

**After School Education and Safety  
Program Universal Grant**

**Request for Applications  
Programs Proposing to Serve Elementary and Middle/Junior High  
School Students**

**Fiscal Year 2025–26**

**Due by January 15, 2025**



Expanded Learning Division  
California Department of Education  
1430 N Street, Suite 3400  
Sacramento, CA 95814-5901  
[expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov)  
<https://www.cde.ca.gov/ls/ex/fundingop.asp>

After School Education and Safety Universal Grant  
2025–26 Request for Applications

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**Contact Information**

All Request for Applications (RFA) *questions* and *correspondence* should be submitted by email through the After School Education and Safety (ASES) Universal RFA Helpdesk at <mailto:expandedlearning@cde.ca.gov>.

After School Support and Information System (ASSIST) database should be submitted by email through the ASSIST Helpdesk at <mailto:ASSIST@cde.ca.gov>

**The original application packet must be mailed and have a postmark on, or before Wednesday, January 15, 2025, and mailed to the Expanded Learning Division (EXLD). Mail the original, printed hard copy, with “wet” signature, using blue ink. The application packet needs to be mailed to the address below. Postmarks will be honored. The EXLD is not accepting emailed ASES Universal applications.**

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

**In-person delivery of applications to the California Department of Education (CDE) is not allowed, all applications must be submitted through a United States mail service.**

### **What’s New? Changes in the Request for Applications for Fiscal Year (FY) 2025–26 Universal Request for Applications**

- Grant reductions will be implemented in the calendar year 2024 and will impact the funding process for funding starting July 1, 2025 (refer to Section J of this RFA, When Program Attendance Goals are Not Met).

Eligible Applicants that would like to apply for a large-school adjustment should use the Large-School Adjustment form located on the CDE Request for Applications web page at <https://www.cde.ca.gov/fg/fo/r27/ases25rfa.asp>

**Note: Applicants are strongly encouraged to read the entire ASES Universal RFA and consider all requirements for eligibility, disqualifications, and funding determinations prior to applying.**

**Prior year funding distributions are also available on the CDE Expanded Learning Funding Opportunities web page located at <https://www.cde.ca.gov/ls/ex/fundingop.asp>.**

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## I. Critical Dates for the Application Process

Dates	Critical Events
<b>January 15, 2025</b>	<p>The original, printed hard copy, “wet” signature, <b>using blue ink</b> application packet must be postmarked on, or before <b>Wednesday, January 15, 2025</b> and <b>mailed</b> to:</p> <p style="text-align: center;">Expanded Learning Division California Department of Education ASES Universal Grant Application 1430 N Street, Suite 3400 Sacramento, CA 95814-5901</p> <p><b>Postmarks will be honored.</b> In-person delivery of applications to the CDE is not allowed; all applications must be submitted through a mail service. <b>The ASSIST RFA forms will be disabled on January 15, 2025, at 4:00 pm.</b></p>
<b>February 2025</b>	Applicants are notified if they have been disqualified based on the CDE’s screening of applications and eligibility criteria.
<b>February 2025</b>	The CDE reviews school closures and site cancellations data to determine available funding amounts.
<b>March 2025</b>	The Intent to Award (ITA) list is posted on the CDE website (The ITA is <b>NOT</b> the final funding list). The final funding list will be posted on the CDE website when all data are verified, and appeals are decided.
<b>April 2025</b>	The final funding list will be posted on the CDE website when all data are verified, and appeals are decided.

## II. Purpose and Description of the Program Parameters

The purpose of the ASES Program is to create incentives for establishing locally driven Expanded Learning Programs, including after school programs (ASP) that partner with public schools and communities to provide academic and literacy support and safe, constructive alternatives for youth. The ASES Program involves collaboration among parents, youth, and representatives from schools, governmental agencies, individuals from community-based organizations, and the

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private sector. These funds are subject to the requirements found in the California *Education Code* sections 8482 - 8484.65.

In previous years, the amount of new ASES funding available was contingent upon programs that are no longer operating or have had their grant funding reduced. In FY 2024–25, Applicants requested over \$37 million in program funding with a total of \$2,299,118.94 being awarded. A total of 71 applications were submitted for funding were. However, only 16 applications were funded for 26 school sites (277 school sites applied), indicating the highly competitive nature of the process. Although it changes every year, the Free and Reduced-Priced Meals (FRPM) funding determination cutoff for program eligibility last year was 81.86 percent of students. It is estimated that the ASES funding available for FY 2025–26 will be approximately \$3 million. Grants will be awarded to school sites that have the highest rank ordered percentage of students eligible for FRPM among the ASES grant Applicants.

The FRPM data used to determine the awards will be the data reported to the CDE in the California Longitudinal Pupil Achievement Data System (CALPADS) for the 2023–24 school year. The EXLD will obtain data on the percentage of students eligible for FRPM from the FY 2023–24 FRPM downloadable file available on the CDE Student Poverty FRPM Data web page located at <https://www.cde.ca.gov/ds/sd/sd/files.asp>.

The data used in the calculation is the count of FRPM eligible students ages four through seventeen (K-12) who were enrolled on Census Day, October 2023, and certified through the FY 2023–24 CALPADS Fall 1 submission. For schools designated as National School Lunch Program Provision two and three schools, the FRPM downloadable file will include the count of students eligible for FRPM.

