

From: Expanded Learning [<mailto:ExpandedLearning@cde.ca.gov>]

Sent: Tuesday, January 17, 2017 11:01 AM

To: Ginty_MaryJo

Subject: Involuntary Grant Reduction Process

Dear Expanded Learning Program Grantees:

This e-mail contains the fiscal year (FY) 2016–17 timeline for After School Education and Safety (ASES), 21st Century Community Learning Centers (21st CCLC), and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) grant program attendance data reporting and attendance-related actions, as well as, descriptions of the involuntary and voluntary grant reduction processes.

Grant reduction processes are required by California *Education Code (EC)* sections 8483.7 and 8483.76, with such reductions taking place for these after school programs beginning on **July 1, 2017**.

Calendar for Attendance-Related Actions

- **January 31, 2017:** Attendance data reporting is due to the California Department of Education (CDE), Expanded Learning Division (EXLD) for the July 1–December 31, 2016, attendance data reporting period. Grant recipients may compile and use the data before then, in the voluntary grant reduction process. This is also the final date to submit the Attendance Relief Request form (see attachment). This form must be e-mailed to the CDE EXLD mailbox at expandedlearning@cde.ca.gov by **January 31, 2017** to receive attendance credit due to natural disaster, civil unrest, or imminent danger to pupils or staff.
- **February 06, 2017:** The Voluntary Reduction of Grant Award form is due to the CDE—**due date extensions beyond this date will not be granted.**
- **February 13–24, 2017:** Data is compiled, attendance analysis completed, and involuntary grant reductions computed by the CDE.
- **February 27–March 3, 2017:** Grant recipients are notified of involuntary grant reduction amounts.

Revisions to attendance data or computations will only be considered within one week of the e-mail notice in the following circumstances:

- Incorrect attendance data was submitted by the grantee
- On an ASSETs Program original grant application, a higher than \$10 per student, per day, cost was justified

Important: Revisions to attendance data or computations beyond March 10, 2017, will not be granted in order for the CDE to meet the statutory requirements for notification of new grant awards.

- **July 1, 2017:** Effective date of involuntary and voluntary grant reductions.

Involuntary Grant Reduction Process

The involuntary grant reduction process will use attendance data from the most recent **two calendar years**. This will benefit grantees by enabling the CDE to notify grantees prior to the July 1, 2017, effective date of any reduction.

Involuntary reductions will be assessed against: (1) ASES and 21st CCLC before school base/supplemental and after school base/supplemental programs and (2) the ASSETs after school base programs.

Summer (formerly referred to as Supplemental) grants **will** receive an involuntary grant reduction this year, and will not exceed the maximum grant cap as allowed under *EC* Section 8483.76(a).

The percentage figure used to determine any funding reduction for a school site will be based on its Actual Student Attendance Attained percentage (out to two decimal places), without using any rounding rules or formatting.

The ASES After School Base funding will not be reduced lower than \$27,000 per site, pursuant to *EC* Section 8483.7(a)(4). The 21st CCLC and ASSETs grants will not be reduced below \$50,000, pursuant to the California Elementary and Secondary Education Act, Section 4204(h).

However, if any after school component, including summer programs, reports zero attendance for that component at the end of the most recent reporting period, then the site grant may be subject to termination. Grantees that have sites that meet this criterion, will be contacted for further discussion.

If the site has both an ASES base grant and a 21st CCLC base grant, attendance will first be credited to the ASES grant until the site has reached 85 percent of the ASES attendance target. After the reported attendance has reached 85 percent of the ASES target, attendance will then be credited to the 21st CCLC grant attendance target.

Sample computations illustrating the involuntary grant reduction process are on the last two pages of this document.

Voluntary Grant Reduction Process

If a grant recipient determines that a program site is not going to meet the attendance target, the grant recipient may submit a Voluntary Reduction of Grant Award form to the CDE by February 06, 2017, effective July 1, 2017. The benefit to the grant recipient is that the voluntary reduction results in approximately five percent more funding for the site than if an involuntary reduction had been assessed. The form for the voluntary reduction is attached to this e-mail.

Questions and Technical Assistance

Grant recipients with questions about the involuntary or voluntary reduction processes may contact their regional CDE Program Consultant or Fiscal Analyst. If a grantee believes that submission of a voluntary grant reduction will be beneficial, it is advisable to contact the CDE to discuss the proposed reduction before submitting the form. Contact information for CDE Consultants and Analysts may be found on the CDE Regional Technical Assistance Contacts Web page at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.

Involuntary Grant Reduction Process and Sample Computations

Education Code Requirements for Involuntary Grant Reductions

EC sections 8483.7 and 8483.76, requires that the CDE reduce grant awards for program sites if:

- In the most recent year (excluding the first year of a new grant), attendance is less than 75 percent of the targeted attendance level; or
- In two consecutive years, attendance is less than 85 percent of the targeted level

Sample Computation for 85 Percent Attendance Target

For a hypothetical site with the following characteristics:

- Program Site Grant Amount: \$112,500
- Grant Type: ASES
- Annual Total Daily Attendance at 100 percent of Target:
 $\$112,500 \div \$7.50 = 15,000$

Scenario 1: Program Site Does Not Receive Involuntary Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

January–June 2015	July–December 2015	January–June 2016	July–December 2016
6,375	6,104	6,501	6,740

Total Attendance for One-year Periods, with Percent of Target

	January–December 2015	January–December 2016
Annual Attendance	$(6,375+6,104)$ 12,479	$(6,501+6,740)$ 13,241
Attendance Percentage	$(12,479 \div 15,000)$ 83.2%	$(13,241 \div 15,000)$ 88.3%

Analysis: In the reporting period January–December 2016, program site attendance was below 85 percent. However, January–December 2016 attendance exceeded 85 percent, so the site did not fail to achieve 85 percent in two consecutive calendar years. The site, therefore, meets the legislatively required attendance targets and will not receive an involuntary reduction.

Scenario 2: Program Site Does Receive Involuntary Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

January–June 2015	July–December 2015	January–June 2016	July–December 2016
6,104	6,004	6,314	6,205

Total Attendance for One-year Periods, with Percent of Target

	January–December 2015	January–December 2016
Annual Attendance	(6,104 + 6,004) 12,108	(6,314 + 6,205) 12,519
Attendance Percentage	(12,108 ÷ 15,000) 80.7%	(12,519 ÷ 15,000) 83.5%

Analysis: The grant recipient has failed to achieve the legislative attendance target as attendance is below 85 percent in both of the one-year reporting periods. Therefore, an involuntary grant reduction will be assessed. The grant recipient's funding will be set at 10 percent higher than would have been needed to fund the highest one-year attendance period (January–December 2016). The new grant amount will be calculated as follows: Attendance of 12,519 x \$7.50 = \$93,892.50, plus 10 percent equals \$103,282.

Computation When Attendance Is Less Than 75 Percent of Target

If program site attendance is below 75 percent of the attendance target in calendar year 2016, an involuntary reduction will be assessed. The new funding level will be set at this actual attendance level plus an additional 10 percent for growth.

Thank you,

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