and LEA assistance for each school that meets the criteria for CSI will be incorporated into the LCAP and school planning processes. If ESSA, Section 1003 funds for CSI are used to implement actions/services to meet a goal articulated in the LCAP, those funds would be included in the LCAP. ESSA, Section 1003 funds for CSI that are distributed to the school from the LEA must be included in the School Plan for Student Achievement (SPSA), formerly known as the Single Plan for Student Achievement. CSI improvement strategies and activities must align to the goals, actions, and services identified in the LEA’s LCAP.

ESSA, Section 1003 funds must only be spent on CSI strategies and/or activities directly related to the following improvement planning and implementation efforts:

* Capacity building
* Plan development and implementation, including:
* Partnering with stakeholders
* Conducting needs assessments and root cause analysis
* Identification/development of evidence-based interventions, strategies, and/or activities
* Using data to develop, implement, monitor, and evaluate improvement efforts
* Reviewing/identifying resource inequities, which may include a review of LEA- and school-level budgeting

Federal planning requirements are established in the California *Education Code* Section 64001 (<https://bit.ly/2G9Fn1a>) and the Approved LCAP Template 2019 located at <https://www.cde.ca.gov/re/lc/documents/lcaptemplate2019.docx>.

Plan instructions for the LCAP and SPSA are located at <https://www.cde.ca.gov/re/lc/>.

CSI program requirements and information are located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

### **Disallowable** Activities and Costs

Funds provided under this grant shall not be used for the following purposes:

* Hiring additional permanent staff
* Supplanting of existing funding and efforts, including costs otherwise necessary to operate a school without these funds
* Acquisition of equipment for administrative or personal use
* Acquisition of furniture (e.g., bookcases, chairs, desks, file cabinets, tables) unless it is an integral part of an equipment workstation
* Food services, refreshments, banquets, or meals
* Purchase or rental of space
* Payment for memberships in professional organizations
* Purchase of promotional favors, such as bumper stickers, banners, pencils, pens, T-shirts, etc.
* Subscriptions to journals or magazines
* Travel outside of the United States
* Capital Outlay (Object Code 6000–6999)

Use of federal funds must be consistent with the Office of Management and Budget’s (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. OMB information is located at <https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>.

### Grant Reporting Requirements

Actual expenditures for each performance period within the grant period shall be reported to the CDE as part of regular grant management and administration. The table below details reporting information and timelines.

| **Report Name** | **Reporting Data** | **Performance Period** | **Reporting Due Date** |
| --- | --- | --- | --- |
| Report 1 | Expenditures | March 18, 2019, to June 30, 2019 | July 31, 2019 |
| Report 2 | * Expenditures * Date the local school board approved each school’s SPSA | July 1, 2019, to October 31, 2019 | November 30, 2019 |
| Report 3 | Expenditures | November 1, 2019, to February 29, 2020 | March 31, 2020 |
| Final Report | Expenditures | March 1, 2020, to June 30, 2020 | July 31, 2020 |

Combined LEA- and school-level expenditures will be submitted for each required report. In addition to expenditure data, Report 2 must also include the date that the local school board approved each school’s SPSA. If the CDE does not receive the required reports, funding may be delayed or the CDE may bill the LEA to recover funds distributed to the LEA.

In addition to the above reporting requirements, the CDE is required to include in its annual State Accountability Report Card the following: (1) the amount of ESSA, Section 1003 funds each school received, and (2) the types of strategies implemented in each school that received ESSA, Section 1003 funds.

The CDE will determine the method for collecting this data and provide details at a later date.

### Apportionments

The table below provides information for funds apportioned to the LEA.

| **First Apportionment** | **Second Apportionment** | **Third Apportionment** | **Fourth Apportionment** | **Final Apportionment** |
| --- | --- | --- | --- | --- |
| 25 percent of the total LEA allocation | Claimed expenditures less prior payment | Claimed expenditures less prior payment | Claimed expenditures less prior payment | Claimed expenditures less prior payment |

The CDE will process payments approximately one month after the final date of each reporting period.

### Grant Monitoring

LEAs and schools that receive ESSA, Section 1003 funds for CSI will be monitored through the CDE’s Federal and Program Monitoring process.

