



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

February 14, 2024

CALIFORNIA DEPARTMENT OF EDUCATION

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Acronyms (1)

- **CDE**—California Department of Education
- **COE**—County Office of Education
- **CSI**—Comprehensive Support and Improvement
- **ESSA**—Every Student Succeeds Act
- **FY**—Fiscal Year
- **GMART**—Grant Management and Reporting Tool



Acronyms (2)

- **LCAP**—Local Control and Accountability Plan
- **LEA**—local educational agency
- **PCA**—Program Cost Account
- **SBE**—State Board of Education
- **SEA**—state educational agency
- **SPSA**—School Plan for Student Achievement



Housekeeping

- Please use the Zoom question feature to post any questions you have.
- The slide deck of today's presentation is located on the CDE Comprehensive Support and Improvement Webinars web page at <https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>



Webinar Series

- This presentation is one of two presentations that is being provided to COEs receiving CSI funds.
- Today's presentation will address requirements related to the COE's role and responsibilities when supporting LEAs with their CSI plan development and implementation activities.
- Tomorrow's webinar will address the role and responsibilities of COEs regarding the CSI plan approval process.



Today's Overview: Part One

Subgrant Information

- Purpose and Statutory Authority
- Eligibility Requirements
- Allowable and Disallowable Costs
- Reporting Requirements and Closeout
- Apportionments
- Timeline



Today's Overview: Part Two

Technical Assistance

- COE Web Pages
- Conflict of Interest Guidance
- Frequently Asked Questions (FAQs)



Today's Overview: Part Three

Completing and Submitting Application

- Process
- Sections
- Status



Part One: Subgrant Information



Purpose

The Budget Act of 2023 appropriated \$5,000,000 of ESSA, Section 1003 funds to COEs to support LEAs with the development and implementation of their 2024–25 CSI plans in coordination with the statewide system of support.



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 Provision 7 of Schedule 1 is located at https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB101.



2023 Budget Act: Provision 7 of Schedule 1

- Here, the COE is working on behalf of the **LEA** to meet the ESSA requirement to provide technical assistance and support to develop and implement 2024–25 CSI plans.
- The next section will cover how to apply for funding authorized under this Provision.



Which COEs Are Eligible to Apply for FY 2023 Funding?

Eligible COEs have an LEA or LEAs in their county that serve schools eligible for CSI based on the CDE's **2023–24 Every Student Succeeds Act Assistance Status Data File** located at <https://www.cde.ca.gov/sp/sw/t1/essaassistdatafiles.asp>.



Allowable Activities and Costs

FY 2023 funds authorized under this subgrant shall be spent on supporting LEAs to develop and implement CSI plans in the **2024–25 school year**.

The COE will only be reimbursed for actual work performed.

The CDE Comprehensive Support and Improvement county office of education Program Information web page is located at

<https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp>.



CSI Plan Development and Implementation Activities (1)

- Building capacity
- Collaborating with educational partners
- Conducting needs assessments and root cause analysis



CSI Plan Development and Implementation Activities (2)

- Selecting and implementing evidence-based interventions/strategies/activities
- Using data to monitor and evaluate efforts
- Reviewing/identifying resource inequities, which may include a review of LEA- and school-level budgeting



Disallowable Activities and Costs

The 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>.

For federal guidance on Supplement not Supplant for school improvement, see question 29a, pages 21 to 22 located at <https://go.usa.gov/xdcPV>.



Subgrant Reporting Requirements (1)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	Budget Revisions (BR) Expenditures (E)	3/18/2024, to 6/30/2024	7/15/2024 BR 7/31/2024 E
Report 2	BR E	7/1/2024, to 9/30/2024	10/15/2024 BR 10/31/2024 E
Report 3	BR E	10/1/2024, to 1/31/2025	2/15/2025 BR 2/28/2025 E



Subgrant Reporting Requirements (2)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 4	BR E	2/1/2025, to 6/30/2025	7/15/2025 BR 7/31/2025 E
Final Report	BR E Subgrant Performance Report (SPR)	7/1/2025, to 9/30/2025	10/15/2025 BR 10/31/2025 (E and SPR) SPR due upon closeout of subgrant



Subgrant Reporting Requirements (3)

- COE expenditures must be submitted with each report.
- Zeroes can be submitted if there are no expenditures.
- When expenditure amounts claimed for object codes are in excess of 10 percent of the last approved budget, a project budget revision request must be submitted. Budget revision requests require CDE approval and are due 15 business days prior to the expenditure reporting due date.



Subgrant Reporting Requirements (4)

- The CDE will provide additional training and guidance for reporting requirements by early summer 2024.
- If the CDE does not receive the required reports by the due dates, funding may be delayed or the CDE may bill the COE to recover funds distributed to the COE.



