# Elementary and Secondary School Emergency Relief III Summer Grant Program

**Request for Applications**

**Fiscal Year 2022–24**

**Due May 3, 2023**



Expanded Learning Division

California Department of Education

1430 N Street, Suite 3400

Sacramento, CA 95814–5901

916-319-0923

[expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov" \o "California Department of Education's Expanded Learning Division email address link.)

<https://www.cde.ca.gov/ls/ex/fundingop.asp>

California Department of Education

Created: September 2021  
Revised: April 2023

**Contact Information**

Prior to submitting questions to the California Department of Education (CDE) Elementary and Secondary School Emergency Relief (ESSER) III Summer Grant Program Helpdesk, please ensure reading the Request for Applications (RFA) in its entirety.

All RFA questions and correspondence should be submitted by email through the ESSER III Summer Grant Program RFA Helpdesk at [expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov).

All questions relating to RFA forms required through the After School Support and Information System (ASSIST) should be submitted by email through the ASSIST Helpdesk at [ASSIST@cde.ca.gov](mailto:ASSIST@cde.ca.gov).

**The original application packet must be postmarked on, or before** **May 3, 2023** and mailed to the Expanded Learning Division (EXLD)**. Mail the original application packet to the address below. Postmarks will be honored.**

**In-person delivery of applications to the CDE is not allowed, all applications must be mailed to:**

ESSER III Summer Grant Program Application-Round 2  
Expanded Learning Division   
California Department of Education  
1430 N Street, Suite 3400  
Sacramento, CA 95814-5901

***Note:* Applicants should consider all requirements for eligibility, disqualifications, and geographic distribution categories prior to submitting an application.**

**\*\*If a site was awarded previously in the first round of ESSER III Summer RFA, they are not eligible to apply for any additional funding from this grant.**

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## Purpose and Background

The purpose of the ESSER III Summer Grant Program is for the implementation of evidence-based summer enrichment programs, and ensure such programs respond to students’ academic, social, and emotional needs and address the disproportionate impact of the coronavirus on the student populations described in Section 1111(b)(2)(B)(xi) of the Elementary and Secondary Education Act of 1965 ([20 United States Code [U.S.C.] 6311[b][2][B][xi](http://uscode.house.gov/quicksearch/get.plx?title=20&section=6311)]), students experiencing homelessness, and children and youth in foster care.

There will be two buckets of funding for the ESSER III Summer Grant Program:

1. **For existing After School Education and Safety (ASES) grantees**—The total amount available is $52,969,000 starting in fiscal year 2022–23 and continuing through September 30, 2024. Funding is available to the 11 California County Superintendents Educational Services Association (CCSESA) regions (map located on the CCSESA website at <https://ccsesa.org/regions/>) per the table below:

| Region | Percent of Funding | Available ESSER III Summer Grant Program Funding Amount Per Geographic Region |
| --- | --- | --- |
| 1-4 Urban | 13.70% | $7,256,753.00 |
| 1-4 Rural | 3.27% | $1,732,086.30 |
| 5-8 Urban | 19.91% | $10,546,127.90 |
| 5-8 Rural | 6.97% | $3,691,939.30 |
| 9-11 Urban | 53.29% | $28,227,180.10 |
| 9-11 Rural | 2.86% | $1,514,913.40 |
| Total | 100 percent | $52,969,000.00 |

1. **For existing 21st Century Community Learning Centers (CCLC) and After School Safety and Enrichment for Teens (ASSETs) grantees**—The total amount available is $32,583,000 million starting in fiscal year 2022–23 and continuing through September 30, 2024. Funding is available to the 11 CCSESA regions (map located on the CCSESA website at <https://ccsesa.org/regions/>) per the table below:

| Region | Percent of Funding | Available ESSER III Summer Grant Program Funding Amount Per Geographic Region |
| --- | --- | --- |
| 1–4 Urban | 13.70 | $4,464,450.98 |
| 1–4 Rural | 3.27 | $1,065,104.52 |
| 5–8 Urban | 19.91 | $6,486,730.12 |
| 5–8 Rural | 6.97 | $2,272,368.58 |
| 9–11 Urban | 53.29 | $17,363,974.25 |
| 9–11 Rural | 2.86 | $930,371.55 |
| Total | 100 percent | $32,583,000.00 |

### Geographic Funding Distribution

The CDE will next determine the geographic funding distribution based on federal (20 *U.S.C.* Section 7174[f]) and state statutes. According to state requirements (California *Education Code* [*EC*]sections 8423[a][1] and 8484.8[k][1]), equitable distribution of funds shall be awarded to Applicants in northern, central, and southern California, and in urban and rural areas of the state. The following definitions will be utilized for the geographic funding determination:

1. Northern California means CCSESA regions 1 through 4, inclusive (*EC* sections 8423[a][2][B] and 8484.8[k][2][B]).
2. Central California means CCSESA regions 5 through 8, inclusive (*EC* sections 8423[a][2][A] and 8484.8[k][2][A]).
3. Southern California means CCSESA regions 9 through 11, inclusive (*EC* sections 8423[a][2][C] and 8484.8[k][2][C]).
4. Urban and rural areas shall be as defined by the United States Census Bureau (*EC* sections 8423[a][2][D] and 8484.8[k][2][D]).

