**This document is for reference only.**

**Please do not submit this document to the California Department of Education.**

# 2018–19 Every Student Succeeds ActComprehensive Support and ImprovementCounty Office of Education Application for Funding

**Due: March 1, 2019**

## Application Overview

### Purpose

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

Consistent with the System of Support’s focus on increasing the capacity of LEAs to meet the needs of all students, the California Budget Act of 2018 appropriated ESSA, Section 1003 funding to county offices of education (COEs) for the purpose of supporting the statewide system of technical assistance and support for LEAs in their county that serve schools meeting the criteria for CSI.

**The California Department of Education (CDE) is accepting applications from COEs with an LEA or LEAs in their county that serve schools that meet the criteria for CSI.**

### Statutory Authority

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

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

Budget Act of 2019 Chapter 23 Section 2 Item 6100-134-0890 Schedule (1) located at <https://go.usa.gov/xdcEb>.

### Grant Information

The California Budget Act of 2018 appropriated $10 million in ESSA, Section 1003 funding to COEs for the purpose of supporting the statewide system of technical assistance and support. This application covers a grant period beginning March 18, 2019, and ending June 30, 2020. ESSA, Section 1003 funding is available to each eligible COE that submits an approvable application and will be allocated on the basis of a formula.

Funding under this application is based on California’s annual Title I, Part A allocation and is contingent upon the California Budget Act.

### Eligibility Requirements

An applicant must be a COE with at least one LEA in its county that serves school(s) that meet the criteria for CSI.

The 2018–19 ESSA Assistance Status Spreadsheet, CSI criteria, and program information are located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

### Allowable Activities and Costs

School planning and LEA support and assistance for each school that meets the criteria for CSI will be incorporated into the LCAP and school planning processes. The COE must provide technical assistance and support, including review and approval of the CSI prompts in the LEA LCAP Plan Summary, to each LEA in its county that serves schools that meet the criteria for CSI.

Funds authorized under this grant must be spent on the following activities:

1. Support LEAs to meaningfully address specific provisions and CSI prompts in the LEA LCAP Plan Summary.
2. Review and approve the LEA LCAP CSI prompts in the Plan Summary.

Consistent with California's System of Support as described at <https://www.cde.ca.gov/sp/sw/t1/csss.asp>, to help LEAs and their schools meet the needs of each student they serve, with a focus on building local capacity to sustain improvement and to effectively address disparities in opportunities and outcomes, the COE may use its ESSA, Section 1003 funding to:

* Build LEA capacity to support their schools through meaningful engagement in the school improvement planning and implementation processes, including technical assistance activities related to the following:
	+ Stakeholder engagement
	+ Conducting needs assessments and root cause analysis
	+ Identifying and developing evidence-based interventions/strategies/activities
	+ Using data to develop, implement, monitor, and evaluate planning and improvement efforts
	+ Reviewing/identifiying resource inequities, which may include a review of LEA- and school-level budgeting

The COE will only be reimbursed for actual work performed.

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

Plan instructions for the LCAP and School Plan for Student Achievement (SPSA), formerly the Single Plan for Student Achievement, 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:

* Supplanting of existing funding and efforts
* 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, or T-shirts
* 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 | Reporting Period | Reporting Due Date |
| --- | --- | --- | --- |
| Report 1 | Expenditures | March 18, 2019, to June 30, 2019  | July 31, 2019 |
| Report 2 | Expenditures | 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 |

COE expenditures will be submitted for each required report. If the CDE does not receive the required reports, funding may be delayed or the CDE may bill the COE to recover funds already allocated.

### Apportionments

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

| First Apportionment | Second Apportionment | Third Apportionment | Fourth Apportionment | Final Apportionment |
| --- | --- | --- | --- | --- |
| 25 percent of the total COE 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.

### Application and Funding Results Timeline

| Activity | Due Date |
| --- | --- |
| Funding Profile Posted to the CDE Web Page | January 31, 2019 |
| 2018–19 ESSA CSI COE Application for Funding Release Date | February 11, 2019 |
| 2018–19 ESSA CSI COE Application for Funding Webinar | February 12, 2019, at 10 a.m. |
| 2018–19 ESSA CSI COE Application for Funding Due to CDE | March 1, 2019, by 4 p.m. |
| 2018–19 ESSA CSI COE 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 COE Application for Funding. The webinar will be conducted on February 12, 2019, at 10:00 a.m.

### Application Process

The 2018–19 ESSA CSI COE Application for Funding is a web-based application that includes five sections: (1) General Assurances, Certifications, Terms, and Conditions; (2) COE Applicant Information; (3) Narrative Response; (4) Project Budget; and (5) Signatures and Submission.

In order to receive ESSA, Section 1003 funding, each eligible COE must complete and submit the 2018–19 ESSA CSI COE Application for Funding to the CDE by the date specified in the Application and Funding Results Timeline. The COE will receive email confirmation upon submission. The CDE will review each COE application.

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

**2018–19 Every Student Succeeds Act
Comprehensive Support and Improvement
County Office of Education Application for Funding**

## Section 1: General Assurances, Certifications, Terms, and Conditions

General assurances, certifications, terms, and conditions are requirements of applicants and sub-recipients as a condition of receiving funds. The signed grant application submitted to the California Department of Education (CDE) 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 Every Student Succeeds Act (ESSA) Comprehensive Support and Improvement (CSI) County Office of Education (COE) Application for Funding must be electronically signed by the authorized designee of the COE and submitted to the CDE using the web-based application.