The maximum grant award for an individual after school site is \$152,612.13 for elementary schools and \$203,482.84 for middle/junior high schools. An Applicant's school is considered a middle school if they have served the seventh grade or higher during the 2023–24 school year.

A school currently serving a combination of elementary and middle/junior high school students may apply for the middle/junior high school maximum of \$203,482.84. Schools serving a combination of students in middle/junior high and high school may provide an after school ASES Program for students through ninth grade only (*EC* Section 8482.55[c]). High schools serving ninth through twelfth grades are **not** eligible for an ASES grant—not even a grant serving ninth grade only for a single high school site.

For larger-than-average-size schools, these amounts may be increased up to twice these limits by using the large-school adjustment formula below. Eligible Applicants that would like to apply for a large-school adjustment should use the



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Large-School Adjustment form located on the Request for Applications web page at <https://www.cde.ca.gov/fq/fo/r27/ases25rfa.asp>.

- For elementary schools, multiply \$113 by the number of students enrolled at a school that exceeds 600 up to a maximum of \$266,338.80 per year.
- For middle/junior high schools, multiply \$113 by the number of students enrolled at a school that exceeds 900 up to a maximum of \$355,118.40 per year.

Funding will be based on the grade span served in 2023–24 reported in the Public Schools Data downloadable file from the CDE Public Schools and Districts Data Files web page located at <https://www.cde.ca.gov/ds/si/ds/pubschls.asp>. If no data exists for grades served, the CDE will base funding on the grades offered.

The specific funding amount for each school site will be calculated from the number of students that a program proposes to serve, the number of days a program will operate, and the funding formula of \$10.18 per student, per day. The CDE will not provide funding to serve more students than are enrolled in the school. To validate school enrollment, the CDE will use CALPADS FY 2023–24 data from the CDE Student Poverty FRPM Data web page located at <https://www.cde.ca.gov/ds/sd/sd/filespp.asp>.

The total grant award for an application will vary depending upon the number of schools included in the application.

### III. After School Education and Safety Grant Renewal Process

Applicants awarded an ASES grant will receive a three-year renewable grant awarded in one-year increments beginning on July 1, 2025, provided that the assurances and program requirements have been met and the state budget is approved (*EC* Section 8482.4[c]). Continuation of the grant after the initial three-year grant period is contingent upon meeting all the administrative program requirements—including attendance, expenditure, and evaluation data reporting.

Grantees are required to reapply for their grant every three years through the ASES renewal application process. Current grantees may verify the grant cycle of their program at the CDE ASES Renewal Cycles web page located at <https://www.cde.ca.gov/ls/ex/asesrenewalcycles.asp>.

The CDE will not be posting an RFA for current ASES grantees that are eligible to apply for renewal of their existing ASES grant. Instead, current ASES grantees will have the opportunity to apply for renewal by completing and submitting required forms via the ASSIST database located on the CDE ASSIST Grant Management web page located at <http://www3.cde.ca.gov/ASSIST/index.aspx>. Information about the Renewal Process is available in the ASES Program Request for Renewal Applications on the CDE Funding Opportunities web page located at

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

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The following table outlines conditions for which it is appropriate to apply in either the ASES Universal RFA or Renewal forms in ASSIST:

After School Education and Safety Universal Request for Applications	After School Education and Safety Renewal Forms
<ul style="list-style-type: none"> <li>• New Applicants</li> <li>• Current ASES grantees requesting to fund new sites.</li> <li>• Current ASES grantees requesting an increase in current funding to the legislative cap.</li> </ul> <p><b>Note:</b> If a site is requesting an increase in current funding,</p> <ol style="list-style-type: none"> <li>1. The application should reflect the expansion of funds requested—not the entire amount of the grant. For example, if the ABC elementary school program is currently funded at \$90,000, and the Applicant is requesting an increase of funds up to the legislative cap (\$152,612.13), the application would only apply for the increased amount of \$62,612.13 to bring them to the legislative cap of \$152,612.13.</li> <li>2. The increase can only be requested by the current funded fiscal agent.</li> </ol>	<ul style="list-style-type: none"> <li>• Current ASES grantee applying to renew a grant within the assigned grant cycle with <b>no change in funding.</b></li> </ul>

**Important:** All ASES renewal grantees must submit an ASES renewal application to sustain funded sites at current funded amounts. If an ASES renewal grantee would like to ask for an increase in funding to an existing site, up to the legislative cap or add a new site to their grant, those increases must be applied for through the ASES Universal Application process. Current ASES grantees cannot ask for any increases or add new sites through an ASES Renewal application.

#### **IV. After School Education and Safety Program Administrative Requirements**

This RFA describes all application requirements. This section provides the administrative requirements for the program after a grant has been awarded.