School sites in an application will be assigned to one of six geographic funding categories. Sites will be ranked in order based on Free and Reduced Price Meals (FRPM) percentage. The six geographic funding categories are as follows:

1. Northern-Urban
2. Northern-Rural
3. Central-Urban
4. Central-Rural
5. Southern-Urban
6. Southern-Rural

Funding amounts per geographic funding category will be based on the statutory requirements for how funds are to be allocated for the 21st CCLC and will be based on the percentage of students that qualify for FRPM compared with the statewide total number of students, per geographic category.

Sites can determine their Rural and Urban Classifications by visiting the National Center for Education Statistics (NCES) online tool, located at <https://nces.ed.gov/ccd/schoolsearch/>, and entering the search criteria as directed. Sites in the NCES database are identified in one of the following classifications:

| Urban Classification | Rural Classification |
| --- | --- |
| 11—City, Large | 31—Town, Fringe |
| 12—City, Midsize | 32—Town, Distant |
| 13—City, Small | 33—Town, Remote |
| 21—Suburb, Large | 41—Rural, Fringe |
| 22—Suburb, Midsize | 42—Rural, Distant |
| 23—Suburb, Small | 43—Rural, Remote |

If a school site is unable to identify their classification using the NCES website, then the CDE will determine their classification by identifying adjacent schools surrounding the school site. Grants will be awarded within each geographic region based on the highest FRPM data. Applicants will only compete for funding against other Applicants in their region. (See Grant Award Determination section for more detail.)

**Funding Categories:** The funding categories listed below are the maximum two-year grant amounts per school site determined by school enrollment for grades kindergarten through eight (K–8) and grades nine through twelve (9–12). In the case of K–12 schools, grades K–9 can be counted. The CDE will use 2021–22 enrollment numbers from the CDE downloadable file dated April 2022. More information can be found on the CDE Annual Enrollment by School web page located at <https://www.cde.ca.gov/ds/sd/sd/filesenr.asp>.

Elementary/Middle and High School Two-Year Grant Amounts

* Up to 600 enrollment—$60,000
* 601–899 enrollment—$75,000
* 900 + enrollment—$100,000

## **Administrative Program Requirements**

### Reporting Requirements

Attendance and expenditure reports are due each year by **July 31** for each site funded. The CDE will **withhold** ESSER III Summer Grant Program payments in a manner consistent with their qualifying ASES Program funding if reports are not submitted. Grants may be **terminated** when a site or program does not comply with reporting requirements (*EC* sections 8426[i], 8483.7[a][1][G], and 8484.8[b][3]).

Attendance and expenditures for the ESSER III Summer Grant Program must be tracked and submitted separately from existing ASES, 21st CCLC, and ASSETs grants.

1. **Attendance Reporting**

Grantees will report ESSER III Summer Grant Program attendance separately from their ASES, 21st CCLC, and ASSETs Programs attendance based on the total amount of students involved in the program. Accurate attendance records must be kept using a clearly defined record keeping procedure. Actual student program attendance must be sent to the EXLD on a bi-annual basis broken into two halves per year (first half is for July 1–December 31 and second half is for January 1–June 30) via the attendance reporting form.

Funding may be used to enhance existing programming without serving additional students or to expand programming while serving additional students.

**Expenditure Reporting**

Grantees will report ESSER III Summer Grant Program expenditures separately from their qualifying ASES, 21st CCLC, and ASSETs Program expenditures. Each site will submit on a quarterly basis, expenditure reports broken into four quarters (July 1–September 30, October 1–December 31, January 1–March 31, and April 10–June 30) via the ASSIST.

ESSER III Summer Grant Program performance period will be July 1, 2022 through September 30, 2024.

