

## Grantee Newsletter: July 1-15, 2017

7-17-17

Dear Grantee:



**HOPE YOU ARE HAVING SOME RELAXATION TIME!**

### 1. CDE UPDATE

**A. ANNUAL EVALUATION DATA REPORT:** this is the updated version that the Expanded Learning Division sent out today!

Dear Expanded Learning Grantee:

The 2016-17 Annual Grantee Outcome-Based Data Report for Evaluation and Continuous Quality Improvement is **due Friday, October 13, 2017**. **Please read the full content of this e-mail. It contains important information about obtaining the instructions to complete this report.**

October 13 is the deadline for uploading the 2016-17 Annual Grantee Outcome-Based Data Report for Evaluation and Continuous Quality Improvement (CQI) for the After School Education and Safety (ASES) Program, the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Program, and the 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Program.

Failure to report these data will lead to grant termination per California Education Code Section 8483.7(a)(1)(A)(vi).

Instructions for uploading data for ASES and 21<sup>st</sup> CCLC are located <http://www.cde.ca.gov/ls/ba/as/evaluation.asp>.

Instructions for uploading data for ASSETs are located at <http://www.cde.ca.gov/ls/ba/cp/evaluationassets.asp>.

The instructions provide details about how to complete the report.

Each data report is an Excel spreadsheet template that includes two tabs for data input:

1. Outcome Data
2. CQI, Data needs to be provided on both tabs.

As you prepare your report, you may want to visit the Annual Outcome-Based Data and CQI Frequently Asked Questions Web page located at : <http://www.cde.ca.gov/ls/ba/as/evalfaq.asp>.

### **Changes to the 2016-17 report:**

#### **Outcome-Based Data**

List only the requested data for students who participated in the California Department of Education (CDE) ASES, 21<sup>st</sup> CCLC, or ASSETs Programs. Do not list all students who attended the school site.

~~In addition, you no longer need to provide the number of days a student attended the regular school day. :-~~

Region 11 ELTAU NOTE: this means you DO NEED to provide this data!

### **Continuous Quality Improvement Data**

The template is revised to consolidate information about the status of standards selected for improvement.

### **Instructions for uploading data files using exFiles:**

The Excel template includes reporting the state student identifier. To protect student level Personally Identifiable Information, you must use the following CDE exFiles process to ensure data is secure. Please follow the instructions below.

Click on the following link: <https://www3.cde.ca.gov/exfiles/index.aspx?pid=87>.

Enter the following information in this order:

- For "Project Code," type **aspa**
- Click "Submit Code"
- For "Upload/Download Password," type **2PeKS6ef** (case sensitive)
- Click "Submit Password"
- For "Description," enter contact name and e-mail address for the person who is able to answer questions about the data
- For "File Encryption Password," type **aspa1234**
- Under "File to upload," click "Browse" and select the completed Excel data file. (File name should appear.)
- Click "Upload Files" (If the message "File to Upload file name required" appears, click "Browse," select the file again, and click "Upload Files".) This concludes the file uploading process.

If you have any questions or concerns, e-mail [expandedlearning@cde.ca.gov](mailto:expandedlearning@cde.ca.gov) or call the Expanded Learning Division at 916-319-0923.

**B. CDE GRANTEE ORIENTATION:** Once again CDE will be offering a Grantee Orientation (similar to the one offered on Ontario, CA this year). The date is August 24, 2017, it will be held in Norwalk, CA from 8 am- 5 pm; more details will be forthcoming but I wanted you to have the date for your calendars. For

more information go to : <http://www.afterschoolnetwork.org/cde-expanded-learning-programs-2017-grantee-orientations>.

**C. REPORTS DUE** : Reminder that your 4<sup>th</sup> quarter fiscal reports and semiannual attendance reports are to be entered into ASSIST by July 31, 2017.

**2. LOS ANGELES COUNTY UPDATE:** we have posted many new offerings here are a few you will want to check out!

**A. New Grant Manager and Program Director Training: Welcome To Expanded Learning - July 26, 2017**

**Duration:** 8:00 - 8:30 am Check-in; 8:30 am - 12:00 pm Program

**Cost:** .00

**Register at:** <http://aspire.lacoe.edu/event-type-groups/staff-development-training-events>

This workshop is for Grant Managers (those who have responsibility for overseeing ASES grants); Program Directors (staff who supervise and/or oversee two or more sites) and fiscal staff who oversee budgets and finance. Additionally, for small charters who may have only a Grant Manager and a Site Coordinator, it is recommended that both of these staff attend this training.

