# After School Education and Safety Program Universal Grant Request for Applications

## Programs Proposing to Serve Elementary and Middle/Junior High School Students Fiscal Year 2019–20

**Due by 4 p.m. January 22, 2019**



Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814-5901

916-319-0923

[expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov)

<https://www.cde.ca.gov/ls/ex/fundingop.asp>

### Contact Information

All Request for Applications (RFA) questions and correspondence should be submitted by email through the After School Education and Safety (ASES) Universal RFA Helpdesk at [expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov) (please indicate “ASES RFA Question” in the email subject line), or by contacting the Expanded Learning Division (EXLD) at 916-319-0923.

All questions about RFA forms required through the After School Support and Information System (ASSIST) should be submitted by email through the ASSIST Helpdesk at [ASSIST@cde.ca.gov](mailto:ASSIST@cde.ca.gov).

All completed RFAs should be submitted by 4 p.m. on January 22, 2019 to:

ASES Universal Grant Application

Expanded Learning Division

ASES Universal RFA

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814-5901

### What’s New? Changes in the Request for Applications from the 2018–19 Universal Request for Applications:

* The submission deadline for the hard copy application(s) has changed from 5 p.m. to 4 p.m. on January 22, 2019.
* Signature stamps, electronic stamps, or any form of reproduced stamp that is not an authentic, original “wet” signature will be disqualified; signatures must be made using blue ink or they will be disqualified.
* Local Educational Agencies (LEAs) are eligible to apply; however, they must have verifiable data for fiscal year (FY) 2017–18 in California Longitudinal Pupil Achievement Data System (CALPADS) to be considered in the Funding Determination process.
* The ASSIST forms have been modified; the EXLD no longer requires the hard copy submission of the Award Calculator, Core Grant Budget, Disqualification Form, or Certified Assurances.
* Applicants that do not have an existing logon to access and apply through ASSIST may request a hard copy application. Please contact the RFA helpdesk for further information and instructions (see Contact Information above).

***Note:* Applicants are strongly encouraged to read the entire ASES Universal RFA and consider all requirements for eligibility, disqualifications, and funding determinations prior to submitting an application. Prior year funding distributions are also available at:** <https://www.cde.ca.gov/ls/ex/fundingop.asp>.

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#### Critical Dates for the Application Process

| **Dates** | **Critical Events** |
| --- | --- |
| **September 2018** | RFA and supporting documents are posted on the California Department of Education (CDE) Funding Opportunities web page at <https://www.cde.ca.gov/ls/ex/fundingop.asp>. |
| **January 22, 2019** | **Submission deadline** for application in hard copy to the CDE by **4 p.m.** No postmarks will be accepted. |
| **February 2019** | Applicants are notified if they have been disqualified based on the CDE’s screening of applications and eligibility criteria. |
| **February 2019** | TheCDE reviews voluntary/involuntary grant reductions to determine available funding amounts. |
| **April 2019** | Intent to Award (ITA) is posted on the CDE website (ITA is **NOT** the final funding list). The final funding list will be posted on the CDE website when all data are verified and appeals are decided. |
| **May 2019** | The final funding list will be posted on the CDE website when all data are verified and appeals are decided. |

#### Purpose and Description of the Program Parameters

The purpose of the ASES Program is to create incentives for establishing locally-driven Expanded Learning programs, including after school programs (ASP) that partner with public schools and communities to provide academic and literacy support, and safe, constructive alternatives for youth. The ASES Program involves collaboration among parents, youth, and representatives from schools, governmental agencies, individuals from community-based organizations, and the private sector.

Each year, the amount of new ASES funding available is contingent upon programs that are no longer operating or have had their grant funding reduced. In FY 2018–19, applicants requested over $29 million in program funding with a total of $6.9 million being awarded. Of the 113 applications submitted, the 55 applications only funded 134 school sites (of the 334 school sites that applied), indicating the highly competitive nature of the process. Although it changes every year, the Federally Reduced-Priced Meals (FRPM) funding determination cutoff last year was 80.05 percent. It is estimated that the ASES funding available for FY 2018–19 is approximately $4 million. Grants will be awarded to school sites that have the **highest** rank ordered percentage of students eligible for FRPM among the ASES grant applicants.

The FRPM data used to determine the awards will be the data reported to the CDE in the CALPADS for the 2017–18 school year. The EXLD will obtain data on the percentage of students eligible for FRPM from the FY 2017–18 FRPM downloadable file available on the CDE Student Poverty FRPM Data web page located at <https://www.cde.ca.gov/ds/sd/sd/filessp.asp>.

The data used in the calculation is the count of the FRPM eligible students ages five through seventeen who were enrolled on Census Day, October 2017, and certified through the FY 2017–18 CALPADS Fall 1 submission. For schools designated as National School Lunch Program Provision two and three schools, the FRPM downloadable file will include the count of students eligible for FRPM.