### Operational Requirements

* The program site is the physical location where the ESSER III Summer Grant Program activities and services are provided, and a site that is approved by the CDE.
* Grant funds should be used to establish and/or enhance Summer Expanded Learning Programs during summer, vacation, and intersession time periods.
* A grantee that operates a Summer/Supplemental Program may open eligibility to every pupil attending a school in the school district. Priority for enrollment shall be given to the pupils enrolled in the school that receives the grant. (*EC* sections 8422[c] and 8483.76[d])

### Program Requirements

Each component of an ASES and 21st CCLC (elementary school) program shall consist of the following two elements:

* An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science. (*EC* Section 8482.3[c][1][A])
* An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. (*EC* Section 8482.3[c][1][B])

Each component of an ASSETs (high school) program shall include the following two elements:

* An academic assistance element that includes, but need not be limited to, at least the following: tutoring, career exploration homework assistance, or college preparation, including information about the Cal Grant Program. (*EC* Section 8421[b][1][A])
* An enrichment element that may include, but need not be limited to, community service, career and technical education, job readiness, opportunities for mentoring and tutoring younger pupils, service learning, arts, computer and technology training, physical fitness, and recreation activities. (*EC* Section 8421[b][2])

### Allowable Expenditures

Funds must supplement, not supplant, existing services and may not be used to supplant federal, state, local, or nonfederal funds (*EC* sections 8426[g][1] and 8483.7[b]). Programs may not use ESSER III Summer Grant Program funds to pay for existing levels of service funded from any other source. An agency must ensure that each of those schools receives all of the federal, state, and local funds it would have received in the absence of the ESSER III Summer Grant Program funds. The ESSER III Summer Grant Program funds may not be used for new construction, entertainment, or purchases not directly related to requirements of the grant. All purchases must be reasonable and necessary.

For additional allowable costs, please visit the CDE Direct Services and Administrative Cost Guidance web page about direct services and administrative costs located at <https://www.cde.ca.gov/ls/ex/dirctservguidance.asp>, as well as the CDE Field Trip and Recognition Guidance web page located at <https://www.cde.ca.gov/ls/ex/fieldtripguide.asp>.

***NOTE*: Capital Outlay Expenditures are not allowed. Local Educational Agencies (LEA)s should consult with their appropriate finance/budget officers.**

### Determining Maximum Indirect Expenditures

Indirect costs rate is set at 5 percent or the lesser based on the following:

* The school district's indirect cost rate as approved by the CDE for the appropriate fiscal year.
* Five percent of the state program funding received pursuant to this article (*EC* sections 8426[c][1][B] and 8483.9[a][2]).

Current indirect cost rates for LEAs are available on the CDE Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic>.

**Indirect** administrative costs may include general administration services to the program such as:

* Personnel
* Payroll
* Accounting
* Procurement
* Data processing

### **Payments**

Payments will follow the schedule below:

| **Percent of the Total Funded Grant Amount** | **Date Issued and Reporting Requirements** |
| --- | --- |
| 80 | On receipt of the signed original grant award letter (AO-400). |
| 20 | 20 percent will be withheld until the final attendance and expenditure reports are received.  Payments will only be made up to the amount expended through the ESSER III Summer Grant Program. |

Payments will be withheld if reporting requirements are not met or if the grantee has invoices outstanding of more than 90 days (*EC* **sections** 8426[h], 8426[i]**, 8483.7[a][1][G]**, and 8483.8[a]).

## Program Monitoring and Annual Audit

### Program Monitoring

State law requires the CDE to systematically monitor the implementation of funded programs, including the ESSER III Summer Grant Program. If selected, grantees operating an ESSER III Summer Grant Program must participate in the CDE’s program monitoring process. This state oversight is accomplished in part by conducting on-site and online monitoring reviews. The purpose of the review is to verify compliance with the statutory requirements of each program and to ensure that program funds are spent according to program requirements.

### Annual Fiscal Audit

All entities that receive ESSER III Summer Grant Program funds must undergo an annual financial and compliance audit as well as keep adequate and accurate records for the ESSER III Summer Grant Program. The funded program shall abide by generally accepted accounting principles and recordkeeping requirements (*EC* sections 8448[a][1], 8448[d], and 41020[b][4]). The LEAs are required to maintain auditable records, which must be made available upon request to auditors and other governmental agencies for monitoring, reviews, and audits. All records must be maintained until the audit is resolved by the state.

## **Eligibility Criteria and Determination—*Who May Apply***

1. For ASES Summer Funding: only existing ASES grantees are eligible to apply. If there is a current summer/supplemental funding, the grantee is eligible to apply for these funds as well to expand or enhance the current program(s).
2. For 21st CCLC and ASSETs Summer Funding: only existing 21st CCLC and ASSETs grantees are eligible to apply. If there is a current summer/supplemental funding, the grantee is eligible to apply for these funds as well to expand or enhance the current program(s).

