

**After School Education and Safety Program
Grant Renewal Application
Cycle B**

**Request for Renewal Applications
Fiscal Years 2017–19**

Due October 12, 2016



Expanded Learning Division
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I. Key Terms

Applicant—refers to an agency or organization requesting funds from a grant program administered by the California Department of Education (CDE).

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

ASP—refers to after school program.

ASSIST—refers to the online reporting After School Support and Information System.

Authorized Signature—refers to the Executive of the organization. Acceptable authorized signatures are:

- Local educational agency (LEA): Superintendent of an LEA, county office of education or school district, or charter school governing board authorized signatures
- School: Principal or Executive Director of a school
- Non-LEA Co-applicant: The Chief Executive Officer of the non-profit or governmental agency (a county board of supervisors or city council)

NOTE: Designees will be accepted with a copy of the governing board's resolution and minutes authorizing them to sign as a proxy for financial statements and legally binding documents.

CDE—refers to the California Department of Education.

Co-applicant—refers to each Applicant in an application that includes more than one Applicant as provided for by California *Education Code (EC)* Section 8482.3(e)(2).

EC—refers to California *Education Code*.

EXLD—refers to the CDE's Expanded Learning Division.

Fiscal Agent—refers to the public agency or LEA partner designated in a co-application to act as the Fiscal Agent.

FY—refers to a state fiscal year.

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Good Standing—refers to the grantee being in compliance with all terms and conditions of the grant requirements. Applies only to current ASES grantees.

Grantee—refers to an Applicant who has a **current** approved Grant Award Notification (AO-400) for ASES Program funds.

LEA—refers to local educational agencies such as school districts, county offices of education, the California Schools for the Blind or for the Deaf, or direct-funded charter schools. For this Request for Applications (RFA), a direct-funded charter school refers to a charter school that receives funds directly from the state.

Program Plan—refers to the ASES Program Plan that includes the program goals, the education/literacy and enrichment elements, outcome measures and any other information required by the CDE.

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

RFA—refers to this ASES Program Grant Renewal Request for Applications.

II. Purpose and Background

The California Legislature established the ASES Program to develop and operate partnerships that provide after school academic and literacy support and safe constructive alternatives for students in grades K–9. Programs operate at elementary, middle, and junior high school campuses with a high percentage of students from low-income families. This ASES Program grant renewal RFA provides the opportunity for existing ASES grantees with grants expiring as of June 30, 2016, to apply for another three-year period (*EC* Section 8482.4[c]).

III. After School Education and Safety Program Administrative Requirements

A. Required Program Elements

To achieve the ASES Program purpose, grantees must continue to address the educational, literacy, and enrichment elements identified in *EC* Section 8482.3(c)(1). 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

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Common Core State Standards (see the California Department of Education) Common Core State Standards Web page at <http://www.cde.ca.gov/re/cc/>), and are appropriate for after school audiences. Free access to materials meeting these requirements are available through the California After School Resource Center Web site at <http://www.californiaafterschool.org>.

B. Role of the Principal/Executive Director

The principal/executive director of each school **must** sign this application and commit to supporting the program (*EC* Section 8482.3[f][2]). The principal/executive director also agrees to operate a program on their school site (*EC* Section 8482.3[f][1]) or at a site not located on the school campus that meets all statutory and regulatory requirements that are applicable to similar programs conducted on the school site (*EC* Section 8484.6).

C. Role of the Fiscal Agent as a Co-applicant

The Fiscal Agent Co-applicant is either an LEA or public agency in this application that is awarded and administers the grant funds (*EC* Section 8482.3[f][4]). Possible Fiscal Agents include one of the following:

- An LEA, including a direct-funded charter
- A chartered or incorporated city council
- A 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.

D. Role of Each Applicant and Co-applicant

Each Applicant and Co-applicant must sign this application (*EC* sections 8482.3[e] and 8482.3[f]). Each 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]). 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.

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All Applicants agree to operate the program(s) on a school site (*EC* Section 8482.3[f][1]) or an off-site location (*EC* Section 8484.6). All Applicants agree 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).

E. Notification of Changes to the Program Plan

Grantees should review their program plan every three years as it pertains to program goals, program content, and outcome measures. Submission of program plans with this application is not required. However, if the current program goals or outcome measures change as a result of this review, the grantee shall include a statement with this application that the program plan has been amended (see Attachment 1: ASES Program Grant Renewal Request Checklist). The grantee must maintain the program plan on-site and make it available to the CDE during any monitoring process (*EC* Section 8482.3[g]).