##### **A. Description of Required Program Elements**

An ASES Program must integrate with the school day and other Expanded Learning opportunities (*EC* Section 8483.3[c][5]) while providing a safe physical and emotional environment, opportunities for relationship building, and promotion of active student engagement (*EC* Section 8483.3[c][3]) through the following two required program elements:

1. An educational and literacy element (*EC* Section 8482.3[c][1][A]) 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
  - Science
  
2. An educational enrichment element (*EC* Section 8482.3[c][1][B]) which may include, but is not limited to, the following:
  - Fine arts
  - Career Technical Education (CTE)
  - Recreation
  - Physical fitness
  - Prevention activities

Examples of such activities and programs include, but are not limited to:

- Science, technology, engineering, art, and math;
- Remedial education activities;
- Expanded Learning activities in core content areas;
- Homework assistance;
- Tutoring services;

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- Language skills and academic achievement for English learners;
- Transitional kindergarten program activities;
- Telecommunications and technology education (e.g., computer training);
- Fine arts training in any art form (e.g., visual, performing, and digital arts);
- Recreational activities;
- Science-related activities;
- Physical fitness activities;
- Nutrition education activities;
- CTE activities;
- Job readiness activities;
- Drug, alcohol, and tobacco education and prevention activities;
- Service-learning;
- Mentoring;
- Coordinated school health activities; and
- Character education.

When determining goals for the educational and literacy element and the educational enrichment element, the EXLD strongly encourages Applicants to use research-based curricula and strategies that are aligned to California’s state standards and are appropriate for after school audiences—including the Common Core State Standards and the Next Generation Science Standards. See the CDE Common Core State Standards web page located at <https://www.cde.ca.gov/re/cc/> and the CDE Next Generation Science Standards web page located at <https://www.cde.ca.gov/pd/ca/sc/ngssstandards.asp>.

3. Development of a Program Plan

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]). Applicants applying for a new ASES grant will be required to submit a Program Plan within six months of receiving a grant award for ASES funding.

To assist in the development of the required Program Plan, new grantees may access the Program Plan Guide on the CDE Reporting and Forms web page located at <https://www.cde.ca.gov/ls/ex/reportingandforms.asp>. The Program Plan includes, but is not limited to program goals, program content, and any other information requested by the CDE.

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 on-site 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]).

Current ASES grantees applying for an increase in funding or additional sites are not required to submit a Program Plan as part of the RFA submission. The development, revision, and submission of a Program Plan are required as part of the ASES grant renewal process. The Program Plan must be reviewed by the grantee every three years (*EC* Section 8482.3[g]).

## **B. Operational Requirements**

The legislation governing the ASES Program requires that Expanded Learning Programs provide students with a safe environment, academic support, and educational enrichment. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity (*EC* Section 8482.6). All ASES Programs **must**:

- Begin immediately upon the conclusion of the school day (*EC* Section 8483[a][1]);
- Operate at least until 6 p.m. (*EC* Section 8483[a][1][A][i]);
- [A program that operates at a school site located in an area that has a population density of less than 11 persons per square mile] May end operating hours no earlier than 5 p.m. (*EC* Section 8483[a][1][A][ii]);

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- Operate a minimum of 15 hours per week (*EC* Section 8483[a][1]);
- Operate every school day during the regular school year (*EC* Section 8483[a][1]);
- Maintain a student-to-staff member ratio of no more than 20-to-1 (*EC* Section 8483.4);
- Offer a daily nutritious snack and/or meal (*EC* Section 8483.3[c][8]) that conforms to both state and federal standards;
- Provide opportunities for physical activity (*EC* Section 8483.3[c][7]); and
- Provide all notices, reports, statements, and records to parents or guardians in English and the student’s primary language when 15 percent or more of the students enrolled at the school site speak a primary language other than English. This is determined annually based on the language census data submitted to the CDE for the preceding year (*EC* Section 48985).

To learn more, please visit the CDE Frequently Asked Questions word document at <https://www.cde.ca.gov/ls/ex/documents/asestwentyfirstassests.docx>.

### **C. Program Sites**

The program site is the physical location where the ASES Program activities and services are provided. The program site must be safe and easily accessible and is generally an elementary or secondary school; but may be a community park, recreational facility, or other site approved by the EXLD through the grant application process (*EC* Section 8484.6[a]).

Applicants proposing to deliver services through the ASES Program must assure that the Applicant, participating school(s), and the local educational agency (LEA) agree to the proposed program site (*EC* Section 8484.6[a]), including the following:

- Safe and supervised transportation must be provided to the enrolled students if the program site is not located on a school campus (*EC* sections 8482.8[a] and 8484.6[a]).
- Off-site programs must be aligned with the educational and literacy components of the participating students' regular school program (*EC* Section 8484.6[a]).

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- Off-site programs must ensure communication among teachers in the regular school program, after school staff, and parents of students (*EC* Section 8482.8[a][2]).
- Off-site programs must comply with all statutory and regulatory requirements of those conducted on the school site (*EC* Section 8484.6[b]).

#### **D. Staff and Volunteers**

Each program must establish the qualifications for each staff position so that all staff members directly supervising students meet, at a minimum, the school district's qualifications for an instructional aide (*EC* Section 8483.4). Selection of the program site supervisor is subject to the approval of the school site principal (*EC* Section 8483.4). Staff and volunteers are to fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy (*EC* Section 8483.4).

The ASES Program must provide staff with training and development (*EC* Section 8483.3[c][4]) and may provide a maximum of three staff development days per year during regular program hours using grant funds (*EC* Section 8483.7[a][1][J]).

#### **E. Role of Principal/Executive Director**

The principal/executive director of each school **must** commit to supporting the program (*EC* Section 8483.3[c][6]). The principal/executive director also agrees to operate a program on their site (*EC* Section 8482.3[f][1]), or at a site not located on the school campus, meeting all statutory and regulatory requirements (*EC* Section 8484.6[b]).