Entities **eligible to apply** for the ESSER III Summer Grant Program funds must satisfy all of the following requirements:

* The application should propose to provide services to schools that enroll students who may beat risk for academic failure, dropping out of school, involved in criminal or delinquent activities, or who lack strong positive role models, and to serve families of such students.
* A grant application may propose to serve more than one school site; however, a school site may be included in only one application. If a school site is included in multiple applications by error, then the CDE will contact the Applicant and the school site principal, and will select the appropriate application based on the Applicant’s and school site principal’s designation.
* Schools must have verifiable FRPM data for 2021–22 through the California Longitudinal Pupil Achievement Data System (CALPADS) to be considered in the funding determination. Please visit the CDE Student Poverty FRPM Data web page at <https://www.cde.ca.gov/ds/sd/sd/filessp.asp>.

### Good Standing

Currently funded ASES, 21st CCLC and ASSETs program sites must meet the administrative reporting requirements for fiscal year 2021–22 and be considered in Good Standing to be eligible for ESSER III Summer Grant Program funds.

Good Standing refers to all of the following conditions:

* All attendance reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete;
* All expenditure reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete;
* All annual outcome-based data for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete;
* All annual audit findings for grantees have been found by the EXLD to be resolved or are in the process of being resolved to the satisfaction of the CDE; and
* All Federal Program Monitoring findings for grantees have been found by the EXLD to be resolved or are in the process of being resolved to the satisfaction of the CDE.
* All outstanding invoices have been paid back to California Department of Education.

If the Applicant’s school is determined to be in Good Standing at the time the application is submitted to the CDE, and if all other submission requirements are met, the application will be moved forward in the review process. If the Applicant’s school is not in Good Standing at the time the application is submitted to the CDE, postmarked by **May 3, 2023,** the school **will be disqualified** (*EC* sections 8426[i], 8483.7[a][1][G], and 8484.8[b][3]).

Below are the required components of the application.

## Elementary and Secondary School Emergency Relief III Summer Grant Program Application Checklist

**Please submit these forms and documents in the following order:**

1. Cover Page (An original authorized signature or signature of the designee is required. Each signature on the Cover Page represents a certification that all of the forms listed below have been reviewed, acknowledged, and submitted.)
2. Signature and Approvals Form (All original signatures are required at the time of application submission; multiple copies of the form may be submitted as long as the signatures are original.)

* All original authorized signatures from the Applicant are due at the time the application packet is submitted to the CDE, or the application **will be disqualified.**
* All grantees are required to retain copies of signed documents for their records and for audit purposes. Please visit the CDE General Assurances and Certifications web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>.
* A designee may provide the authorized signature as long as a copy of a recent governing board resolution or minutes, specifically authorizing the designee to accept and sign as a proxy for financial statements and legally binding documents, is included in the application materials.
* All original authorized signatures of the school principals or executive directors of a direct-funded charter school are due at the time the application packet is submitted to the CDE, or the school site **will be disqualified** (see the Signature and Approvals form in ASSIST).
* **All signatures must be original “wet” signatures using blue ink. Applications that are submitted with signature stamps, electronic stamps, or any form of reproduced stamps will be disqualified.**

1. Authorized Designee Form (This form must be signed by the designee [if applicable] and include a copy of a recent governing board resolution or minutes specifically authorizing the designee to accept and sign as a proxy for financial statements and legally binding documents.)
2. Grant Requests Form (List each ESSER III Summer Grant Program site that the Applicant wishes to include for potential funding. Include the County-District-School Code and the total amount requested for each site.)
3. Certified Assurance must be signed and submitted with the application.
4. Disqualification Form must be signed and submitted with the application.

***Note*:** **All signatures must be original “wet” signatures using blue ink. Applications that are submitted with signature stamps, electronic stamps, or any form of reproduced stamps will be disqualified.**

## **Completion and Submission of the Application**

**Applicants must apply through the ASSIST data base and Download the application forms from ASSIST for submission by May 3, 2023 at 4:00 p.m.**

* The ESSER III Summer Grant Program application forms are generated, downloaded, and printed through the ASSIST portal by the Applicant. The ASSIST portal can be located at <https://www3.cde.ca.gov/ASSIST/index.aspx>.

**The original application packet must be postmarked on, or before** **May 3, 2023,** and mailed to the EXLD**. Mail the original application packet to the address below. Postmarks will be honored.**

**In-person delivery of applications to the CDE is not allowed, all applications must be mailed to address below:**

ESSER III Summer Grant Program Application–Round 2  
Expanded Learning Division   
California Department of Education  
1430 N Street, Suite 3400  
Sacramento, CA 95814-5901

## Application Review Process

### Grant Award Determination

In determining grant awards, the CDE will consider each school site included in the application as if it were an independent application for that site alone. Once the hard copy application packet is received, applications will be screened by CDE staff based on the disqualification criteria, and submission of all required signatures on forms as identified on the Application Checklist. Applicants that are disqualified will be notified in **May 2023**.