It is a practical hands-on training where the Certified Assurances that were signed for the grant become reality--what does it mean for you to put these in place. This is geared for anyone new in these positions, anyone moving into these positions and a refresher to those who currently hold these positions. This workshop is also offered in August and September and will cover the same material.

**B. How Best To Utilize ASSIST: The EXLP Online Reporting System - September 7, 2017**

**Duration:** 9:00 Check-In; 9:30 am - 12:00 pm Workshop

**Cost:** .00

**Facilitated by CDE EXLP Analysts, Karissa Lujan and Fred Sharp**

a. **NOTE:** This training is being offered two times - you only need to register and attend once (September 7th OR September 8th)

b. **New to the ASES / 21stCCLC / ASSETs Grant in terms of attendance and fiscal reporting; want to learn about how to best utilize the online reporting system ASSIST?**

c. Join CDE EXLP Analysts for a 2.5-hour workshop that will cover the following:

- How to enter ASES / 21st CCLC / ASSETs budgets into ASSIST
- Process for inputting budget revisions in ASSIST
- How to enter ASES / 21st CCLC / ASSETs Attendance for Before School, After School and Supplemental attendance into ASSIST
- How to submit expenditures into ASSIST, indirect costs, 5100 line for sub-contracting, 5th and 6th quarter expenditures for 21st CCLC and ASSETs
- What to do if you lose your ASSIST password
- How to update your contact information in ASSIST
- Walk through an actual tutorial on submission of Budgets, attendance and expenditure reports in ASSIST
- How to pull your own reports from ASSIST: for yearly funding status per school, payments and attendance reports

**C. PROGRAM DIRECTOR AND SITE COORDINATOR LEADERSHIP DEVELOPMENT PROGRAM: APPLICATION DEADLINE HAS BEEN EXTENDED UNTIL JULY 21, 2017**

The link for the information packet and forms can be found at:

<http://aspire.lacoe.edu/resources/category/1/la-county-forms> (Site Coordinator Leadership Development)

This is a wonderful professional development opportunity for your seasoned Site Coordinators and Program Directors to further develop their leadership and management skill set with a Cohort of peers. After they have completed the program they will be invited to join the Site Coordinator/Program Director Leadership Community of Practice which will allow them to continue to network with their peers and others who have gone through the program before them and receive ongoing training and mentoring

**3. LEGISLATION: email sent out on July 10, from the Expanded Learning Division**

Dear Expanded Learning Grantee,

As many of you already know, Governor Jerry Brown signed the California State Budget of Fiscal Year 2017-18, which included an additional \$50 million in ongoing funding for the After School Education and Safety (ASES) Program.

What does this mean for all ASES grantees?

- Effective date is July 1, 2017
- The \$50 Million increase goes to local programs and none of the funding will be held back for State Operations
- Affects all ASES program components - After School Base, Before School Base and Summer/Supplemental funds. (It excludes Frontier Designated Area Transportation Grants because this grant is not calculated on a daily rate for each student attending the program)
- After School Base and After School Summer/Supplemental Per Pupil Rate increases from \$7.50 to \$8.19
- Before School Base and Before School Summer/Supplemental Per Pupil Rate increases from \$5.00 to \$5.46
- In addition, this changes the minimum grant amount for After School Base, Summer/Supplemental funds and the maximum grant amount for After School Base elementary and middle school sites:
  - Minimum Grant Award After School Base - \$27,000 to \$29,484
  - Minimum Grant Award After School Summer/Supplemental - \$8,100 to \$8,845
  - Maximum Grant Award Elementary School - \$112,500 to \$122,850
  - Maximum Grant Award Middle School - \$150,000 to \$163,800

**Please Note:** - This increase will not apply to the 21st CCLC reimbursement rate.

If you would like to view your 2017-18 grant award by site, please log onto [ASSIST](#), and click the [Agency Reports](#) link at the top of the page. From the drop down menus, select the report labeled *Funding Status per School* and fiscal year 2017-18. Click the **Create Report** button. You may view the results from the viewing window, or download results in Excel or Adobe file formats. If you have any questions please contact your [Regional Consultant/ Fiscal Analyst](#) or the Expanded Learning Division at (916) 319-0923.