#### **F. Role of the Fiscal Agent in a Co-Application**

In a co-application, one Applicant must be designated as the fiscal agent. The fiscal agent is either an LEA or public agency in a co-application and will administer the grant funds (*EC* Section 8482.3[f][4]). Allowable fiscal agent Co-Applicants are:

- An LEA, including a direct-funded charter
- Chartered or incorporated city council
- County board of supervisors

**Note:** A nonprofit Co-Applicant may **not** act as a fiscal agent Co-Applicant (*EC* Section 8482.3[f][4]). An LEA that applies without a Co-Applicant does **not**



require a fiscal agent Co-Applicant because they will receive the grant awards directly from the CDE.

### **G. Role of Each Applicant and Co-Applicant**

The Applicant must provide an original Authorized Signature (defined in section xx) on the cover page of the application (*EC* Section 8482.3[f]). The Co-Applicant will need to fill out the Co-Applicant Information Form. The Co-Applicant Information Form will need to be signed by the Co-Applicant and the Authorized Agent.

Each Applicant and Co-Applicant in the application agree to share responsibility for the planning and quality of the program for the duration of the grant period (*EC* Section 8482.3[f][3]). Each Applicant and Co-Applicant agree to operate a program(s) on a site(s) (*EC* Section 8482.3[f][1]) and further agree that an off-site program must meet all statutory and regulatory requirements applicable to similar programs conducted on a school site (*EC* Section 8484.6).

If an LEA provides an Authorized Signature, but the signature of the Co-Applicant(s) is missing, the application will be considered a Single-Applicant application. Any application without an LEA's Authorized Signature **will be disqualified**.

### **H. Program Reporting**

Online reporting must be used to submit quarterly expenditure reports. Accurate attendance records must be kept using a clearly defined record-keeping procedure. Actual student program attendance must be submitted to the EXLD on a semiannual basis through the online database. Student school day attendance must be submitted to the EXLD on an annual basis (*EC* Section 8484[a][1][A]).

The due dates each year are **January 31** for reporting attendance from July 1 through December 31, and **July 31** for reporting attendance from January 1 through June 30. All reporting due dates for ASES can be found on the CDE ASES Reporting Due Dates web page located at <https://www.cde.ca.gov/ls/ex/asesduedates.asp>.

All programs are required to submit evidence of a data-driven program quality improvement process that is based on the CDE's guidance on program quality standards as part of their annual outcomes reporting. Such evidence must be reported to the EXLD each year (*EC* Section 8484[a][2]).

The EXLD will **withhold** the grant payment from a program until all fiscal or attendance reports are submitted, and the required evidence have been

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submitted as part of the continuous quality improvement (CQI) process (*EC* Section 8484[a][2]). Grants may be **terminated** when a site or program does not comply with fiscal reporting, attendance reporting, CQI reporting, or outcome reporting requirements (*EC* Section 8483.7[a][1][A][G]).

The table below outlines the reporting due dates for the following reports. Refer to the payment schedule table in section V. Fiscal Operations for payment information:

<b>Due Date</b>	<b>Fiscal Year 2025–26 Reporting Dates</b>	<b>Notes</b>
<b>October 13</b>	Annual Outcome-based Data for Evaluation (Elementary/Middle and High schools)	Annual
<b>October 31</b>	First Quarter Expenditure Report (July 1 to September 30)	Quarterly online reporting via the Government Grants System
<b>January 31</b>	Second Quarter Expenditure Report (October 1 to December 31)	Quarterly online reporting via the Government Grants System
<b>April 30</b>	Third Quarter Expenditure Report (January 1 to March 31)	Quarterly online reporting via the Government Grants System
<b>July 31</b>	Fourth Quarter Expenditure Report (April 1 to June 30)	Quarterly online reporting via the Government Grants System
<b>January 31</b>	First Semiannual Attendance Report (July 1 to December 31)	Semiannual online reporting via the Government Grants System
<b>July 31</b>	Second Semiannual Attendance Report (January 1 to June 30)	Semiannual online reporting via the Government Grants System
<b>July 31</b>	Close-Out Expenditure Report (July 1 to June 30)	10 percent payment will be processed after August 15.
<b>August 15</b>	Last day to revise attendance. Last day to revise expenditures	10 percent payment will be processed after August 15.

## **I. Evaluation Requirements**

Each grant program must meet all evaluation requirements, provide evaluation reports, and respond to any additional surveys or other methods of data collection that may be required throughout the life of the program as determined by the CDE (*EC* sections 8482.3[f][7,8], 8483.3[c][11], and 8484[a]).

All grantees will be required to submit the following:

- School day attendance for each individual student on an annual basis (*EC* sections 8483.55[c][4] and 8484[a][1][A]);
- Program attendance for each individual student on a semiannual basis (*EC* Section 8484[a][1][B]); and
- Evidence of a data-driven program quality improvement process that is based on the CDE's guidance on program quality standards (*EC* Section 8484[a][2]).

## **J. When Program Attendance Goals are Not Met**

There are specific attendance goals for ASES grant programs (*EC* Section 8483.7[a][1][A]). Failure to meet attendance goals will result in the development of a program improvement plan. Reductions to the grant amount will be made when:

- Actual attendance falls below 75 percent of the targeted attendance in any year after the initial grant year (*EC* Section 8483.7[a][1][D][i]); **or**
- Actual attendance falls below 85 percent of the targeted attendance in each of two consecutive years (*EC* Section 8483.7[a][1][C][i]).