F. 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]).

G. Grant Awards

Once your renewal application has been approved, you will receive a notification by letter. The ASES Program grant award renewals will be posted on the CDE ASES Funding and Fiscal Management Web page at <http://www.cde.ca.gov/ls/ba/as/fiscal.asp> under FY 2017–18. If a school site has received an involuntary or voluntary grant reduction effective in FY 2017–18, the grant renewal award amount will reflect that reduction.

Under the provisions of *EC* Section 8483.7(a)(1)(A), the ASES Program grant is a three-year grant awarded in three one-year increments. Once the CDE approves ASES grant awards for renewal, the grant period will run from July 1, 2017–June 30, 2020. **Grant payments may be withheld or the grant terminated if all reporting requirements are not met, including reporting of attendance, expenditure, and evaluation data (*EC* Section 8483.7[a][1][A][vi]).** Fifteen percent of grant funds may be budgeted for administrative costs (including indirect costs). For further guidance on administrative costs, visit the CDE Direct Services and

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Administrative Costs Guidance Web page at
<http://www.cde.ca.gov/ls/ba/cp/admincostguidance.asp>.

Start-up costs are not allowed with renewal funds, nor is carryover beyond the FY in which it was awarded (EC Section 8483.51). Additional fiscal information related to the ASES Program can be found on the CDE ASES Program Web page at <http://www.cde.ca.gov/ls/ba/as/>.

H. Payments

Payments will be issued in three increments (EC Section 8482.4[f]):

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

IV. Who May Apply for Renewal

A. Eligibility for Renewal

Only those grantees that currently receive ASES funding are eligible to apply for renewal. New Applicants or current grantees that are seeking to add a school site and/or seeking to increase a current school site's funding up to the legislative cap may not apply as a renewal in this RFA. They must apply as a new Applicant through the ASES Program Universal Grant RFA, located on the CDE ASES RFA Web page at <http://www.cde.ca.gov/fg/fo/r27/ases17rfa.asp>.

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

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ASES Universal RFA Apply using this RFA	ASES Renewal RFA Apply at http://www.cde.ca.gov/fq/fo/r27/documents/ases17renewalrfa.doc
<p>Current ASES grantees requesting an increase in current funding, to the legislative cap.</p> <p>Note: If a site is requesting an increase in current funding, the application should reflect the expansion of funds requested, not the entire amount of the grant. For example, if the ABC elementary school program is currently funded at \$90,000, and the applicant is requesting an increase of funds up to the legislative cap (\$112,500), the application would focus on the \$22,500 being requested, and not the entire \$112,500.</p>	<p>Current ASES grantee applying to renew your grant within the assigned grant cycle, with no change in funding.</p>
<p>New applicants or current ASES grantees requesting to fund new sites.</p>	

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 the number of sites served AND the ASES Renewal RFA.

The Applicant **must** meet **administrative requirements** as outlined in the ASES Certified Assurances for their current grant and be in **Good Standing Status** in order to be renewed (*EC* sections 8483.7[a][1][A][vi], 8483.7[a][1][A][vii], and 8484[a]).

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Good Standing Status is defined as:

- All attendance reports for current grantees have been submitted prior to the reporting deadline and have been found by the CDE to be complete
- All expenditure reports for current grantees have been submitted prior to the reporting deadline and have been found by the CDE to be complete
- All annual outcome-based data for grantees has been submitted prior to the reporting deadline and have been found by the CDE to be complete
- Evidence of a Commitment to Engage in a Quality Improvement Process has been submitted as part of the continuous quality improvement process (*EC* Section 8484 [a][2]) and has been found by the CDE to be complete

If the Applicant is in Good Standing for FY 2015–16 at the time the application is submitted, the application will be moved forward to the pool of candidates to be considered for funding. If the Applicant is not in Good Standing for the FY 2015–16 at the time the application is submitted, their application will be **terminated** (*EC* sections 8483.7[a][1][vi] and 8484[a]).

B. Adding a Co-applicant

In this renewal process the Applicant has the option of applying with a Co-applicant. The following chart outlines the allowable options for applying with a Co-applicant.

Allowable Co-applicant Combinations

Co-Applicant Type	Non-LEA	LEA
1.	County Board of Supervisors	One or more LEA(s)
2.	The city council of a chartered or incorporated city	One or more LEA(s)
3.	Non-profit (may not act as the Fiscal Agent)	One or more LEA(s)

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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 renewal application. Applying as a Co-applicant in this renewal application creates a responsibility directly to the CDE to implement the terms of the RFA. Charter School Administrative Agencies may not apply without an LEA, as they are considered to be non-profit organizations.

