

January 24, 2019

Dear Expanded Learning Program Grantees,

This e-blast contains information on the grant reduction process for the After School Education and Safety, 21st Century Community Learning Centers, and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Programs.

A grant reduction process is required by California *Education Code (EC)* sections 8483.7 and 8483.76, effective July 1, 2019. Attached to this e-blast is the Grant Award Reduction Process with examples.

What's New?

- Per *EC* sections 8483.7 (C) (ii) and (D) (ii), frontier sites will only be reduced if their attendance falls below 65 percent of its targeted attendance level in two consecutive calendar years or below 55 percent in the most recent calendar year.
- If a grant recipient wants to reduce a program site down to zero and relinquish their grant funding for that site, they may submit a Voluntary Reduction of Grant Award form to the California Department of Education (CDE) by February 15, 2019, to be effective July 1, 2019.
 - If your program needs to reduce lower than the designated grant amount, please contact your regional analyst for support.
- For all programs receiving a reduction, the new funding level will be set at the most recent calendar year percentage level attained plus an additional 15 percent cushion for growth.
- The 75 percent attendance reduction rule applies to school sites in the most current calendar year, **including the first calendar year for newly awarded sites.**

Timeline for Reductions Process

- **January 31, 2019:** Attendance data reporting is due to the CDE, Expanded Learning Division (EXLD) for the July 1–December 31, 2018 attendance data reporting period.
- **February 15, 2019:** The Voluntary Reduction of Grant Award form is due to the CDE. Due date extensions beyond this date will not be granted.

- **March 4–March 15, 2019:** Data is compiled, attendance analysis completed, and involuntary grant reductions computed by the CDE.
- **March 18–March 22, 2019:** Grant recipients are notified of grant reduction amounts. Revisions to attendance data or computations will only be considered within one week of the email notice in the following circumstances:
 - Incorrect attendance data was submitted by the grantee.
 - On an ASSETs Program original grant application, a higher than \$10 per student, per day cost was justified.
- **July 1, 2019:** Effective date of involuntary and voluntary grant reductions.

Important: Revisions to attendance data or computations beyond March 30, 2019, will not be granted in order for the CDE to meet the statutory requirements for notification of new grant awards.

If you have any questions, please contact your Fiscal Analyst. Contact information can be found on the CDE's EXLD Regional Technical Assistance Contacts web page at <https://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>, or you can contact the EXLD by phone at 916-319-0923.

Expanded Learning Division

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814
Phone: 916-319-0923

CDE: <http://www.cde.ca.gov/ls/ba/>

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Grant Reduction Process and Examples**

Grant Reduction Process:

- If a grant recipient wants to reduce a program site down to zero and relinquish their grant funding for that site, they may submit a Voluntary Reduction of Grant Award form to the California Department of Education (CDE) by February 15, 2019, to be effective July 1, 2019.
 - If your program needs to reduce lower than the designated grant amount, please contact your regional analyst for support.
- For the 85 percent attendance reduction rule, the grant reduction process will use attendance data from the most recent two calendar years. This will benefit grantees by enabling the CDE to notify grantees prior to the July 1, 2019, effective date of any reduction.
 - **The grant recipient's funding level will be set at the most recent calendar year percentage plus 15 percent cushion for growth (January–December 2018). (See scenarios.)**
- For the 75 percent attendance reduction rule, the grant reduction process will use attendance data from the most recent calendar year.
 - **The grant recipient's funding level will be set at the most recent calendar year percentage plus 15 percent cushion for growth (January–December 2018). (See scenarios.)**
- Per California *Education Code (EC)* sections 8483.7 (C) (ii) and (D) (ii), frontier sites will only be reduced if their attendance falls below 55 percent in the most recent calendar year or under its targeted attendance by more than 65 percent in two consecutive calendar years.
- Grant reductions will be applied to before school base, after school base, before school summer/supplemental and after school summer/supplemental programs.
- The After School Education and Safety (ASES) after school base funding will not be reduced lower than \$29,484 per site, pursuant to *EC* Section 8483.7 (a) (4).
- The 21st Century Community Learning Centers (CCLC) and After School Enrichment for Teens (ASSETs) grants will not be reduced below \$50,000, pursuant to the California *Elementary and Secondary Education Act*, Section 4204(h).

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- Summer/Supplemental grants are eligible for a grant reduction not to exceed the maximum grant cap (30 percent of the base grant) as allowed under *EC* Section 8483.76(a).
 - The ASES minimum funding for summer is \$8,845.
 - The 21st CCLC minimum funding for summer programs is \$8,100.
- The percentage figure used to determine any funding reduction for a school site will be based on actual student attendance attained percentage (out to two decimal places), without using any rounding rules or formatting.
- A **site grant** may be subject to termination if any after school component, including summer programs, reports zero attendance for that component at the end of the most recent reporting period. Grantees that have sites that meet this criterion, will be contacted for further discussion.
- To learn more about attendance reporting requirements for dual funded sites, please visit the CDE's Dual-Funded Sites Attendance Reporting web page at <https://www.cde.ca.gov/ls/ba/cp/dualsiteattend.asp>.

Note: This is the responsibility of the program and the CDE will not be altering attendance.