Any ASES site/subprogram that is assessed a grant reduction in the previous reduction year, due to not meeting the attendance requirements of the grant, makes the site/subprogram ineligible for a grant through this RFA. To learn more about target attendance and grant reductions, please visit the Frequently Asked Questions on the CDE Laws and Policy web page located at <https://www.cde.ca.gov/ls/ex/lawsandpolicy.asp>.

## **K. Early Release Policy**

Every ASES Program will establish a reasonable early release policy for students attending the ASP (*EC* Section 8483[B]). For further information regarding Early Release Policy, see the CDE Late Arrival and Early Release

Guidance web page located at  
<https://www.cde.ca.gov/ls/ex/earlyreleguidance.asp>.

#### **L. Technical Assistance and Support**

The EXLD System of Support for Expanded Learning Programs provides field-based technical assistance (TA) to Expanded Learning Programs throughout California. The support system consists of 16 counties and each have their own TA contacts: county leads, and EXLD program consultants and analysts. These contacts make up the after school System of Support network throughout California and are charged with providing locally-based TA to grantees. At the state level, EXLD regional program consultants and analysts collaborate with county leads to provide comprehensive TA to grantees, programs, districts, and school sites. For more information about this system, contact the EXLD by phone at 916-319-0923, by email at <mailto:expandedlearning@cde.ca.gov>, or refer to the CDE Regional TA Contacts web page located at <https://www.cde.ca.gov/ls/ex/sosexplearncontacts.asp>.

#### **V. Fiscal Operations**

The LEA and all Co-Applicants agree to follow all fiscal reporting and auditing standards for accountability required by the CDE.

##### **A. Budgets**

When notified of the grant award, grantees are required to provide a budget to the EXLD and will receive instructions about how to complete the detailed budget information for the grant.

##### **B. Program Match**

The ASES Program **requires** a local match (cash or in-kind services) of one-third of the state grant amount from the school district, governmental agencies, community organizations, or the private sector for each dollar expended in grant funds (*EC* Section 8483.7[a][6]). Facilities or space usage may not fulfill more than 25 percent of the required local contribution (*EC* Section 8483.7[a][6]). State categorical funds for remedial education are not allowed to be used as a local match (*EC* Section 8483.7[b]).

In any FY when a program receives state funds, but does not secure adequate matching funds, there may be a determination that an overpayment has occurred. In this case, repayment of the overpayment funds to the CDE will be required as well as any other obligations as set forth in *EC* Section 8483.8.

### **C. Supplementing Versus Supplanting**

Funds must supplement, not supplant, existing services and may not be used to supplant federal, state, local, or nonfederal funds. (*EC* sections 8483.5[e] and 8483.7[b]).

### **D. Expenditure Reports**

The **new** Government Grants Management online reporting system must be used to submit quarterly expenditure reports. All reporting due dates can be found on the CDE Reporting Due Dates web page located at <https://www.cde.ca.gov/ls/ex/asesduedates.asp>.

### **E. Use of California School Accounting Manual Object Codes**

School Districts are required to report expenditures in accordance with the object codes in the California School Accounting Manual. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The manual is accessible through the CDE California School Accounting Manual web page located at <https://www.cde.ca.gov/fg/ac/sa/index.asp>.

Section 41010 of the Education Code requires local educational agencies (LEAs) to follow the definitions, instructions, and procedures in the California School Accounting Manual. The manual provides accounting policies and procedures, as well as guidance in implementing those policies and procedures.

Federal and state laws require the California Department of Education (CDE) to monitor implementation of site-based categorical programs operated by local educational agencies (LEAs), including LEAs oversight over its sub-contracted providers for the state categorical funds. Specifically, CSAM Procedure 905 provides detailed guidance on documenting salaries and wages to restricted programs such as ASES. This allows compliance verification that at least 85% of the ASES grant funds are spent on direct costs, and no more than 15% on administrative costs, including indirect costs for the LEAs and its sub-contracted providers.

### **F. Direct Services to Students**

A grantee receiving state funding pursuant to this program shall ensure that no less than 85 percent of that funding is allocated to school sites for direct

services to students. The cost of a program site supervisor may be included as direct services, provided that at least 85 percent of the site supervisor's time is spent at the program site (*EC* Section 8483.9[c]). For further guidance, visit the CDE Direct Services and Administrative Costs Guidance web page located at <https://www.cde.ca.gov/ls/ex/directservguidance.asp>.

## G. Administrative Costs

A grantee may expend no more than 15 percent of funding on administrative costs. Administrative costs shall include indirect costs (*EC* Section 8483.9[b]). Costs related to administration may include both **direct** and **indirect** administrative charges. Any cost, direct or indirect, that supports management of the program is considered administrative in nature. For further guidance, visit the CDE Direct Services and Administrative Costs Guidance web page located at <https://www.cde.ca.gov/ls/ex/directservguidance.asp>.

