

November 18, 2019

Greetings After School Education and Safety Grant Renewal, Cycle B grantees:

The purpose of this email is to provide you with information about the After School Education and Safety (ASES) and ASES Frontier Transportation grant renewal process. The ASES grantees listed under renewal Cycle B, will have the opportunity to apply for renewal for another three-year period, consistent with California *Education Code (EC)* Section 8483.7(a)(1)(A) by downloading the forms from the After School Support and Information System (ASSIST) and mailing the forms by **January 22, 2020**. Please refer to the ASES Renewal Instructions at the bottom of this email to renew your ASES grant.

Current grantees may verify the grant cycle of their program on the California Department of Education's (CDE's) ASES Grant Renewal Cycles web page at <https://www.cde.ca.gov/ls/ex/asesrenewalcycles.asp>. If this link is not active due to the Expanded Learning Division's (EXLD's) current efforts to update web pages, please access the ASES Grant Renewal Cycle on the current web page at <https://www.cde.ca.gov/ls/ba/as/asesrenewalcycles.asp>.

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]). 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 onsite 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>. If this link is not active due to the ELXD's current efforts to update web pages, please access the Program Plan Guide located at <https://www.cde.ca.gov/ls/ba/as/documents/asesprogramguide.docx>. The Program Plan includes, but is not limited to, program goals, program content, and any other information requested by the CDE. **Grantees are required to use the program plan guide and provide a narrative description in response to the prompts listed under each Quality Standard section.** The Program Plan must be submitted—along with the ASES renewal application—and reviewed by the grantee every three years (*EC* Section 8482.3[g]).

New Requirement for Renewal

ASES grantees must submit the Program Plan **two months** prior to the renewal deadline of January 22, 2020. Grantees must submit an electronic copy of the Program

Plan to the EXLD by email at expandedlearning@cde.ca.gov no later than **Friday, November 22, 2019**. Please include your agency name, grant identification, and ASES Renewal Program Plan on the subject line of the email submission.

A complete application should include the ASES Grant Renewal forms as outlined on the ASES Grant Renewal Checklist form. Submit the signed ASES Grant Renewal forms packet by **January 22, 2020, by 4 p.m.** to:

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

If you have questions regarding this subject, please send an email to the EXLD at expandedlearning@cde.ca.gov or call the main line at 916-319-0923.

ASES Renewal Instructions

1. Log on to ASSIST at <https://www3.cde.ca.gov/ASSIST/index.aspx> using your secure login information.
2. Click on the **ASES Renewal** link or select the **Agency Reports** link at the top of the page.
3. Using the **Reports/ASES Renewal** drop down menu, select only the forms labeled ASES Grant Renewal.
4. Forms to be printed for submission:
 - ASES Grant Renewal Cover Page
 - ASES Grant Renewal List of Schools Operating
 - ASES Grant Renewal Signatures and Approvals
 - ASES Grant Renewal Offsite Program Information (if applicable)
 - ASES Grant Renewal Checklist
5. Forms to be printed to keep on file:
 - ASES Grant Renewal Assurances
6. Select the name of the form to be printed from the **Reports/ASES Renewal** drop-down menu, click on the **Create Report** button.
7. Use the **Report Viewer** window to review the information contained in the form.
8. Click the **Export** (floppy disk/save icon) link. Forms downloaded in PDF format are **not** meant to be edited. If contacts are incorrect, please correct them in the 2019–20 ASES grant record under the **Contacts** button. Re-download to view updated information. Forms downloaded in Microsoft Excel format are meant to be filled out manually (if applicable).

9. Obtain all required signatures (if the Principal or Superintendent information is incorrect, cross out and write in the correct name). Please contact the district's County-District-School coordinator to update the information.

Thank you,

Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814

Phone: 916-319-0923

Email: expandedlearning@cde.ca.gov