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Grant Reduction Process and Sample Computations

Sample Computation for 85 Percent Attendance

Target for a hypothetical site with the following characteristics:

- Program Site Grant Amount: \$122,850
 - Grant Type: ASES
- Annual Total Daily Attendance at 100 percent of Target:
 - 122,850 divided by \$8.19 = 15,000 (target number of students annually)

Scenario 1: Program Site Does Not Receive a Grant Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

Calendar Year 2017		Calendar Year 2018	
January–June 2017	July–December 2017	January–June 2018	July–December 2018
6,501	6,740	6,375	6,104

Total Attendance for One-year Periods

Calendar Year January–December 2017	Calendar Year January–December 2018
$6,501 + 6,740 = 13,241$	$6,375 + 6,104 = 12,479$

Total Attendance of One-year Periods, with Percent of Target

Calendar Year January–December 2017	Calendar Year January–December 2018
$13,241 \div 15,000 = 88.27\%$	$12,479 \div 15,000 = 83.19\%$

Analysis: In the reporting period January–December 2018, program site attendance was below 85 percent. However, January–December 2017 attendance exceeded 85 percent, so the site did not fail to achieve 85 percent in two consecutive calendar years. The site, therefore, meets the required attendance targets and will not receive a grant reduction.

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Scenario 2: Program Site Does Receive Grant Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

Calendar Year 2017		Calendar Year 2018	
January–June 2017	July–December 2017	January–June 2018	July–December 2018
6,104	6,004	6,314	6,205

Total Attendance for One-year Periods

Calendar Year January–December 2017	Calendar Year January–December 2018
$6,104 + 6,004 = 12,108$	$6,314 + 6,205 = 12,519$

Total Attendance of One-year Periods, with Percent of Target

Calendar Year January–December 2017	Calendar Year January–December 2018
$12,108 \div 15,000 = 80.72\%$	$12,519 \div 15,000 = 83.46\%$

Analysis: The grant recipient has not met the attendance target as attendance is below 85 percent in both of the one-year reporting periods. Therefore, a grant reduction will be assessed. **The grant recipient’s funding will be set at the most recent calendar year percentage plus 15 percent cushion for growth (January–December 2018).** The new grant amount will be calculated as follows:

$$(83.46\% \times 1.15) \times \$122,850 = \$112,783.67$$

Scenario 3: Computation When Attendance Is Less Than 75 Percent of Target

Program Site Attendance Reports for Semi-Annual Reporting Periods

Calendar Year 2017		Calendar Year 2018	
January–June 2017	July–December 2017	January–June 2018	July–December 2018
6,104	6,004	6,314	4,900

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Total Attendance for One-year Periods

Calendar Year January–December 2017	Calendar Year January–December 2018
$6,104 + 6,004 = 12,108$	$6,314 + 4,900 = 11,214$

Total Attendance of One-year Periods, with Percent of Target

Calendar Year January–December 2017	Calendar Year January–December 2018
$12,108 \div 15,000 = 80.72\%$	$11,214 \div 15,000 = 74.76\%$

Analysis: The grant recipient has not met the attendance target as attendance is below 75 percent in the most recent calendar year. Therefore, a grant reduction will be assessed. The grant recipient’s funding will be set at the actual percent plus 15 percent cushion for growth. The new grant amount will be calculated as follows:

$$(74.76 \% \times 1.15) \times \$122,850 = \$105,614.15$$

Sample Computations for Frontier Sites

Scenario 4: Program Site Attendance Falls Below 55 Percent in the Most Current Calendar Year

Program Site Attendance Reports for Semi-Annual Reporting Periods

Calendar Year 2017		Calendar Year 2018	
January–June 2017	July–December 2017	January–June 2018	July–December 2018
6,104	6,004	3,150	4,000

Total Attendance for One-year Periods

Calendar Year January–December 2017	Calendar Year January–December 2018
$6,104 + 6,004 = 12,108$	$3,150 + 4,000 = 7,150$

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Total Attendance of One-year Periods, with Percent of Target

Calendar Year January–December 2017	Calendar Year January–December 2018
$12,108 \div 15,000 = 80.72\%$	$7,150 \div 15,000 = 47.66^{\wedge}$

Analysis: The grant recipient has not met the attendance target as attendance is below 55 percent in the most recent calendar year. Therefore, a grant reduction will be assessed. The grant recipient’s funding will be set at the actual percent plus 15 percent cushion for growth. The new grant amount will be calculated as follows:

$$(47.66 \% \times 1.15) \times \$122,850 = \$67,332.86$$

Scenario 5: Program Site Attendance Falls Below 65 Percent in Two Consecutive Years

Program Site Attendance Reports for Semi-Annual Reporting Periods

Calendar Year 2017		Calendar Year 2018	
January–June 2017	July–December 2017	January–June 2018	July-December 2018
4,542	4,400	6100	3,000

Total Attendance for One-year Periods

Calendar Year January–December 2017	Calendar Year January–December 2018
$4,542 + 4,400 = 8,942$	$6,100 + 3,000 = 9,100$

Total Attendance of One-year Periods, with Percent of Target

Calendar Year January–December 2017	Calendar Year January–December 2018
$8,942 \div 15,000 = 59.61\%$	$9,100 \div 15,000 = 60.66\%$

Analysis: The grant recipient has not met the attendance target as attendance is below 65 percent in both of the one-year reporting periods. Therefore, a grant reduction will be assessed. **The grant recipient’s funding will be set at the most recent calendar year**

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percentage plus 15 percent cushion for growth (January–December 2018). The new grant amount will be calculated as follows:

$$(60.66\% \times 1.15) \times \$122,850 = \$85,700.16$$

Questions and Technical Assistance

Grant recipients with questions about the grant reduction processes may contact their Regional CDE Program Consultant or Fiscal Analyst. Contact information for the Expanded Learning Division (EXLD) Consultants and Analysts is available on the CDE's EXLD Regional Technical Assistance Contacts Web page at <https://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.

If a grantee believes that submission of a voluntary grant reduction will be beneficial, it is advisable to contact to discuss the proposed reduction before submitting the form.