**Direct** administrative costs may include the following:

- Salary costs related to preparing the ASES Program Plan
- Monitoring activities
- Rental or purchase of program-specific office equipment or supplies
- Rental and maintenance of program office space
- Ongoing general operating expense for the program

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

- Personnel
- Payroll
- Accounting
- Procurement
- Data processing

## H. Determining Maximum Indirect Expenditures

A grantee's indirect costs may not be more than the lesser of the following. The school district's indirect cost rate as approved by the CDE for the appropriate FY; and

- Five percent of the state program funding received pursuant to this article (*EC* Section 8483.9[a][2]).

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

## I. Carryover Funds

Grants are provided for three years and are allocated annually. However, California state law does not allow carryover of ASES funding beyond the FY in which it was awarded (*EC Section 8483.51*).

## J. Payments

Payments will be issued in three increments each year (*EC Section 8482.4[f]*).

Percent of the Total Funded Grant Amount	Date Issued and Reporting Requirements
65 percent	A payment will be processed within 30 days of returning the originally signed Grant Award Notification (AO-400) to the CDE.
25 percent	On receipt of first semiannual attendance reports, first and second quarter expenditure reports (October–December), and all other required reports by <b>January 31</b> .
10 percent	On receipt of second semiannual attendance reports, third and fourth quarter expenditure reports (April–June), and all other required reports by <b>July 31</b> .

Payments will be withheld if reporting requirements are not met or if the grantee has invoices outstanding of more than 90 days (*EC Section 8483.8[a]*).

## VI. Program Monitoring and Annual Audit

### A. Program Monitoring

State law requires the CDE to systematically monitor the implementation of funded programs, including the ASES Program. Grantees operating an ASES 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.

Section 41010 of the Education Code requires local educational agencies (LEAs) to follow the definitions, instructions, and procedures in the California School Accounting Manual. The manual provides accounting policies and procedures, as well as guidance in implementing those policies and procedures.

- Federal and state laws require the California Department of Education (CDE) to monitor implementation of site-based categorical programs operated by local educational agencies (LEAs), including LEAs oversight over its sub-contracted providers for the state categorical funds. Specifically, CSAM Procedure 905 provides detailed guidance on documenting salaries and wages to restricted programs such as ASES. This allows compliance verification that at least 85% of the ASES grant funds are spent on direct costs, and no more than 15% on administrative costs, including indirect costs for the LEAs and its sub-contracted providers. **B. Annual Fiscal Audit and Accounting Requirements** All entities that receive ASES Program funds must undergo an **annual** financial and compliance audit as well as keep adequate and accurate records for the ASES 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]).

**VII. The LEA and the fiscal agent Co-Applicants are required to maintain auditable records to demonstrate compliance with applicable program requirements and facilitate an effective audit, which must be made available upon request to auditors and other governmental agencies for monitoring, reviews, and audits. All records must be maintained for a minimum of 5 years from the end of the grant or until any open audits are resolved by the state. Eligibility Criteria and Determination—Who May Apply**

**Eligible** entities to apply for ASES funds through the Universal RFA include:

- School districts;
- County offices of education;
- California School for the Blind or for the Deaf;
- Direct-funded charter schools; and
- City, county, or nonprofit organizations, but only as a Co-Applicant with the approval of an LEA or multiple LEAs (see below Allowable Co-Applicant Combinations).

Eligible entities **may apply** for this RFA if they are:



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- Seeking funding as a new grantee;
- Current grantees that are seeking to add a site to their grant; and
- Current grantees that are seeking to increase a current site’s funding to the legislative cap, which is \$152,612.13 for elementary schools and \$203,482.84 for middle schools.

Eligible entities **may not apply** for this RFA if they are:

- Current ASES grantees seeking to renew their grant;
- High schools;
- ASES Programs seeking before school and summer/supplemental funding; and
- Umbrella organizations that oversee direct-funded charter schools.

The following chart outlines the allowable options for applying with a Co-Applicant.

**Allowable Co-Applicant Combinations**

Co-Applicant Type	Non-Local Educational Agency	Local Educational Agency
1	County Board of Supervisors	One or more LEA
2	The city council of a chartered or incorporated city	One or more LEA
3	Non-profit (may not act as the fiscal agent)	One or more LEA

Any agency may act as a collaborative local partner, contractually or otherwise, in implementing the ASES Program without applying as a Co-Applicant in this ASES application. Applying as a Co-Applicant in the application creates a responsibility directly to the CDE to implement the terms of the RFA. Charter School Administrative Agencies may only apply as a Co-Applicant with the LEA as the Applicant, since Charter School Administrative Agencies are considered to be a nonprofit organization.

**A. Good Standing**

Currently funded ASES grantees applying for additional schools, applying to increase school site funding to the legislative cap, or renewing their school’s

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funding must meet the administrative reporting requirements for FY 2023–24 and be considered in Good Standing to be eligible for ASES Universal funds.

Good Standing refers to **all** of the following conditions being met by all Applicants and Co-applicants:

- All attendance reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete and in compliance with state and federal requirements.
- All expenditure reports for grantees have been submitted prior to the reporting deadline and have been found by the EXLD to be complete and in compliance with state and federal requirements.
- All annual outcome-based data for grantees has been submitted prior to the reporting deadline and have been found by the EXLD to be complete and in compliance with state and federal requirements.
- All 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.
- All 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 applicants and co-applicants are required to have adequate policies and procedures and sufficient internal controls in place in accordance with state and federal requirements. If either the Applicant or Co-applicant is determined to not be in good standing, they will not be eligible for funding. In addition, it is the responsibility of the Applicant to ensure all parties applying for grant funds are in Good Standing.

