**THIS DOCUMENT IS FOR REFERENCE ONLY.**

**PLEASE DO NOT SUBMIT THIS DOCUMENT TO THE
CALIFORNIA DEPARTMENT OF EDUCATION.**

# 2023–24 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Plan Development and Implementation Support Application for Funding

**Due: March 4, 2024**

## Application Overview

### Purpose

Consistent with the California statewide system of support’s focus on increasing the capacity of local educational agencies (LEAs) to meet the needs of all students, the Budget Act of 2023 appropriated $5 million of Every Student Succeeds Act (ESSA), Section 1003 funds to county offices of education (COEs) for the purposes of supporting development and implementation of 2024–25 Comprehensive Support and Improvement (CSI) plans in coordination with the statewide system of support for LEAs established in the California State Plan for the federal ESSA.

**The California Department of Education (CDE) is accepting applications from COEs with an LEA or LEAs in their county that serve schools eligible for CSI based on the 2023–24 ESSA Assistance Status Data File.**

The 2023–24 ESSA Assistance Status Data File is located on the CDE ESSA Assistance Status Data File web page at <https://www.cde.ca.gov/sp/sw/t1/essaassistdatafiles.asp>.

### Statutory Authority

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

ESSA Section 1111(d)(1)–Comprehensive Support and Improvement (<https://go.usa.gov/xfAC2>), pages 33 through 35.

Senate Bill 101 Budget Act of 2023 Item 6100-134-0890 Schedule 1 is located at <https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB101>.

### Subgrant Information

The Budget Act of 2023 appropriated $5 million in Fiscal Year (FY) 2023 ESSA, Section 1003 funding to COEs for the purposes of supporting development and implementation of 2024–25 CSI plans in coordination with the statewide system of support for LEAs established in the California State Plan for the federal ESSA. This application covers a subgrant period beginning March 18, 2024, and ending September 30, 2025. FY 2023 ESSA, Section 1003 funding is available to each eligible COE that submits an approvable application and is allocated based on a formula. The formula takes into consideration the total number of schools, statewide, that are eligible for CSI based on the 2023–24 ESSA Assistance Status Data File.

### Eligibility Requirements

An applicant must be a COE with at least one LEA in its county that serves schools eligible for CSI based on the 2023–24 ESSA Assistance Status Data File.

The 2023–24 ESSA Assistance Status Data File is located on the CDE ESSA Assistance Status Data File web page at <https://www.cde.ca.gov/sp/sw/t1/essaassistdatafiles.asp>.

CSI eligibility and program information for COEs and LEAs are located on the CDE Comprehensive Support and Improvement web page at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

CSI COE program information for COEs is located on the CDE Comprehensive Support and Improvement County Office of Education web page at <https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp>

### Allowable Activities and Costs

Regardless of whether or not the COE elects to accept funding authorized under this application, the COE is expected to offer CSI plan development and implementation support to its LEAs with schools eligible for CSI. FY 2023 ESSA, Section 1003 funds for CSI must be used by the COE to support LEA development and implementation of the 2024–25 CSI plans.

COE CSI plan development and implementation support activities for LEAs must be coordinated through the statewide system of support and where the LEA with a school or schools eligible for CSI is also receiving Differentiated Assistance, CSI support activities should be integrated as much as is reasonable and practicable. The goal is to ensure as much alignment between state and federal accountability as possible while also ensuring that CSI plans address the reasons and underlying root causes of eligibility.

School planning and LEA assistance for each school that meets the criteria for CSI will be incorporated into the 2024–25 Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement (SPSA) processes. COEs must use their FY 2023 ESSA, Section 1003 funds to provide CSI plan development and implementation technical assistance and support to each LEA in its county that serves schools that meet the criteria for CSI. Single School Districts and Charter schools may use the LCAP to meet CSI planning requirements. School districts must use the SPSA process to meet CSI planning requirements.