### Application and Funding Results Timeline

| **Activity** | **Due Date** |
| --- | --- |
| Funding Profile Posted to the CDE Web Page | January 31, 2019 |
| 2018–19 ESSA CSI LEA Application for Funding  Release Date | February 4, 2019 |
| 2018–19 ESSA CSI LEA Application for Funding  Webinar Walk-through | February 5, 2019 at 10 a.m. |
| 2018–19 ESSA CSI LEA Application for Funding Due to the CDE | February 22, 2019 by  4 p.m. |
| 2018–19 ESSA CSI LEA Application for Funding  Review by CDE Staff | February/March 2019 |
| Funding Results and Schedule of Apportionments Posted to the CDE Web Page | March/April 2019 |

### Technical Assistance

The CDE will conduct a webinar to walk through the process to complete the 2018–19 ESSA CSI LEA Application for Funding. The webinar will be conducted on February 5, 2019 at 10:00 a.m. For log on details, please visit the CSI web page located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

### Application Process

The 2018–19 ESSA CSI LEA Application for Funding is an online application that includes six sections: (1) Intent to Apply; (2) General Assurances, Certifications, Terms, and Conditions; (3) Local Educational Agency Applicant Information; (4) Narrative Responses; (5) 2018–19 Comprehensive Support and Improvement Funding Plan; and (6) Signatures.

In order to receive ESSA, Section 1003 funds, each eligible LEA must complete and submit the 2018–19 ESSA CSI LEA Application for Funding to the CDE by the date specified in the Application and Funding Results Timeline. The LEA will receive email confirmation upon submission. The CDE will review each LEA application. If the LEA wishes to revise its online application after submission, the LEA must resubmit the application prior to the application due date as specified in the Application and Funding Results Timeline.

The CDE is not able to modify the application information after submission. Incomplete or late applications may delay funding.

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### Section 1: Intent to Apply

Each LEA with schools meeting the criteria for CSI must submit the 2018–19 ESSA CSI LEA Application for Funding. Any LEA that chooses not to apply for CSI funding is asked to submit this application to the CDE to communicate its intent. This will allow the CDE to reallocate the amount of funds available to those LEAs choosing to apply for funding.

Pursuant to Section 1111(d)(1)(B) of the ESSA, upon notification from the CDE, the LEA shall, for each school identified by the CDE and in partnership with stakeholders, locally develop and implement a plan for the school to improve student outcomes.

Choosing not to accept ESSA, Section 1003 funds **does not** relieve the LEA from meeting its statutory obligations under the ESSA, Section 1111(d)(1). ESSA, Section 1003 provides resources and assistance to the LEA with schools meeting the criteria for CSI.

**The LEA must indicate if it intends to apply for funding.**

* The LEA **intends** to apply for fiscal year (FY) 2018 ESSA, Section 1003 funds and must complete the remaining sections of the application.
* The LEA **does not intend** to apply for FY 2018 ESSA, Section 1003 funds and understands its statutory obligation to meet the requirements of the ESSA, Section 1111(d)(1). The LEA will be redirected to Section 6 to sign and submit this application.

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### Section 2: General Assurances, Certifications, Terms, and Conditions

General assurances, certifications, terms, and conditions are requirements of applicants and sub-grantees as a condition of receiving funds. The signed grant application submitted to the California Department of Education is a commitment to comply with the general assurances, certifications, terms, and conditions associated with the grant.

### General Assurances and Certifications

The general assurances and certifications are available on the CDE Funding Forms web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>. Applicants do not need to sign and return the general assurances and certifications with the grant application. Instead, applicants must download the general assurances and certifications to keep them on file and available for compliance reviews, complaint investigations, or audits.

### Terms and Conditions

The 2018–19 ESSA CSI LEA Application for Funding must be electronically signed by the authorized agent of the LEA and submitted to the CDE using the online application.

The first apportionment will be processed upon review and approval of the 2018–19 ESSA CSI LEA Application for Funding. Subsequent apportionments will be processed based upon approved expenditures reported by the LEA.

All funds must be encumbered, expended, and legally obligated within the dates designated and must not exceed the maximum amount indicated in the Apportionment Letter. No extensions or carryover of this grant will be allowed.

In addition, the LEA agrees to comply with the following state and federal program terms and conditions:

1. Utilize the Local Control and Accountability Plan (LCAP) and school planning processes to locally develop and implement plans that meet federal requirements for each school receiving funds under Section 1003 of the ESSA for CSI.
2. Align improvement strategies and activities to the goals, actions, and services in the LEA’s LCAP.
3. Monitor schools receiving ESSA, Section 1003 funds for CSI.
4. Use a rigorous review process to recruit, screen, select, and evaluate any external partners, other than the county office of education and other agencies within the state system of support that the LEA would partner with to develop and implement the plan for CSI.
5. Align other federal, state, and local resources to carry out activities supported with funds received.
6. Modify practices and policies as appropriate, to provide operational flexibility that enables full and effective implementation of the plans to improve student outcomes in schools meeting the criteria for CSI.
7. Assure that each school that the LEA serves will receive all of the state and local funds it would have received in the absence of ESSA, Section 1003 funds.
8. Ensure that ESSA, Section 1003 funds are spent as indicated in this application, and agree that funds will be used only to provide support to the schools meeting the criteria for CSI, including locally developing, implementing, monitoring, evaluating, and approving plans for the school to improve student outcomes.