The maximum grant award for an individual after school site is $122,850 for elementary schools and $163,800 for middle/junior high schools. An applicant’s school is considered a middle school if they have served the seventh grade or higher during the 2017–18 school year.

A school currently serving a combination of elementary and middle/junior high school students may apply for the middle/junior high school maximum of $163,800. Schools serving a combination of students in middle/junior high and high school may provide an after school ASES program for students through ninth grade only (California *Education Code* [*EC*] Section 8482.55[c]). High schools serving ninth grade through twelfth grade only, are **not** eligible for an ASES grant, not even a grant serving ninth grade only for a single high school site. Funding will be based on the grade span served in 2017–18 reported in the Public Schools Data downloadable file from the CDE Public School Directory web page at <https://www.cde.ca.gov/ds/si/ds/pubschls.asp>. If no data exists for grades served, the CDE will base funding on the grades offered.

The specific funding amount for each school site will be calculated from the number of students that a program proposes to serve, the number of days a program will operate, and the funding formula of $8.19 per student, per day. The CDE will not provide funding to serve more students than are enrolled in the school. The CDE will use CALPADS FY 2017–18 data from the CDE Student Poverty FRPM Data web page at <https://www.cde.ca.gov/ds/sd/sd/filessp.asp> to validate school enrollment.

The total grant award for an application will vary depending upon the number of schools included in the application.

#### After School Education and Safety Grant Renewal Process

Applicants awarded an ASES grant will receive a three-year renewable grant awarded in one-year increments beginning on July 1, 2019, provided that the assurances and program requirements have been met, and the state budget is approved (*EC* Section 8482.4[c]). Continuation of the grant after the initial three-year grant period is contingent upon meeting all of the administrative program requirements, including attendance, expenditure, and evaluation data reporting.

Grantees are required to reapply for their grant every three years through the ASES renewal application process. Current grantees may verify the grant cycle of their program at the CDE ASES Renewal Cycles web page at <https://www.cde.ca.gov/ls/ex/asesrenewalcycles.asp>.

The CDE will not be posting an RFA for current ASES grantees that are eligible to apply for renewal of their existing ASES grant. Instead, current ASES grantees will have the opportunity to apply for renewal by completing and submitting required forms via the ASSIST located on the CDE website at <http://www3.cde.ca.gov/ASSIST/index.aspx>, with a new deadline of January 22, 2019. Information about the Renewal Process is available on the CDE Funding Opportunities web page at <https://www.cde.ca.gov/ls/ex/fundingop.asp>.

The following table outlines conditions for which it is appropriate to submit an application in either the ASES Universal RFA or Renewal forms via ASSIST:

| **ASES Universal Request for Applications** | **After School Education Safety Renewal Forms** |
| --- | --- |
| * New applicants * Current ASES grantees requesting to fund new sites * Current ASES grantees requesting an increase in current funding, to the legislative cap.   Note: If a site is requesting an increase in current funding, the RFA should reflect the expansion of funds requested, not the entire amount of the grant. For example, if ABC elementary school program is currently funded at $90,000, and the applicant is requesting an increase of funds up to the legislative cap ($122,850), the RFA would focus on the $32,850 being requested, and not the entire $122,850. | * Current ASES grantee applying to renew your grant within the assigned grant cycle, with **no change in funding.** |

**Important:** If you are a renewing grantee that would like to increase funding or the number of sites served, you must complete both the ASES Universal RFA for the increase in funding or sites AND the ASES Renewal forms in order to renew your current ASES grant.

#### After School Education and Safety Program Administrative Requirements

This RFA describes all application requirements. This section provides the administrative requirements for the program after a grant has been awarded.

##### Description of Required Program Elements

An ASES Program must integrate with the regular school day and other expanded learning opportunities (*EC* Section 8483.3[c][5]) while providing a safe physical and emotional environment, opportunities for relationship building, and promotion of active student engagement (*EC* Section 8483.3[c][3]) through the following two required program elements:

1. An educational and literacy element (*EC* Section 8482.3[c][1][A])in which tutoring or homework assistance is provided in one or more of the following areas:

* Language arts
* Mathematics
* History and social science
* Computer training
* Science

1. An educational enrichment element (*EC* Section 8482.3[c][1][B]) which may include, but is not limited to the following:
   * Fine arts
   * Career Technical Education (CTE)
   * Recreation
   * Physical fitness
   * Prevention activities

Examples of such activities and programs include, but are not limited to:

* Science, Technology, Engineering and Math
* Remedial education activities
* Expanded learning activities in core content areas
* Homework assistance
* Tutoring services
* Language skills and academic achievement for English learners
* Telecommunications and technology education (e.g., computer training)
* Fine arts training in any art form (e.g., visual, performing, and digital arts)
* Recreational activities
* Science-related activities
* Physical fitness activities
* Nutrition education activities
* CTE activities
* Job readiness activities
* Drug, alcohol, and tobacco education and prevention activities
* Service-learning
* Mentoring
* Coordinated school health activities
* Character education

When determining goals for the educational and literacy element and the educational enrichment element, the EXLD strongly encourages Applicants to use research-based curricula and strategies that are aligned to California’s state standards, including the Common Core State Standards and the Next Generation Science Standards (see the CDE Common Core State Standards web page at <https://www.cde.ca.gov/re/cc/> and the CDE Next Generation Science Standards web page at <https://www.cde.ca.gov/pd/ca/sc/ngssstandards.asp>), and are appropriate for after school audiences.