Under the ESSA, CSI plans are required to be evidence-based. Section 8101(21)(A) of the Elementary and Secondary Education Act, as amended by the ESSA, defines an evidence-based intervention as being supported by *strong evidence, moderate evidence, promising evidence,* or evidence that *demonstrates a rationale.* ESSA, Section 1003 funds require the use of “evidence-based” interventions that meet higher levels of evidence. The table below lists ESSA’s top three levels of evidence.

**Demonstrate a statistically significant effect on improving student outcomes:**

| Evidence Level | Description |
| --- | --- |
| Level 1: Strong Evidence | Based on at least one well-designed and well-implemented experimental study |
| Level 2: Moderate Evidence | Based on at least one well-designed and well-implemented quasi-experimental study  |
| Level 3: Promising Evidence | Based on at least one well-designed and well-implemented correlational study with statistical controls for selection bias |

The U.S. Department of Education’s non-regulatory guidance on evidence-based interventions is located at <https://go.usa.gov/xdcEU>.

Consistent with CDE California's System of Support web page 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 must use its FY 2023 ESSA, Section 1003 funding to:

* Build LEA capacity to support their schools through meaningful engagement in the continuous improvement process, including CSI technical assistance and support related to the following CSI plan development and implementation efforts:
	+ Collaborating with educational partners
	+ Conducting needs assessments and root cause analysis
	+ Selecting and implementing evidence-based interventions/strategies/activities
	+ Using data and outcomes to monitor and evaluate improvement efforts
	+ Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting

Planning instructions for the LCAP and SPSA are located on the CDE web page at <https://www.cde.ca.gov/re/lc/>.

CSI program requirements and information for LEAs and COEs are located on the CDE Comprehensive Support and Improvement web page at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

CSI COE program requirements for COEs since 2021 are located on the CDE Comprehensive Support and Improvement County Office of Education Program Information web page at <https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp>.

### Disallowable Activities and Costs

The use of federal funds, including FY 2023 ESSA, Section 1003 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://go.usa.gov/xMsvK>.

For federal guidance on Supplement not Supplant for school improvement, see question 29a, pages 21 to 22 located at <https://www2.ed.gov/policy/elsec/leg/essa/snsfinalguidance06192019.pdf>.

Note: Reported expenditures are used for the purpose of calculating the COE’s apportionment. The use of federal funds must be consistent with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; ESSA requirements; and requirements in the 2023‒24 ESSA CSI COE Plan Development and Implementation Support (PDIS) Application for Funding (AFF).

### Subgrant Reporting Requirements

Actual expenditures for each performance period within the subgrant period shall be reported to the CDE as part of regular grant management and administration and monitoring. The table below details reporting information and timelines for FY 2023 ESSA, Section 1003 funds for the purposes of supporting development and implementation of 2024–25 CSI plans in coordination with the statewide system of support for LEAs established in the California State Plan for the federal ESSA.

| Report Name | Reporting Data | Performance Period | Reporting Due Date |
| --- | --- | --- | --- |
| Report 1 | Budget Revisions (BR)Expenditures (E) | March 18, 2024, to June 30, 2024 | July 15, 2024 BRJuly 31, 2024 E |
| Report 2 | BRE | July 1, 2024, to September 30, 2024 | October 15, 2024 BROctober 31, 2024 E |
| Report 3 | BRE | October 1, 2024, to January 31, 2025 | February 15, 2025 BRFebruary 28, 2025 E |
| Report 4 | BRE | February 1, 2025, to June 30, 2025 | July 15, 2025 BRJuly 31, 2025 E |
| Final Report andSubgrant Evaluation | BRESubgrant Performance Report (SPR) | July 1, 2025, to September 30, 2025 | October 15, 2025 BROctober 31, 2025 E and SPR SPR due upon Closeout of subgrant |

COE expenditures will be submitted for each required report. When expenditure amounts claimed for object codes are in excess of 10 percent of the last approved budget, a project budget revision request is required to be submitted. Budget revision requests require CDE approval and are due no later than 15 business days prior to the expenditure reporting due date. Budget revision requests must be submitted using the Grant Management and Reporting Tool (GMART) at <https://www3.cde.ca.gov/gmart/gmartlogon.aspx>.