Subgrant Reporting Requirements (5)

- Budget revision requests and expenditure reports must be submitted using the GMART located at <https://www3.cde.ca.gov/gmart/gmartlogon.aspx>.
- The PCA is 15439.
- The acceptance and approval of reported expenditures does not preclude the CDE in any way from conducting program monitoring or audits.



Closeout

- When a COE has spent 75 percent or more of its funds, the GMART will prompt the COE to Closeout.
- The Final Report includes the final expenditures and a response to a Final Subgrant Evaluation prompt.
- The prompt 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.



Apportionments (1)

First Apportionment (<i>Approved Application</i>)	Subsequent Apportionments
Twenty-five percent of the total COE allocation	Claimed expenditures for each performance period less prior cumulative payments.



Apportionments (2)

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 2024–25 ESSA CSI COE Plan Development and Implementation Support Application for Funding.



Application and Funding Results Timeline (1)

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.



Application and Funding Results Timeline (2)

Activity	Due Date
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



Part Two: Technical Assistance



Web Pages for FY 2023 CSI Funds

CDE county office of education Comprehensive Support and Improvement Program Information

<https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp>

- COE CSI Home
- Program Requirements
- Guidance on Conflict of Interest
- FAQs



Impact of Dual Roles for COEs (1)

The \$10,000,000 in CSI COE funds was split into two \$5,000,000 amounts in 2021 to be used for different purposes. Consequently, there is a **potential** conflict of interest for COEs expending the FY 2023 funds.

- Eligible COEs are expected to assist the LEA with CSI plan development and implementation **and** to review and approve CSI plans.
- **This** subgrant is for supporting LEAs in developing and implementing their CSI plans.



Impact of Dual Roles for COEs (2)

- With these two provisions, it is possible for a COE to receive funding to support LEAs with their CSI plans and also receive funding in order to review and approve CSI plans.
- CDE provides recommendations to COEs in order to avoid conflicts in the event that COEs are allocated funds for both CSI plan development and implementation support and the review and approval of CSI plans.



Guidelines for Preventing Conflicts of Interest

A complete guide on how to avoid a conflict of interest with CSI funds for COEs is located on the CDE Comprehensive Support and Improvement county office of education Program Information web page located at <https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp>.

COEs are encouraged to review the posted guidance with their legal departments and make any changes, where and if needed.



FAQs



Which CSI Plans do the FY 2023 Funds Support?

FY 2023 CSI funds support development and implementation activities for the 2024–25 CSI plans. In most LEAs, CSI plan development activities begin as early as winter 2023/spring 2024. It is the expectation that CSI plan implementation should begin by the first day of the 2024–25 school year.



How is the Conflict of Interest Concern Different from the Dual Roles the COE Plays Regarding the LCAP?

The concern for a potential conflict of interest is a **federal concern** and relates to the dual roles of **COEs for CSI**. The purpose of the guidance is only related to CSI implementation and **is not intended for state accountability purposes**.



When Will the FY 2023 CSI Funds for COEs Become Available?

First apportionments are expected to be distributed in spring 2024.



What if the COE Declines Funding?

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.



Part Three: Application



Completing and Submitting the 2023–24 Application



Application Sections

The 2023–24 application includes six sections:

- **Section 1:** Intent to Apply
- **Section 2:** General Assurances, Certifications, Terms, and Conditions
- **Section 3:** COE Applicant Information
- **Section 4:** Narrative Response
- **Section 5:** Proposed Project Budget
- **Section 6:** Signatures



The GMART (1)

- The application and all COE subgrant reporting will be managed in the GMART.
- The GMART is a web-based system that allows COEs to submit, view, print, and modify the application for funding. It is located at <https://www3.cde.ca.gov/gmart/gmartlogon.aspx>.
- A reference-only PDF of the application is posted to the CDE county office of education Comprehensive Support and Improvement Applications for Funding web page located at <https://www.cde.ca.gov/sp/sw/t1/csicoeapp.asp>.



The GMART (2)

Username and passwords:

- Are the same as in prior years.
- Were emailed to county superintendents.
- Are case-sensitive.

For more information, visit the CDE Grant Management and Reporting Tool Instructions web page located at

<https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp>.



Logging on to the GMART (1)

On the GMART landing page, the COE will enter their unique username and password.

The COE will be prompted to select a link labeled “2023–24 Comprehensive Support and Improvement County Office of Education Plan Development and Implementation Support Application for Funding.”

The COE will be navigated to the CSI COE Plan Development and Implementation Support Application Overview.



Logging on to the GMART (2)

GMART Logon

Username:

Password:

Logon



Selecting the Subgrant Application

GMART

Select Grant

Logoff

Please select the link below to begin or continue with your application:

2023–24 ESSA CSI COE Plan Development and Implementation Support Application for Funding



Application Overview (1)

GMART HOME	Application Overview	Sec. 1 Intent to Apply	Sec. 2 Assurances etc.
Sec. 3 COE Info	Sec. 4 Narrative Response	Sec. 5 Project Budget	Sec. 6 Signatures

Logoff

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 (2)

I have read the Application Overview and would like to proceed to Section 1 of the application.