1. Development of a Program Plan

The ASES grantees shall develop and maintain documentation of the ASES Program Plan for a minimum of five years after the conclusion of the program (*EC* Section 8482.3[g][1][F]). Applicants applying for a new ASES grant will be required to submit a Program Plan within six months of receiving a grant award for ASES funding.

Current ASES grantees applying for an increase in funding or additional sites are not required to submit a Program Plan as part of the RFA submission. The development, revision and submission of a Program Plan is required as part of the ASES grant renewal process.

The ASES Program Plan must be developed through a collaborative process that includes parents, youth, representatives of participating public school sites, governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector (*EC* Section **8482**.5[b]). Grantees must develop an ASES Program Plan that is available for on-site review (*EC* Section 8482.3[g]). The EXLD must be notified if the program goals or outcome measures are changed during the grant period (*EC* Section 8482.3[g][1][E]).

A Program Plan Guide is available for grantees on the CDE Reporting and Forms web page at <https://www.cde.ca.gov/ls/ex/reportingandforms.asp>. The Program Plan includes, but is not limited to, program goals, program content, and any other information requested by the CDE. The Program Plan must be reviewed by the grantee every three years (*EC* Section 8482.3[g]).

##### Operational Requirements

The legislation governing the ASES Program requires that After School Programs provide students with a safe environment, academic support, and educational enrichment. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity (*EC* Section **8482**.6). All ASES ASPs **must**:

* Begin immediately upon the conclusion of the regular school day (*EC* Section 8483[a][1]).
* Operate at least until 6 p.m. (*EC* Section 8483[a][1]).
* Operate a minimum of 15 hours per week (*EC* Section 8483[a][1]).
* Operate every regular school day during the regular school year (*EC* Section 8483[a][1]).
* Maintain a student-to-staff member ratio of no more than 20:1 (*EC* Section 8483.4).
* Offer a daily nutritious snack and/or meal (*EC* Section 8483.3[c][8]) that conforms to both state and federal standards.
* Provide opportunities for physical activity (*EC* Section 8483.3[c][7]).
* Provide all notices, reports, statements, and records to parents or guardians in English and the student’s primary language when 15 percent or more of the students enrolled at the school site speak a primary language other than English. This is determined annually based on the language census data submitted to the CDE for the preceding year (*EC* Section 48985).

To learn more, please visit the CDE Frequently Asked Questions web page at <https://www.cde.ca.gov/ls/ex/documents/asestwentyfirstassests.docx>.

##### Program Sites

The program site is the physical location where the ASES program activities and services are provided. The program site must be safe and easily accessible, and is generally an elementary or secondary school, but may be a community park, recreational facility, or other site approved by the EXLD through the grant application process (*EC* Section 8484.6[a]).

Applicants proposing to deliver services through the ASES Program must assure that the Applicant, participating school(s), and the LEA agree to the proposed program site (*EC* Section 8484.6[a]), including the following:

* Safe and supervised transportation must be provided to the enrolled students if the program site is not located on a school campus (*EC* sections 8482.8[a] and 8484.6[a]).
* Off-site programs must be aligned with the educational and literacy components of the participating students' regular school program (*EC* Section 8484.6[a]).
* Off-site programs must ensure communication among teachers in the regular school program, after school staff, and parents of students (*EC* Section 8482.8[a][2]).
* Off-site programs must comply with all statutory and regulatory requirements of those conducted on the school site (*EC* Section 8484.6[b]).

##### Staff and Volunteers

Each program must establish the qualifications for each staff position so that all staff members directly supervising students meet, at a minimum, the school district's qualifications for an instructional aide (*EC* Section 8483.4). Selection of the program site supervisor is subject to the approval of the school site principal (*EC* Section 8483.4). Staff and volunteers are to fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy (*EC* Section 8483.4).

The ASES Program must provide staff with training and development (*EC* Section 8483.3[c][4]) and may provide a maximum of three staff development days per year during regular program hours using grant funds (*EC* Section 8483.7[a][1][C]).

##### Role of Principal/Executive Director

The principal/executive director of each school **must** commit to supporting the program (*EC* Section 8483.3[c][6]). The principal/executive director also agrees to operate a program on their site (*EC* Section 8482.3[f][1]), or at a site not located on the school campus, meeting all statutory and regulatory requirements (*EC* Section 8484.6).