In addition to expenditure data, the Final Report includes a Subgrant Performance Report that asks the COE to describe the challenges and successes experienced as the CSI funds were used to build LEA capacity to develop, implement, monitor, and evaluate CSI plans designed to improve student and school outcomes. This evaluation prompt must be answered upon closeout which can be completed prior to the end of the subgrant. Closeout can occur when all the funds have been expended.

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 first FY 2023 ESSA, Section 1003 apportionment is 25 percent of the total COE allocation and is based on an approved 2023‒24 ESSA CSI COE PDIS AFF. Subsequent apportionments for each subgrant performance period are based on claimed expenditures less prior cumulative payments.

The acceptance and approval of reported expenditures do not preclude the CDE in any way from conducting program monitoring or audits.

The CDE will process apportionments after the final date of each reporting period. The COEs can expect to receive apportionments approximately 12-16 weeks after the reporting period closes.

### Application and Funding Results Timeline

| Activity  | Due Date  |
| --- | --- |
| Funding Profile Posted to the CDE Web Page | December 2023 |
| 2023–24 ESSA Assistance Status Data File available  | Early 2024 |
| 2023–24 ESSA CSI COE PDIS AFF Release Date | February 9, 2024 |
| 2023–24 ESSA CSI COE PDIS AFF Webinar | February 14, 2024, at 10 a.m. |
| 2023–24 ESSA CSI COE PDIS AFF Due to the CDE | March 4, 2024, by 4 p.m. |
| 2023–24 ESSA CSI COE PDIS AFF Review by CDE Staff | March 2024 |
| Funding Results and Schedule of Apportionments Posted to the CDE Web Page | April/May 2024 |

### Technical Assistance

The CDE will conduct a webinar to support the completion of the 2023–24 ESSA CSI COE PDIS AFF. The webinar will be conducted on February 14, 2024, at 10 a.m. Communications regarding the webinar will be emailed to eligible COEs prior to the webinar.

### Application Process

The 2023–24 ESSA CSI COE PDIS AFF is a web-based application that includes six sections: (1) Intent to Apply; (2) General Assurances, Certifications, Terms, and Conditions; (3) COE Applicant Information; (4) Narrative Response; (5) Project Budget; and (6) Signatures and Submission.

In order to receive FY 2023 ESSA, Section 1003 funding, each eligible COE must complete and submit the 2023–24 ESSA CSI COE PDIS AFF 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.

## 2023–24 Every Student Succeeds ActComprehensive Support and Improvement County Office of Education Plan Development and Implementation SupportApplication for Funding

### Section 1: Intent to Apply

In order to receive funding, each county office of education (COE) with at least one local education agency with schools eligible for Comprehensive Support and Improvement (CSI) based on the 2023–24 Every Student Succeeds Act (ESSA) Assistance Status Data File**,** must submit the 2023–24 ESSA CSI COE Plan Development and Implementation Support Application for Funding. Any COE that chooses not to apply for Fiscal Year (FY) 2023 ESSA, Section 1003 funding is asked to submit this application to the California Department of Education (CDE) to communicate its intent and indicate why it has declined funding. This will allow the CDE to reallocate the amount of funds available to those COEs choosing to apply for funding.

Choosing to not accept ESSA, Section 1003 funds **does not** relieve the COE from meeting its statutory obligations under ESSA, Section 1111(d)(1).

**The COE must indicate if it intends to apply for funding.**

* The COE **intends** to apply for FY 2023 ESSA, Section 1003 funds. By selecting this box, the COE must complete the remaining five sections of this application.
* The COE **does not intend** to apply for FY 2023 ESSA, Section 1003 funds. By selecting this box, the COE understands its statutory obligation to meet the requirements of the ESSA, Section 1111(d)(1), as applicable. The COE will be directed to Section 6 to sign and submit this application.
	+ If funding is declined, the COE must indicate the reason it chose not to accept funding.

## 2023–24 Every Student Succeeds ActComprehensive Support and Improvement County Office of Education Plan Development and Implementation SupportApplication for Funding

### Section 2: 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 subgrant 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 subgrant.