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### Section 3: Local Educational Agency Applicant Information

SAMPLE Unified School District (County: SAMPLE)

LEA Address

Preliminary FY 2018 LEA Allocation: $0.00

County/District Code 00000000000000

NCES: 0000000 DUNS: 000000000

The CDE will prepopulate the LEA contact information above. In order to proceed, the LEA will be required to confirm the accuracy of this information. If the information is correct, the LEA will be allowed to enter the contact information required below. If the prepopulated information is incorrect, the LEA will be instructed to contact the School Improvement and Support Office for assistance at 916-319-0833.

Applicant Information can be verified on the California School Directory web page at <https://www.cde.ca.gov/schooldirectory/>.

LEAs can verify their DUNS number through the Online Public Update for Schools web page located at <https://www3.cde.ca.gov/opuscds/default.aspx>.

LEAs will provide the following contact information for the Primary and Secondary Grant Coordinators and the Fiscal Coordinator. If the LEA only has a Primary Grant Coordinator, please duplicate that information for the Secondary Grant Coordinator.

* First and Last Name
* Title
* Phone
* Extension
* Email
* Fax

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### Section 4: Narrative Responses

The LEA must provide complete responses to the three prompts below. Please note the character limits allowed for each prompt.

The LEA is required to utilize the LCAP and school planning processes to locally develop and implement a plan for the school to improve student outcomes in each school meeting the criteria for CSI.

**Prompt 1:** Describe any separate planning processes or activities that the LEA will use. If the LEA will not use any separate or additional planning process, please type **NA** for the response. **(Max 500 characters)**

The LEA is required to utilize the LCAP and school planning processes to monitor schools identified for CSI.

**Prompt 2**: Describe any separate monitoring processes or activities that the LEA will use. If the LEA will not use any separate monitoring processes, please type **NA** for the response. **(Max 500 characters)**

For the prompt below, external partners include any external service provider **other than the county office of education and other agencies within the state system of support that the LEA would partner with to develop and implement the CSI plan.**

**Prompt 3**: Describe the LEA’s rigorous review process to recruit, screen, select, and evaluate any external service provider with whom the LEA will partner. If the LEA will not partner with any external service provider/s, please type **NA** for the response. **(Max 500 characters)**

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### Section 5: 2018–19 Comprehensive Support and Improvement Preliminary Funding Plan

| **LEA Name** | **Preliminary FY 2018 LEA Allocation** |
| --- | --- |
| SAMPLE Unified School District | $0.00 |

From the LEA’s preliminary allocation under this grant, the LEA may distribute funds among the schools meeting the criteria for CSI. The total amount of distributed funds must match the LEA’s preliminary allocation.

**Note:** Final LEA allocations will be determined by the first reporting period. At that time, the LEA will be required to revise its Funding Plan according to the final funding results. Instructions for the revision will be provided to the LEA at a later date.

| **LEA and School Name** | **FY 2018**  **Amount of Funds Distributed** |
| --- | --- |
| SAMPLE Unified (District) | $0.00 |
| ABC Elementary | $0.00 |
| DEF Middle School | $0.00 |
| GHI High School | $0.00 |
| **Total Distributed** | **$0.00** |

## 2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Application for Funding

### Section 6: Signatures

### ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:

***If the LEA applies for CSI Funding, the following statements must be acknowledged.***

* As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the 2018–19 ESSA CSI LEA Application for Funding and CSI program requirements; and I agree to comply with all requirements as a condition of funding.
* I certify that all applicable state and federal rules and regulations will be observed and that to the best of my knowledge, the information contained in this application is correct and complete.

***If the LEA does not apply for CSI Funding, the following statement must be acknowledged.***

* As the duly authorized representative of the applicant, I confirm that this LEA **does not intend** to apply for FY 2018 ESSA, Section 1003 funds and acknowledge that the LEA understands its statutory obligation to meet the requirements of ESSA, Section 1111(d)(1).

### SIGNATURE

By signing this application electronically, the duly authorized representative of the applicant, agrees that their electronic signature is the legally binding equivalent to their handwritten signature. The LEA will provide the following information:

* LEA Name
* First and Last Name
* Title
* Date
* Email
* Phone Number

**Note**: If the LEA wishes to revise its online application after submission, the LEA must resubmit the application prior to the application due date as specified in the Application and Funding Results Timeline.

The CDE is not able to modify the application information after submission. Incomplete or late applications may delay funding.