##### Role of the Fiscal Agent in a Co-application

In a Co-application, one Applicant must be designated as the Fiscal Agent. The Fiscal Agent is either an LEA or public agency in a Co-application and will administer the grant funds (*EC* **Section 8482**.3[f][4]). Allowable Fiscal Agent Co-applicants are:

* + - * An LEA, including a direct-funded charter
      * Chartered or incorporated city council
      * County board of supervisors

**NOTE**: A non-profit Co-applicant may **not** act as a Fiscal Agent Co-applicant (*EC* **Section 8482**.3[f][4]). An LEA that applies without a Co-applicant does **not** require a Fiscal Agent Co-applicant because they will receive the grant awards directly from the CDE.

##### Role of Each Applicant and Co-applicant

The Applicant must provide an original “wet” Authorized Signature on the Cover Page of the application (*EC* Section 8482.3[f]). Each Applicant and Co-applicant in the application agrees to share responsibility for the planning and quality of the program for the duration of the grant period (*EC* Section 8482.3[f][3]). Each Applicant and Co-applicant agrees to operate a program(s) on a site(s) (*EC* Section 8482.3[f][1]) and further agrees that an off-site program must meet all statutory and regulatory requirements applicable to similar programs conducted on a school site (*EC* Section 8484.6).

In the event that an LEA provides an Authorized Signature, but the signature of the Co-applicant(s) is missing, the application will be considered a single-applicant application. Any application without an LEA’s Authorized Signature **will** be disqualified.

##### Program Reporting

The online reporting ASSIST must be used to submit quarterly expenditure reports. Accurate attendance records must be kept using a clearly defined record keeping procedure. Actual student program attendance must be sent to the EXLD on a semi-annual basis through the online ASSIST database. Student school day attendance must be sent to the EXLD on an annual basis (*EC* Section 8484 [a][1][A]).

Due dates each year are **January 31** for reporting attendance from July 1 through December 31 and **July 31** for reporting attendance from January 1 through June 30. All reporting due dates for ASES can be found on the CDE ASES Reporting Due Dates web page at <https://www.cde.ca.gov/ls/ex/asesduedates.asp>.

All programs are required to submit evidence of a data-driven program quality improvement process that is based on the CDE’s guidance on program quality standards as part of their annual outcomes reporting. Such evidence must be reported to the EXLD each year (*EC* Section 8484[a][2]).

The EXLD will **withhold** the grant payment from a program until all fiscal or attendance reports are submitted and the required evidence has been submitted as part of the Continuous Quality Improvement (CQI) process (*EC* Section 8484 [a][2]). Grants may be **terminated** when a site or program does not comply with fiscal reporting, attendance reporting, CQI reporting, or outcome reporting requirements (*EC* Section 8483.7[a][1][A][vi]).

The table below outlines the reporting due dates for the following reports. Refer to the payment schedule table on p.15 for payment information:

| **Due Date** | **Fiscal Year 2019–20**  **Reporting Dates** | **Notes** |
| --- | --- | --- |
| * October | Annual Outcome-Based Data for Evaluation (Elementary/Middle and High schools) | Annual |
| * October 31 * January 31 * April 30 * July 31 | Quarterly Expenditure Report:   * First Quarter   (July 1 to September 30)   * Second Quarter   (October 1 to December 31)   * Third Quarter   (January 1 to March 31)   * Fourth Quarter   (April 1 to June 30) | Quarterly online reporting via ASSIST |
| * January 31 * July 31 | Semi-Annual Attendance Report   * First Semi-Annual Attendance (July 1 to December 31) * Second Semi-Annual Attendance (January 1 to June 30) | Semiannual online reporting via ASSIST |
| * July 31 | * Close-Out Expenditure Report (July 1 to June 30) | Ten percent payment will be processed after August 15. |
| * August 15 | * Last day to revise attendance * Last day to revise expenditures | Ten percent payment will be processed after August 15. |

##### Evaluation Requirements

Each grant program must meet all evaluation requirements, provide evaluation reports, and respond to any additional surveys or other methods of data collection that may be required throughout the life of the program as determined by the CDE (***EC* sections 8482**.3[f][7,8], 8483.3[c][11], and 8484[a]).

All grantees will be required to submit the following:

* Regular school day attendance for each individual student on an annual basis (*EC* sections 8484[a][1][A] and 8483.55[c][1][4]).
* Program attendance for each individual student on a semiannual basis (*EC* Section 8484[a][1][B]).
* Evidence of a data-driven program quality improvement process that is based on the CDE's guidance on program quality standards (*EC* Section 8484[a][2]).

##### When Program Attendance Goals are Not Met

There are specific attendance goals for ASES grant programs (*EC* Section 8483.7[a][1][A]). Failure to meet attendance goals will result in a development of a program improvement plan. Reductions to the grant amount will be made when:

* Actual attendance falls below 75 percent of the targeted attendance in any year after the initial grant year (*EC* Section 8483.7[a][1][A][iii]); **or**
* Actual attendance falls below 85 percent of the targeted attendance in each of two consecutive years (*EC* Section 8483.7[a][1][A][ii]).