Save and Continue to Section 1
Or
Save and Logoff



Section 1 (1)

The COE **intends** to apply for FY 2023 ESSA, Section 1003 funds. By selecting this option, the COE must complete the remaining five sections of the application.



Section 1 (2)

The COE **does not intend** to apply for FY 2023 ESSA, Section 1003 funds. By selecting this option, the COE understands its statutory obligation to meet the CSI requirements of ESSA and will be redirected to Section 5 to sign and submit the application.

- If the COE declines its FY 2023 ESSA, Section 1003 funds for CSI, it must provide a reason for why it chooses not to accept these funds.



Section 2 (1)

General Assurances, Certifications, Terms, and Conditions

Assurances, certifications, terms, and conditions are requirements of applicants and sub-grantees as a condition of receiving funds.

General Assurances and Certifications are available on the CDE Funding Forms web page located at

<https://www.cde.ca.gov/fg/fo/fm/ff.asp>.



Section 2 (2)

Terms and Conditions continued...

The 2023–24 ESSA CSI 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.



Section 2 (3)

Terms and Conditions continued...

All funds must be encumbered, expended, and legally obligated within the dates designated and must not exceed the maximum amount indicated in the Apportionment Letters.

No extensions or carryover of this subgrant will be allowed.



Section 2 (4)

Terms and Conditions continued...

The COE must ensure that FY 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 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.



Section 2 (5)

Terms and Conditions continued...

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.



Section 2 (6)

Terms and Conditions continued...

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 LCAPs.



Section 2 (7)

I have read the General Assurances, Certifications, and Terms and Conditions and would like to proceed to Section 3 of the application.

Save and Continue to Section 3
Or
Save and Logoff



Section 3 (1)

COE Applicant Information

- Applicant information can be verified on the CDE California School Directory web page located at <https://www.cde.ca.gov/schooldirectory/>.
- The Preliminary FY 2023 Allocation Amount for the COE can be verified on the CDE Comprehensive Support and Improvement county office of education Fiscal Information web page located at <https://www.cde.ca.gov/sp/sw/t1/csicoefiscalinfo.asp#plandevImpSup>.



Section 3 (2)

Edit Contact Information

The COE provides name and contact information for:

- Primary Grant Coordinator
- Secondary Grant Coordinator
- Fiscal Coordinator



Section 3 (3)

The required information for each coordinator is:

- First and Last Name
- Title
- Phone
- Email

The option information for each coordinator is:

- Extension
- Fax

If you do not have three contacts, repeat one to complete.



Section 3 (4)

- If the information is inaccurate, **do not** submit the application.
- Use the **“Save and Logoff”** button and contact the School Improvement and Support Office by phone at 916-319-0833 and by email at ESSACOE@cde.ca.gov.
- If the information is correct and you want to continue, select **“Save and Continue to Section 4”** button.



Section 4 (1)

Narrative Response

Prompt: Describe how the COE will provide technical assistance and support to LEAs with their 2024–25 CSI plan development and implementation activities.

(Max **2000** characters)



Section 4 (2)

Save and Continue to Section 5
Or
Save and Logoff



Section 5 (1)

Project Budget

- A proposed project budget is required.
- FY 2023 subgrant funds must support the requirements of the subgrant.
- All expenditures must be allowable activities and costs as outlined in the application.
- The project budget must be approved by the CDE.



Section 5 (2)

Provide an expenditure description for all proposed expenditures within the major Object Codes.

Descriptions 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.

The Total Budget Amount must match the Preliminary FY 2023 Allocation Amount.



Section 5 (3)

Save and Continue to Section 6
Or
Save and Logoff



Section 6 (1)

The County Office Superintendent or authorized designee will be prompted to check the following:

ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:

- As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the 2023–24 ESSA CSI COE Plan Development and Implementation Support Application for Funding and I agree to comply with all requirements as a condition of funding.



Section 6 (2)

The County Office Superintendent or authorized designee will be prompted to check the following:

ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:

- 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.



Section 6 (3)

Submit Application
Or
Save and Logoff



Application Status

Application Status: Submitted

The COE should adhere to its record retention policies and print this application for record keeping.

Print Submitted Application

Application Submission and Review History:

Application Version	Application Status	Date and Time	Name	Notes
1	Submitted	2/24/24	Abcd	***



Time for Questions



Feedback Please

- In our efforts to continuously improve, we would appreciate you completing a survey.
- It will be emailed to you.
- The survey will be available until February 23, 2024.
- We will consider your input as we develop future webinars and guidance.



Contacts

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Thank You