### 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/generalassurances2023-24.asp>.

**Note**: Applicants do not need to sign and return the general assurances and certifications with the funding 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 2023–24 Every Student Succeeds Act (ESSA) Comprehensive Support and Improvement (CSI) County Office of Education (COE) Plan Development and Implementation Support 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 COE must ensure that fiscal year 2023 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 (LEAs) for the purposes of supporting development and implementation of 2024–25 CSI plans in coordination with the statewide system of support for LEAs with schools eligible for CSI. CSI funds **may not** be used to support schools that do not meet CSI eligibility criteria on the 2023–24 ESSA Assistance Data File.

Regardless of whether or not the COE elects to accept funding authorized under this application, the COE agrees to offer CSI plan development and implementation support to its LEAs with schools eligible for CSI.

In addition, the COE agrees that it will not increase its allotment under this application with ESSA, Section 1003 funds received by the COE for the purposes of review and approval of 2024–25 CSI plans through the CSI prompts in the LEA 2024–25 Local Control and Accountability Plan.

## 2023–24 Every Student Succeeds ActComprehensive Support and Improvement County Office of Education Plan Development and Implementation SupportApplication for Funding

### Section 3: County Office of Education Applicant Information

XYZ County
Preliminary Fiscal Year (FY) 2023 Allocation Amount: $$$
County/District Code 00 00000

The California Department of Education (CDE) will prepopulate the county office of education (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 CDE California School Directory web page at <https://www.cde.ca.gov/schooldirectory/>.

The Preliminary fiscal year 2023 Allocation Amount for the COE can be verified on the CDE Comprehensive Support and Improvement COE Fiscal Information web page at <https://www.cde.ca.gov/sp/sw/t1/csicoefiscalinfo.asp>.

COEs will provide the following contact information for the Primary, Secondary, and Fiscal Coordinators. 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

## 2023–24 Every Student Succeeds ActComprehensive Support and Improvement County Office of Education Plan Development and Implementation SupportApplication for Funding

### Section 4: Narrative Response

**Prompt:** Describe how the county office of education will provide technical assistance and support to local educational agencies with their 2024–25 Comprehensive Support and Improvement plan development and implementation activities. **(Max** **2000 characters)**

## 2023–24 Every Student Succeeds ActComprehensive Support and Improvement County Office of Education Plan Development and Implementation SupportApplication for Funding

### Section 5: Project Budget

### Instructions for Completing the 2023–24 Proposed Project Budget

A proposed project budget is required as part of this application. The Fiscal Year (FY) 2023 subgrant funds must support the requirements of the subgrant. All expenditures must be allowable activities and costs as outlined in the 2023–24 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education (COE) Plan Development and Implementation Support Application for Funding. The 2023–24 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 2023–24 Project Budget according to the final funding results.

**Grantee Name and Preliminary FY 2023 Allocation Amount:** The name of the COE and preliminary FY 2023 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 PDF located at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf> on pages 330-2 through 330-13.

**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 subgrant 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 (ICR)**: For the 2023–24 ICR, use the CDE’s approved ICR found on the CDE ICR 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 must match the FY 2023 Preliminary Allocation Amount.

| County Office of Education  | **FY 2023 Preliminary Allocation Amount**  |
| --- | --- |
| [COE name] | [$0.00] |

| **Object Code** | **Amount** |  **Expenditure Description** |
| --- | --- | --- |
| 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 (2023–24 Indirect Cost Rate) | [$0.00] | n/a |
| 5100 (Sub-agreements over $25,000) | [$0.00] | [Justification narrative] |
| **Total Budget Amount** | [$0.00] | n/a |

## 2023–24 Every Student Succeeds ActComprehensive Support and Improvement County Office of Education Plan Development and Implementation SupportApplication for Funding

### Section 6: Signatures

### ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS

**The following statements must be acknowledged:**

* As the duly authorized designee of the applicant, I have read all assurances, certifications, terms, and conditions associated with the 2023–24 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education (COE) Plan Development and Implementation Support 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.