##### Early Release Policy

Every ASES Program will establish a reasonable early release policy for students attending the ASP (*EC* Section 8483[a][1]). For further information regarding Early Release Policy, see the CDE Late Arrival and Early Release Guidance web page at <https://www.cde.ca.gov/ls/ex/earlyreleguidance.asp>.

##### Technical Assistance and Support

The EXLD System of Support for Expanded Learning Programs provides field-based technical assistance (TA) to Expanded Learning Programs throughout California. The support system consists of 16 counties and each have their own TA contacts: county leads, EXLD program consultants and analysts. These contacts make up the after school System of Support network throughout California and are charged with providing locally-based TA to grantees. At the state level, EXLD regional program consultants and analysts collaborate with county leads to provide comprehensive TA to grantees, programs, districts, and school sites. For more information about this system, contact the EXLD by phone at 916-319-0923 or by email at [expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov) or refer to the System of Support for Expanded Learning Contacts web page at <https://www.cde.ca.gov/ls/ex/sosexplearncontacts.asp>.

#### Fiscal Operations

The LEA and all Co-applicants agree to follow all fiscal reporting and auditing standards for accountability required by the CDE.

##### Budgets

When notified of the grant award, grantees are required to provide a budget to the EXLD and will receive instructions about how to complete the detailed budget information for the grant.

##### Program Match

The ASES Program **requires** a local match (cash or in-kind services) of one-third of the state grant amount from the school district, governmental agencies, community organizations, or the private sector for each dollar expended in grant funds (*EC* Section 8483.7[a][6]). Facilities or space usage may not fulfill more than 25 percent of the required local contribution (*EC* Section 8483.7[a][6]). State categorical funds for remedial education are not allowed to be used as a local match (*EC* Section 8483.7[b]).

In any FY, when a program receives state funds, but does not secure adequate matching funds, there may be a determination that an overpayment has occurred. In this case, repayment of the overpayment funds to the CDE will be required as well as any other obligations as set forth in *EC* Section 8483.8.

##### Supplementing Versus Supplanting

Grantees are to use program funds to supplement, but not supplant existing funding for ASPs (*EC* sections 8483.5[e] and 8483.7[b]).

##### Expenditure Reports

The ASSIST online reporting system must be used to submit quarterly expenditure reports. All reporting due dates can be found on the CDE Reporting Due Dates web page at <https://www.cde.ca.gov/ls/ex/asesduedates.asp>.

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

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

##### Direct Services to Pupils

A grantee receiving state funding pursuant to this program shall ensure that no less than 85 percent of that funding is allocated to school sites for direct services to pupils. The cost of a program site supervisor may be included as direct services, provided that at least 85 percent of the site supervisor's time is spent at the program site (*EC* Section 8483.9[c]). For further guidance, visit the CDE Direct Services and Administrative Costs Guidance web page at <https://www.cde.ca.gov/ls/ex/dirctservguidance.asp>.

##### Administrative Costs

A grantee may expend no more than 15 percent of funding on administrative costs. Administrative costs shall include indirect costs (*EC* Section 8483.9[b]).

Costs related to administration may include both **direct** and **indirect** administrative charges. Any cost, direct or indirect, that supports management of the program is considered administrative in nature.

For further guidance, visit the CDE Direct Services and Administrative Costs Guidance web page at <https://www.cde.ca.gov/ls/ex/dirctservguidance.asp>.

**Direct** administrative costs may include the following:

* Salary costs related to preparing the ASES Program Plan
* Monitoring activities
* Rental or purchase of program-specific office equipment or supplies
* Rental and maintenance of program office space
* Ongoing general operating expense for the program

**Indirect** administrative costs may include general administration services to the program such as:

* Personnel
* Payroll
* Accounting
* Procurement
* Data processing

##### Determining Maximum Indirect Expenditures

A grantee may expend on **all** indirect costs no more than the lesser of the following:

* The school district's indirect cost rate as approved by the CDE for the appropriate FY.
* Five percent of the state program funding received pursuant to this article (*EC* Section 8483.9[a][2]).

Current indirect cost rates for LEAs are available on the CDE Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/>.

##### Carryover Funds

Grants are provided for three years and are allocated annually, however, California state law does not allow carryover of ASES funding beyond the FY in which it was awarded (*EC* Section 8483.51).

##### Payments will be issued in three increments each year (*EC* Section **8482**.4[f]).

| **Percent of the Total Funded Grant Amount** | **Date Issued and Reporting Requirements** |
| --- | --- |
| 65 percent | Within 30 days of return to the CDE of the signed Grant Award Notification (AO-400). |
| 25 percent | On receipt of first semiannual attendance reports, first and second quarter expenditure reports (October–December), and all other required reports by **January 31**. |
| 10 percent | On receipt of second semiannual attendance reports, third and fourth quarter expenditure reports (April–June), and all other required reports by **July 31.** |

Payments will be withheld if reporting requirements are not met or if the grantee has invoices outstanding of more than 90 days (*EC* **sections 8483.7[a][1][A][vi]** and 8483.8[a]).