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

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.

The COE must ensure that ESSA, Section 1003 funds are spent as indicated in this application, and agree that funds will be used only to provide technical assistance and support to local educational agencies with the purpose of improving and sustaining student outcomes in schools that meet the criteria for CSI.

**2019–20 Every Student Succeeds Act
Comprehensive Support and Improvement
County Office of Education Application for Funding**

## Section 2: County Office of Education Applicant Information

XYZ County

Preliminary FY 2018 Allocation Amount: $0.00

County/District Code 00 00000

NCES: 0000000 DUNS: 000000000

The CDE will prepopulate the COE contact information above. In order to proceed, the COE will be required to confirm the accuracy of this information. If the information is correct, the COE will be allowed to enter the contact information required below. If the prepopulated information is incorrect, the COE 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/>.

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

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

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

**2019–20 Every Student Succeeds Act
Comprehensive Support and Improvement
County Office of Education Application for Funding**

## Section 3: Narrative Responses

**Prompt:** Describe how the county office of education will provide technical assistance and support to local educational agencies in its county with school(s) that meet the criteria for Comprehensive Support and Improvement. **(Max 4000 characters)**

**2019–20 Every Student Succeeds Act
Comprehensive Support and Improvement
County Office of Education Application for Funding**

## Section 4: Project Budget

### Instructions for Completing the 2018–19 Proposed Project Budget

A proposed project budget is required as part of this application. The fiscal year (FY) 2018 grant funds must support the requirements of the grant. All expenditures must be allowable activities and costs as outlined in the 2018–19 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education (COE) Application for Funding. The 2018–19 Proposed Project Budget must be approved by the California Department of Education (CDE).

**Note:** Final COE allocations will be determined by the first reporting period. At that time, the COE will be required to revise its 2018–19 Proposed Project Budget according to the final funding results. Instructions for the revision will be provided to the COE at a later date.

**Grantee Name and Preliminary FY 2018 Allocation Amount**: The name of the COE and preliminary FY 2018 allocation amount is prepopulated for your convenience.

**Object Code**: Section 41010 of the Education Code requires local educational agencies to follow the definitions, instructions, and procedures in the California School Accounting Manual (CSAM). The CSAM Object Codes and Definitions can be found on the CDE CSAM web page at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>, on pages 330-12 through 330-31.

**Amount**: Enter the total amount budgeted for each Object Code. Do not leave any fields blank. Enter $0.00 if the COE does not have a budgeted amount in an Object Code. All proposed costs must directly align to and fully support the allowable use of funds described in this application.

**Expenditure Justification**: Provide an expenditure justification for all proposed expenditures within the following Object Codes. The justifications should directly align to the allowable use of funds described in this application and include how the costs are necessary and reasonable to execute the grant requirements:

* 1000s—List the Certificated Personnel title(s), Full Time Equivalent (FTE), and amount funded
* 2000s—List the Classified Personnel title(s), FTE, and amount funded
* 3000s—List the title(s) of Certificated and/or Classified Personnel receiving benefits
* 4000s—List Books and Supplies
* 5000s—List Services and Other Operating Expenditures

**Indirect Cost Rate**: For the 2018–19 indirect cost rates, use the CDE’s approved indirect cost rates found on the CDE Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/>.

**Sub-agreements over $25,000**: Indirect cost guidelines allow that up to $25,000 of each individual sub-agreement may be coded to Object Code 5800, Professional/Consulting Services and Operating Expenditures, with the remainder charged to Object Code 5100—Sub-agreements over $25,000.

**Total Budget Amount**: The Total Budget Amount should match the Preliminary FY 2018 Allocation Amount.

The table below displays the 2018–19 Proposed Project Budget.

### 2018–19 Proposed Project Budget

| County Office of Education | Preliminary FY 2018 Allocation Amount |
| --- | --- |
| [COE Name] | [$0.00] |

| Object Code | Amount | Expenditure Justification |
| --- | --- | --- |
| 1000–1999 Certificated Personnel Salaries | [$0.00] | [Justification narrative] |
| 2000–2999 Classified Personnel Salaries | [$0.00] | [Justification narrative] |
| 3000–3999 Employee Benefits | [$0.00] | [Justification narrative] |
| 4000–4999 Books and Supplies | [$0.00] | [Justification narrative] |
| 5000–5999 Services and Other Operating Expenditures | [$0.00] | [Justification narrative] |
| 7310 Indirect Cost (2018–19 Indirect Cost Rate) | [$0.00] | n/a |
| 5100 (Sub-agreements over $25,000) | [$0.00] | [Justification narrative] |
| Total Budget Amount | [$0.00] | n/a |

**2019–20 Every Student Succeeds Act
Comprehensive Support and Improvement
County Office of Education Application for Funding**

## Section 5: Signatures

### ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS

**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 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education (COE) Application for Funding 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.

### SIGNATURE

By signing this application electronically, the County Office Superintendent or authorized designee, agree that their electronic signature is the legally binding equivalent to their handwritten signature. The COE will provide the following information:

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

The California Department of Education is not able to modify the application information after submission. Incomplete or late applications may delay funding.

California Department of Education
January 2020