Furthermore, Good Standing is applied at the grantee level. Therefore, if one of the sites in the grant is not in Good Standing, the grantee is unable to apply for additional funds. If the grantee 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 on **Wednesday, January 15, 2025**, the school **will be disqualified** (EC sections 8426[h][i] and 8483.7[a][1][G]).

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

An application may include multiple school sites. A school site is only eligible to receive funding in **one** ASES Universal Application submission. **Note:** If a site is

asking for an increase, the increase can only be requested by the current fiscal agent.

## **A. Description of the Required Program Narrative**

### **(New Applicants with no current ASES funded sites only!)**

The Applicant **must** include as an attachment in the application submission a maximum five-page narrative describing the two Required Program Elements. The educational and literacy elements must describe the tutoring or homework assistance provided in one or more of the following areas: (1) language arts; (2) mathematics; (3) history and social science; (4) computer training; or (5) science. The enrichment elements must include one or more of the elements as described in the Description of Required Program Elements in this RFA. The Program Narrative is a **required** component of the ASES application and should document a thoughtful and collaborative planning process. Applicants will be **disqualified** if the Program Narrative is not submitted or if the Program Narrative fails to address the two Required Program Elements.

## **B. ASSIST Process**

Applicants can access the ASES Universal RFA application forms online through the ASSIST system.

The original, printed hard copy, “wet” signature, using blue ink on the required ASSIST application forms, complete with required Authorized Signatures, must be postmarked on or before **Wednesday, January 15, 2025** and mailed to the EXLD at the address below. **Postmarks will be honored.**

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

**In-person delivery of applications to CDE is not allowed, all applications must be submitted through a mail service.**

Applicants that do not have an existing logon to access and apply through the ASSIST database may contact the RFA helpdesk ([ASSIST@cde.ca.gov](mailto:ASSIST@cde.ca.gov)) to request a password to access the system. The ASSIST RFA forms will be disabled on **Wednesday, January 15, 2025 at 4:00 pm.**

### C. Required Signatures and Assurances

All original, “wet” signature, using blue ink from the Applicant and all other Co-Applicants are due at the time the application packet is submitted to the CDE, or the application **will be disqualified**.

The CDE General Assurances and Certifications are required to be signed and are not submitted with the application but are required to be kept for the Applicants own records. The CDE General Assurances can be found at the following web page located at <https://www.cde.ca.gov/fq/fo/fm/ff.asp>.

Applicants are required to retain the General Assurances for their records and a copy of the entire application that is submitted to CDE for audit purposes:

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. In the absence of an Authorized Signature on the Authorized Designee form and answering “Yes” to the Authorized Designee question on ASSIST, the Applicant **will be disqualified**.

### D. Submitting the Application

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). The Submitting the Application procedures are as follows.

A complete application should include the ASES Universal RFA forms as outlined on the ASES Universal Grant Application Checklist in the ASSIST

A printed copy of all application forms with “wet” signature, using blue ink with required Authorized Signatures, must be postmarked on, or before **Wednesday, January 15, 2025, and mailed to the EXLD at the address below. Postmarks will be honored.**

Expanded Learning Division  
California Department of Education

ASES Universal Grant Application  
1430 N Street, Suite 3400  
Sacramento, CA 95814-5901

**In-person delivery of applications to the CDE is not allowed, all applications must be submitted through a mail service.**

### **E. Grant Award Determination**

In determining grant awards, the CDE will consider each school site included in an application as if it were an independent application for that site alone. The FRPM school site data will be retrieved from the CALPADS FY 2023–24 file. The school sites will be ranked according to the highest percentage of students eligible for FRPM. Schools with the highest percentage of FRPM eligible students will be awarded grants and funded down the list until all funds are exhausted. An Applicant’s agency may therefore receive funding for all, some, or none of the school sites contained in the application.

An ITA list will be posted on the CDE Funding Results web page located at <https://www.cde.ca.gov/ls/ex/exldfundingresults.asp> by May 2025. Emails will be sent to all Applicants announcing the posting of the proposed awards.

### **F. Disqualifications and Appeals Process**

#### 1. Disqualifications

If an Applicant does not comply with the following items, either individual schools or the entire application **will be disqualified** from funding consideration.

##### a. Individual School Disqualification

- Not in Good Standing: Any individual school site that is submitted from an agency listed on an application (including both Applicants and Co-applicants) found not to be in Good Standing will be disqualified.

##### b. Application Disqualification

- A New application without a Program Narrative **will be disqualified**. The Applicant **must** submit, as an attachment, a Program Narrative that describes the two ASES required program elements (see Description of Required Program Narrative section).
- An application without an original, “wet” signature, **using blue ink** signature (LEA Authorized Signature on the Cover Page) **will be disqualified**. Signatures submitted after the

application deadline will not be accepted. If an application is submitted by more than one Applicant, all Co-Applicants must sign the application. If a Co-Applicant fails to sign the form, the Co-Applicant will be dropped from the application. However, at least one LEA must always sign the Cover Page of the application.