#### Program Monitoring and Annual Audit

##### Program Monitoring

State law requires the CDE to systematically monitor the implementation of funded programs, including the ASES Program. Grantees operating an ASES Program must participate in the CDE’s program monitoring process. This State oversight is accomplished in part by conducting on-site and online monitoring reviews. The purpose of the review is to verify compliance with the statutory requirements of each program and to ensure that program funds are spent according to program requirements.

As part of this process, the CDE will monitor whether the program has implemented a data-driven program quality improvement process that is based on the CDE's guidance on program quality standards (*EC* Section 8484[a][2]). The CDE program quality standards can be found on the California AfterSchool Network web page at <https://www.afterschoolnetwork.org/post/quality-standards-expanded-learning-california>.

##### Annual Fiscal Audit

1. All entities that receive ASES Program funds must undergo an **annual** financial and compliance audit and keep adequate, accurate records for the ASES Program. The funded program shall abide by generally accepted accounting principles and recordkeeping requirements (*EC* sections 8448[a][1], 8448[d], and 41020[b][4]). The LEA and the Fiscal Agent Co-applicants are required to maintain auditable records, which must be made available, upon request, to auditors and other governmental agencies for monitoring, reviews, and audits. All records must be maintained until the audit is resolved by the state.

#### Eligibility Criteria and Determination—Who May Apply

Entities **eligible** to apply for ASES funds through the Universal RFA include:

* School districts
* County offices of education
* California School for the Blind or for the Deaf
* Direct-funded charter schools
* City, county, or non-profit organizations, but only as a Co-applicant with the approval of an LEA or multiple LEAs (see below Allowable Co-applicant Combinations)

Eligible entities **may** **apply** for this RFA if they are:

* Seeking funding as a new grantee
* Current grantees that are seeking to add a site to their grant
* Current grantees that are seeking to increase a current site’s funding to the legislative cap, which is $122,850 for elementary schools and $163,800 for middle schools (*EC* Section 8483.7)

Eligible entities **may not apply** for this RFA if they are:

* Current ASES grantees seeking to renew their grant.
* High schools.
* ASES Programs seeking before school, summer school, or large school adjustments funding.
* Current 21st Century Community Learning Centers or ASES sites that have received a grant reduction in FY 2018–19 (that will be implemented in FY 2019–20) due to the agency not meeting the requirements of the grant in the prior RFA, are ineligible for an increase in funding through this RFA in FY 2019–20. This applies to the program type, or component, that has been reduced (After School Base, Before School Base, and Summer/Supplemental).

##### Allowable Co-applicants

The following chart outlines the allowable options for applying with a Co-applicant.

**Allowable Co-applicant Combinations**

| **Co-applicant Type** | **Non-Local Educational Agency** | **Local Educational Agency** |
| --- | --- | --- |
| 1 | County Board of Supervisors | One or more LEA |
| 2 | The city council of a chartered or incorporated city | One or more LEA |
| 3 | Non-profit (may not act as the Fiscal Agent) | One or more LEA |

Any agency may act as a collaborative local partner, contractually or otherwise, in implementing the ASES Program without applying as a Co-applicant in this ASES application. Applying as a Co-applicant in the application creates a responsibility directly to the CDE to implement the terms of the RFA.Charter School Administrative Agencies may only apply as a co-applicant with the LEA as the applicant, since Charter School Administrative Agencies are considered to be a non-profit organization.

##### Good Standing

Currently funded ASES program sites applying for additional schools or to increase school site funding to the legislative cap, or renewing their school’s funding must meet the administrative reporting requirements for FY 2017–18 and be considered in Good Standing to be eligible for ASES Universal funds.

Good Standing for ASESgranteesrefers to all of the following conditions:

* All attendance reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete;
* All expenditure reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete;
* All annual outcome-based data for grantees has been submitted prior to the reporting deadline and have been found by the EXLD to be complete;
* All annual audit findings for grantees have been found by the EXLD to be resolved or are in the process of being resolved to the satisfaction of the CDE; and
* All Federal Program Monitoring findings for grantees have been found by the EXLD to be resolved or are in the process of being resolved to the satisfaction of the CDE.

If the applicant’s school is determined to be in Good Standing at the time the application is submitted to the CDE and if all other submission requirements are met, the application will be moved forward in the review process. If the applicant’s school is not in Good Standing at the time the application is submitted to the CDE on January 22, 2019 the school **will be disqualified** (*EC* Section 8484.8[b][3]).

#### Completion and Submission of the Application

An application may include multiple school sites. A school site is only eligible to receive funding in **one** ASES Universal Application submission.