The FRPM data used in the funding determination process will be the data reported to the CDE in the CALPADS during the 2021–22 school year. The CDE will obtain data on the percentage of students eligible for FRPM from the 2021–22 FRPM downloadable file. Please visit the CDE Student Poverty FRPM Data web page at <https://www.cde.ca.gov/ds/sd/sd/filessp.asp>.

The data used represents the count of the FRPM eligible students ages five through seventeen who were enrolled on Census Day, October 2020, and certified through the fiscal year 2021**–**22 CALPADS fall one submission. For schools designated as National School Lunch Program Provision 2 and 3 schools, the FRPM downloadable file will include the count of students eligible for FRPM.

An Intent to Award list will be posted on the CDE Funding Results web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp> in the May of 2023. An E-blast will be sent to all Applicants announcing the posting of proposed awards.

If there are unused funds in a CCSESA geographic region, then the unused funds will be pooled into a general fund. Qualified applicants not receiving funding based on FRPM data may be awarded funding from the unused funds on a statewide basis. FRPM data will be used to determine these grant awards.

### Disqualifications and Appeals Process

#### Disqualifications

This form does need to be signed and submitted with the application.

Applicants that wish to appeal a disqualification or Intent to Award decision must submit a Letter of Appeal to the CDE. **Appeals are limited to the grounds that the CDE failed to correctly apply the standards for reviewing the applications as specified in this RFA***.* The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. The appeal letter must have an original LEA authorized signature.

* 1. **Appeals to disqualifications**—The CDE must receive the Letter of Appeal within 10 calendar days of the date of the email disqualification notification.
  2. **Appeals to the Intent to Award posting**—The CDE must receive the Letter of Appeal within 10 calendar days of the posting of the Intent to Award on the CDE Funding Results web page at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp>.

Appeal letters must be received at the CDE by 4 p.m. on the required date. Mailed appeal letters must be postmarked on or before the required date and mailed to:

**ESSER III Summer Grant Program** **Appeals-Round 2**

**Expanded Learning Division**

**California Department of Education**

**1430 N Street, Suite 3400**

**Sacramento, CA 95814-5901**

A final decision regarding the appeal will be made within 30 days of the receipt of the appeal by the CDE. That decision will be mailed to the appellant and shall be the final administrative action afforded to the appeal.

## Key Terms

**Applicant**—refers to an agency or organization requesting funding from a grant program administered by the California Department of Education.

**ASSIST**—refers to the online reporting After School Support & Information System.

**Authorized Signature**—refers to the signing executive of the organization. Authorized signatures from the following individuals are also acceptable:

* Local educational agency: Superintendent of a local educational agency, county offices of education or school district, or charter school governing board authorized signature.
* School: Principal or executive director of a school.

***Note****:* **Designees will be accepted with a copy of a recent governing board’s resolution or minutes authorizing them to sign as a proxy for financial statements and legally binding documents.**

**CALPADS**—refers to California Longitudinal Pupil Achievement Data System**.**

**Capital Outlay**—representing expenditures of funds to acquire land, plan and construct new buildings, expand or modify existing buildings, and/or purchase equipment related to such construction (e.g., re-wiring the school for high-speed internet).

**CDE**—refers to the California Department of Education.

**County-District-School Code**––refers to a 14-digit county, district, school code (the two-digit county number, five-digit district number, and the seven-digit school number).

***EC***—refers to California *Education Code.*

**EXLD**—refers to Expanded Learning Division.

**Good Standing**—refers to the grantee being in compliance with all terms and conditions of the grant requirements.

**Grantee**—refers to an Applicant who has a **current** approved grant award (AO-400) for ASES and/or 21st CCLC funds.

**LEA**—refers to local educational agencies, such as school districts, county offices of education, the California Schools for the Blind or for the Deaf, or direct-funded charter schools. (For this Request for Applications, a direct-fundedcharter schoolrefers to acharter school that receives funds directly from the state).

**Original Authorized Signature**—refers to the requirement that all signatures must be original “wet” signatures using blue ink. Applications that are submitted with signature stamps, electronic stamps, or any form of reproduced stamps will be disqualified.

**RFA**—refers to this ESSER III Summer Grant Program Request for Applications.

**Summer Grant**—means funding to operate any program in excess of 180 regular school days or during any combination of summer, intersession, or vacation periods.