V. Completing the After School Education and Safety Program Renewal Application

The ASSIST online system should be used to apply for ASES Program renewal. The ASSIST will create the necessary forms for submission. The ASSIST forms will be auto-populated with the following data about your current ASES Program grant:

- Applicant agency information
- Program site information
- Staff contact information
- List of schools operating ASES Programs
- Application forms and assurances

After completing the online renewal process, Applicants should print out the application for Authorized Signatures and submit the original signed application packet to the CDE by **5:00 p.m. on October 12, 2016.**

A. Renewal Options through the After School Support and Information System

There are two options available when ASES grantees are applying for grant renewal. A grantee may choose to renew a previously funded school site at the existing funding level, or the grantee may choose to cancel a previously funded school site and thus decrease the entire grant award total.

1. Continuing Existing Level—Renew a currently approved school at the existing funding level.

- Indicate status R (renew) in the first column of the List of Schools form
- Obtain the principal's signature for each school

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2. Canceling Site Funding—Identify which currently approved school(s) will be canceling funding.

- Indicate status **C** (cancel) in the first column of the List of Schools form
- Obtain the principal's signature for each school

Grantees may request to substitute school sites or partially decrease funding for a school site, but not as part of this grant renewal process. To do this, please contact the EXLD at 916-319-0923.

An original Authorized Signature is required on all applicable pages.

B. Assurances

All grantees are required to read and comply with the list of General Assurances posted on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>. Please download the list of assurances, and retain for your records. In addition to reading and understanding the list of General Assurances, grantees must sign, submit, and comply with each of the ASES Certified Assurances forms that are generated as part of the ASSIST application process.

C. After School Support and Information System Logon Instructions

1. Log on to the ASSIST using the agency's existing secure logon.
2. Select the Agency Reports link at the top of the page.
3. Under the reports drop-down menu, there are up to 10 different renewal documents that must be printed from the ASSIST Agency Report. The printing process is the same for each form.

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D. Download, Complete, Print, and Submit the Renewal Application

1. Select the name of the form to be printed from the Renewal Forms drop-down menu.
2. Use the viewing window to review the information contained in the form and select a format from the **Select a Format** drop-down menu (Microsoft Excel, Word, or Adobe Portable Document Format [PDF]). Click the **Export** link.
3. A downloadable file in the desired format will emerge. Open the file and review. **Do not overwrite pre-populated data.** Save and print the file before the application due date. Excel files may require selection of "Fit to one page" using Excel's Page Setup command. Gather necessary signatures for each individual school site in the current grant whether being renewed or canceled.

A complete application should include the ASSIST forms as needed per the Grant Renewal Checklist.

After printing the forms and gathering the required signatures, submit the packet of forms to the CDE along with the updated Program Plan. Please assemble the packet in the order shown on the ASES Grant Program Renewal Request Checklist (Attachment 1).

E. Online Application Tips

1. Check the name of the school district superintendent in the California School Directory CDE Web page at <http://www.cde.ca.gov/re/sd/index.asp>. If changes need to be made, contact your LEA's County-District-School coordinator.
2. Applicants may update the name of the Authorized Signature for non-LEA Co-applicants and any changes of the names of LEA and non-LEA contact people for programs and fiscal information on the ASSIST Grant Management Web page at <http://www3.cde.ca.gov/ASSIST/>.

**After School Education and Safety Program
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The ASES Program Renewal RFA is due on **October 12, 2016**. Hand-delivered applications must be received by the Expanded Learning Division no later than **5:00 p.m.** on the due date. Mailed forms will be accepted and must be postmarked by **October 12, 2016**.

Mail or deliver to:

**Expanded Learning Division
ASES Grant Renewal Application—Cycle B
California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901**

COPIES: Provide the CDE with one original ASES Program Renewal Application with **original** Authorized Signatures. Send **one copy** of the Renewal Request Application to your respective Regional Lead (the contact list of Regional Leads is posted on the CDE ASES Program Web page at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>).

Please submit these forms in the following order:

- Cover Page
- Co-applicant Page (if applying with a Co-applicant)
- List of Schools Operating Programs
- Signatures and Approvals
- Certified Assurances (pages 1–4)
- Outcome Measures Based upon Individual Program Focus
- Offsite Program Information (if planning to operate a program at a site other than that of the regular school day activity)
- Statement of Amended Program Plan (if applicable)
- Checklist