##### Description of the Required Program Narrative

The Applicant **must** attach and submit with the application a maximum five-page narrative describing the two Required Program Elements. The educational and literacy elements must describe the tutoring or homework assistance provided in one or more of the following areas: (1) language arts, (2) mathematics, (3) history and social science, (4) computer training, or (5) science. The enrichment elements must include one or more of the elements as described in the Description of Required Program Elements in this RFA. The Program Narrative is a **required** component of the ASES application and should document a thoughtful and collaborative planning process. Applicants will be **disqualified** if the Program Narrative is not submitted or if the narrative fails to address the two Required Program Elements.

##### Online After School Support and Information System Application Process

Applicants can access the application online using the ASSIST. After the completion of the application process in the ASSIST, Applicants will print out the application for signature and submit the original signed application to the CDE by **January 22, 2019**. Applicants that do not have an existing logon to access and apply through ASSIST, may request a hard copy application. Please contact the RFA helpdesk for further information and instructions (see Contact Information at the beginning of the RFA). Applicants with ASSIST logons must complete the application using ASSIST.

##### Required Signatures and Assurances

All original “wet” signatures, using blue ink, from the applicant and all other co-applicants are due at the time the application packet is submitted to the CDE, or the application **will be disqualified.**

All grantees are required to retain copies of signed documents for their records and for audit purposes. Please visit the CDE General Assurances and Certifications web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>.

A designee may provide the authorized signature as long as a copy of a recent governing board resolution or minutes, specifically authorizing the designee to accept and sign as a proxy for financial statements and legally binding documents, is included in the application materials. In the absence of an authorized signature on the Authorized Designee form and answering “Yes” to the authorized designee question on ASSIST, the applicant **will be disqualified**.

All original authorized signatures of the school principals or executive directors of a direct-funded charter school are due at the time the application packet is submitted to the CDE, or the school site **will be disqualified** (see the Signature and Approvals form). An original “wet” signature using blue ink is required.

##### Submitting the Application

Applicants must mail or hand-deliver the originally signed application packet to:

ASES Universal Grant Application

Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814-5901

Applications must be received at the CDE by **4 p.m. on** **January 22, 2019.** **Postmarks will not be accepted.** Any application received after the due date and time **will be disqualified** from the competitive process.

For questions regarding submission, please contact the ASES Universal RFA Helpdesk at [expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov) or the EXLD by phone at 916-319-0923.

##### Grant Award Determination

In determining grant awards, the CDE will consider each school site included in an application as if it were an independent application for that site alone. The FRPM school site data will be retrieved from the CALPADS FY 2017–18 file. The school sites will be rank-ordered according to the highest percentage of students eligible for the FRPM. Schools with the highest percentage of FRPM eligible students will be awarded grants and funded down the list until all funds are exhausted. An Applicant agency may therefore receive funding for all, some, or none of the school sites contained in the application.

An Intent to Award list will be posted on the CDE Funding Results web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp> by May 2019. Emails will be sent to all Applicants announcing the posting of the proposed awards.

*Note: Verifiable 2017–18 data in CALPADS is required for applicants to be considered in the Funding Determination process.*

##### Disqualifications and Appeals Process

1. Disqualifications

The following conditions must be met for an application to be considered for ASES funding. If an Applicant does not comply with the following items, either individual schools or the entire application **will be disqualified** from funding consideration.

* 1. Individual School Disqualification
  + An individual school that is not in Good Standing at the time the application is reviewed **will be disqualified**.
  1. Application Disqualification
  + An application without a Program Narrative **will be disqualified**. The Applicant **must** submit, as an attachment, a Program Narrative that describes the two ASES required program elements (see Description of Required Program Narrative section).
  + An application without an original “wet” signature using blue ink LEA Authorized Signature on the Cover Page **will be disqualified**. Signatures submitted after the application deadline will not be accepted. If an application is submitted by more than one Applicant, all Co-applicants must sign the application. If a Co-applicant fails to sign the form, the Co-applicant will be dropped from the application. However, at least one LEA must always sign the Cover Page of the application.
  + A Cover Page without an original Authorized Signature or without a Designee signature submitted with a copy of a recent governing board resolution or minutes clearly authorizing the Designee to accept and sign as a proxy for financial statements and legally binding documents **will be disqualified**. **All signatures must be original “wet” signatures using blue ink. Applications that are submitted with signature stamps, electronic stamps, or any form of reproduced stamp will be disqualified.**
  + The ASSIST-generated application forms (see Application Checklist in this RFA) that are submitted to the CDE after 4 p.m. on January 22, 2019, **will be disqualified. Postmarks will not be accepted**.Applications that are sent by guaranteed, overnight, priority mail, or other means must include verifiable documentation from the delivery service assuring delivery date by the due date and time. Dates printed on Mobile Bar Codes, such as the Quick Response Codes available at the U.S. Postal Service, are not considered postmark dates for the purpose of determining the timely filing of an application.