- A Cover Page without an original Authorized Signature or without a Designee Signature submitted with a copy of a recent governing board resolution or minutes—clearly authorizing the Designee to accept and sign as a proxy for financial statements and legally binding documents—**will be disqualified.**
- The ASSIST-generated application forms (see Application Checklist in this RFA) that are submitted to the CDE after **Wednesday, January 15, 2025, will be disqualified.**

## 2. Appeals

Applicants that wish to appeal a disqualification, ITA list, or Final Awards decision, must submit a Letter of Appeal via email 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 (*EC* citation) or other basis for the appeal position; and the remedy sought. The appeal letter must have an original Authorized Signature from the Superintendent or Chief Executive Officer that signed the original ASES application. **Email appeals will not be accepted.**

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

Appeal letters must be received by the CDE on the required date via email at <mailto:expandedlearning@cde.ca.gov>. Please include the agency name, the ASSIST generated application identification number, and “ASES Universal RFA Appeal” on the subject line of the email submission.

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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 emailed to the appellant and shall be the final administrative action afforded to the appeal.

## IX. Key Terms

**Applicant**—refers to the primary or lead agency or organization requesting funding through this Request for Applications.

**ASES**—refers to the state-funded After School Education and Safety Program.

**ASP**—refers to after school programs.

**ASSIST**—refers to the online reporting After School Support and 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 office of education or school district, or charter school governing board Authorized Signature.
- School: Principal or executive director of a school.
- Non-local educational agency Co-Applicant: The Chief Executive Officer of the nonprofit or government agency (a county board of supervisors or city council)

**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 the California Longitudinal Pupil Achievement Data System.

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

**Co-Applicant**—refers to a true partner (other than the named Applicant) that jointly submits the application and shares all decision-making and grant responsibilities with the Applicant, including all assurances and fiscal reporting requirements.

**CTE**—refers to Career Technical Education.

**CQI**—refers to the Continuous Quality Improvement process that programs are required to take part in as outlined by California *Education Code* Section 8484(a)(2).

**Disqualification**—refers to the ineligibility of an application or site if requirements are not met in accordance with the instructions as established in this Request for Applications.



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

**Eligible Entity**—refers to school districts, county offices of education, California School for the Blind or for the Deaf, Direct-funded charter schools; and City, county, or nonprofit organizations, but only as a Co-Applicant with the approval of an LEA or multiple LEAs.

**EXLD**—refers to the CDE’s Expanded Learning Division.

**Expanded Learning Programs**—refer to before school, after school, or summer learning programs that focus on developing the academic; social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. It is the intent of the Legislature that Expanded Learning Programs are student centered, results driven, include community partners, and complement, but do not replicate, learning activities in the school day and school year.

**FRPM**—refers to the California Free and Reduced Price Meals program.

**Fiscal Agent**—refers to the public agency or local educational agency partner designated in the application to act as the fiscal agent.

**FY**—refers to state fiscal year.

**Good Standing**—refers to the status of a current grantee’s completion of program reporting requirements.

**Grantee**—refers to an Applicant who has a current, approved grant (Form AO-400 Grant Award Notification) for ASES grant funds.

**ITA**—refers to Intent to Award.

**LEA**—refers to the local educational agency, consisting of county offices of education, districts, and direct-funded charter schools.

**NON-LEA**—refers to nonprofit agencies or city and county government.

**Original Signature**—refers to an original signature, from an Authorized Signature, Designee, or Co-Applicant.

**Public Agency**—refers only to a county board of supervisors or, if a city is incorporated or has a charter, a city council.

**RFA**—refers to this Request for Applications.

**TA**—refers to technical assistance.

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**Umbrella Organizations**—refers to an association of institutions, who work together formally to coordinate activities or pool resources. Sometimes in this kind of arrangement, the umbrella organization is to some degree responsible for the groups under its care.

## X. After School Education and Safety Universal Grant Application Checklist

**Required ASSIST Form Submissions**—Applicants that do not have an existing logon to access and apply through the ASSIST database may contact the RFA Helpdesk at [ASSIST@cde.ca.gov](mailto:ASSIST@cde.ca.gov) to request a password to access the system.

Each of the forms listed below must be downloaded, completed, signed (original, hard copy, “wet” signatures, using blue ink), and mailed to the CDE no later than **Wednesday, January 15, 2025, or the application will be DISQUALIFIED. Postmarks will be honored.**

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

**In-person delivery of applications to the CDE is not allowed, all applications must be submitted through a United States mail service.**

**Applications must include the following forms or the application will be DISQUALIFIED:**

- **Program Narrative**—NEW Applicants only; refer to Description of the Required Program Narrative section.
- **Required ASSIST Form Submissions**—each of the forms listed below must be entered into the ASSIST system by the Applicant by **January 15, 2025, 4:00 p.m.** when the forms are disabled. RFA Forms need to be downloaded, completed, signed, and submitted by mail to the CDE:
  - **Cover Page**—refer to Required Signatures and Assurances Section.
  - **Co-Application Information Form**—refer to Co-Applicant section of the RFA (if applicable).
  - **Authorized Designee**—refer to Required Signatures and Assurances section (if applicable).
  - **Disqualification Form**—Acknowledgement List of items that will disqualify an application.
  - **School Site Signature and Approvals**—refer to Required Signatures and Assurances sections.
  - **California Education Code Certified Assurances**—refer to Required Signatures and Assurances section. (One set needs to be signed by the Applicant, and one set by the Co-Applicant, if applicable).

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- **Off-site Program Information**—ONLY if proposing to run a program at a location other than the school day site; no Co-Applicant signatures required.