#### 4. NEW OPPORTUNITIES

##### A. BEST OUT OF SCHOOL TIME CONFERENCE! (BOOST)

1. The conference is now accepting applications for workshop presenters! Deadline is 10-31-17
2. Take action NOW before the academic year gets into full swing! The link for the RFP is: <http://www.boostconference.org/rfp>

3. Early registration fee is open to those who register from 7/1/17-10/31/17: <http://www.boostconference.org/registration>
4. Hotels are now taking reservations:  
<http://www.boostconference.org/accommodations>



## B. FUNDING OPPORTUNITIES

**1. Mockingbird Foundation: Competitive Grants** | <http://mbird.org/funding/guidelines> | Offers competitive grants to schools and nonprofit organizations that affect improvements in areas of importance to the Phish fan community, especially music education for children. Mockingbird is interested in targeting children 18 years or younger, but will consider projects that benefit disenfranchised groups, including those with low skill levels, income, or education; disabilities or terminal illnesses; and foster homes, shelters, hospitals, prisons, or other remote or isolated situations. Award Amount: \$100 - \$5,000

**2. Sprouts Healthy Community Foundation Neighborhood Grants Program: Deadline August 10, 2017**  
<https://www.sprouts.com/neighborhoodgrants> | Neighborhood Grants supports local nonprofits addressing the following areas: 1) Health Nutrition and Education, 2) Food Security and Hunger Relief, and 3) Disabilities and Health Concerns. All grantees must serve the community where Sprouts Farmers Market operates stores. Organizations that do not align with the Foundation's focus areas will not be considered. Award Amount: \$2,500 to \$10,000

**3. American Academy of Dermatology Shade Structure Program: applications open on September 1, 2017**  
<http://www.aad.org/members/volunteer-and-mentor-opportunities/shade-structure-program> The American Academy of Dermatology's Shade Structure Program awards grants in the amount of \$8,000 each for the purchase of permanent shade structures designed to provide shade and ultraviolet (UV) ray protection for outdoor areas. A sign promoting the importance of sun safety is also provided.

**4. Donald Samull Classroom Herb Garden Grant** | <http://www.herbsociety.org/support/grantsscholarships> | Public and/or private 3rd through 6th grade teachers with a class size of a minimum of fifteen students may apply for the classroom herb garden grant. Ten schools/classroom

will be awarded \$200 "Seed Money" to establish an herb garden, either indoor or outdoor. The funds may be used for supplies such as soil, plant trays, containers, child or youth sized tools, etc. Due: October 1st annually.

**5. Jane Goodall's Roots and Shoots Minigrant** | <http://rootsandshoots.org/minigrant> | Helps prepare young people for success by empowering them to get involved and make positive changes in the environment, animals, and the human community. Award amount: \$200 or \$400 in Visa gift cards. Must register for Roots & Shoots membership (free). Due: January 20th, March 31st, April 21st, and September 30th.

## 5. RESOURCES

### A. QUALITY STANDARD IN ACTION VIDEO FROM EXPANDED LEARNING DIVISION

The California Department of Education's Expanded Learning Division (CDE- EXLD) is pleased to announce the release of the first of six [Quality Standards in Action Videos](#)! The purpose of these videos is to provide a visual display to guide programs from a practical view point. Each video will range from 3-5 minutes and will highlight the characteristics of a *Point-of-Service* Quality Standards. This first video highlights *Youth Voice and Leadership*. Feel free to download and share widely!



**YOUTH VOICE AND LEADERSHIP**  
Youth Voice and Leadership from Expanding Student Success

**B. Mix It Up at Lunch Day** | <http://www.tolerance.org/mix-it-up/what-is-mix>

A national campaign launched by Teaching Tolerance over a decade ago, Mix It Up at Lunch Day encourages students to identify, question, and cross social. Free resources for all levels of staff!



**MJ**

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**“We do not need magic to transform our world. We carry all the power we need inside ourselves already. We have the power to imagine better.” J.K. Rowling**