1. Appeals

Applicants that wish to appeal a disqualification, Intent to Award list, or Final Awards decision must submit a Letter of Appeal to the CDE. Appeals are **limited to the grounds that the CDE failed to correctly apply the standards for reviewing the applications as specified in this RFA**. The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority (*EC* citation) or other basis for the appeal position, and the remedy sought. The appeal letter must have an original Authorized Signature from the superintendent or chief executive officer that signed the original ASES application. **Email appeals will not be accepted.**

1. **Appeals to disqualifications**––The CDE must receive the Letter of Appeal within 10 calendar days of the date of the e-mail disqualification notification.
2. **Appeals to the Intent to Award posting**––The CDE must receive the Letter of Appeal within 10 calendar days of the posting of the Intent to Award on the CDE Funding and Fiscal Management web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp>.

Hand-delivered appeal letters must be received at the CDE by **4 p.m.** on the required date. Mailed appeal letters must be **postmarked** on or before the required date and mailed to:

**ASES Universal Appeals**

**Expanded Learning Division**

**California Department of Education**

**1430 N Street, Suite 3400**

**Sacramento, CA 95814-5901**

A final decision regarding the appeal will be made within 30 days of the receipt of the appeal by the CDE. That decision will be mailed to the appellant and shall be the final administrative action afforded to the appeal.

#### Key Terms

**Applicant** refers to the primary or lead agency or organization requesting funding through this RFA.

**ASES** refers to the state-funded After School Education and Safety Program.

**ASP** refers to after school programs

**ASSIST** refers to the online reporting After School Support & Information System.

**Authorized Signature** refers to the signing executive of the organization. Authorized signatures from the following individuals are also acceptable:

* LEA: Superintendent of an LEA, county offices of education or school district, or charter school governing board authorized signature
* School: Principal or executive director of a school
* Non-LEA co-applicant: The chief executive officer of the nonprofit or government agency (a county board of supervisors or city council)

***Note****:* Designees **will** be accepted with a copy of a recent governing board’s resolution or minutes authorizing them to sign as a proxy for financial statements and legally binding documents.

**CALPADS** refers to the California Longitudinal Pupil Achievement Data System.

**CBO** refers to Community-Based Organization.

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

**Co-Applicant** refers to a true partner (other than the named Applicant) that jointly submits the application and shares all decision-making and grant responsibilities with the applicant, including all assurances and fiscal reporting requirements.

**CTE** refers to Career Technical Education.

**CQI** refers to the Continuous Quality Improvement process that programs are required to take part in as outlined by California *Education Code (EC)* 8484(a)(2*)*.

**Disqualification** refers to the ineligibility of an application or site if requirements are not met in accordance with the instructions as established in this RFA.

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

**Eligible entity** refers to a local educational agency, CBO, Indian tribe or tribal organization, another public or private entity, or a consortium of two or more such agencies, organizations, or entities.

**EXLD** refers to the CDE’s, Expanded Learning Division.

**Expanded Learning programs** refer to before school, after school, or summer learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

**FRPM** refers to the California Free and Reduced Price Meals program.

**Fiscal Agent** refers to the public agency or local educational agency partner designated in the application to act as the Fiscal Agent.

**FY** refers to state fiscal year.

**Good Standing** refers to the status of a current grantee’s completion of program reporting requirements.

**Grantee** refers to an applicant who has a current, approved grant (Form AO-400 Grant Award Notification) for ASES grant funds.

**LEA** refers to the local educational agency, consisting of county offices of education, districts, and direct-funded charter schools.

**NON-LEA ­**refers to nonprofit agencies or city and county government.

**Original Signature** refers to an original “wet” signature, using blue ink, from an Authorized Signature, Designee, or Co-Applicant. For the purpose of this Request for Applications, signature stamps, electronic stamps, or any form of reproduced stamp will not be considered as original.

**Public Agency** refers only to a county board of supervisors or, if a city is incorporated or has a charter, a city council.

**RFA** refers to this Request for Applications.

#### Universal Grant Application Checklist

The ASES Universal Applications must be received at the CDE by **4 p.m. on January 22, 2019. Postmarks will not be accepted. Mail or deliver applications to:**

**Expanded Learning Division**

**ASES Universal Grant Application**

**California Department of Education**

**1430 N Street, Suite 3400**

**Sacramento, CA 95814-5901**

**Applications must include:**

* **Program Narrative**—see Description of the required Program Narrative Section.
* **Required ASSIST Form Submissions**—each of the forms listed below must be downloaded, completed, signed (original “wet” signatures in blue ink), and submitted in hard copy to the CDE.
* **Cover Page**—refer to Required Signatures and Assurances Section.
* **Authorized Designee**—refer to Required Signatures and Assurances Section.
* **Signature and Approvals**—refer to Required Signatures and Assurances Section.
* **Off-site Program Information**—ONLY if proposing to run a program at a location other than the regular school day site; no co-applicant signatures required.
* **Additional ASSIST Forms**—each of the forms listed below must be entered into ASSIST manually by the applicant, but are no longer hard copy submission requirements. Applicants should retain these forms for their records.
* Award Calculator
* Disqualifications Form
* California Education Code Certified Assurances

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