

Meeting Date: 12/10/2013

Report Type: Consent

Report ID: 2013-00892

Title: Grant: California Department of Education for 21st Century Program for Fiscal Years 2013/14 to 2017/18 (G19030500)

Location: District 2

Issue: Pursuant to Budget Resolution 2013-0198, City Council approval is required to establish an operating grant of \$100,000 or more and to adjust staffing levels. Approval of the proposed resolution will allow the Sacramento START (Students Today Achieving Results for Tomorrow) program in the Parks and Recreation Department to accept a \$690,000 grant in each of five fiscal years from the California Department of Education to run a before- and after-school 21st Century Community Learning Centers program at five elementary schools in the Robla School District.

Recommendation: Pass a Resolution 1) authorizing the City Manager, or his designee, to accept the 21st Century Community Learning Centers grant award and execute annual agreements in the form attached as Exhibit A for the five-year grant period with the California Department of Education in the amount of up to \$690,000 per year; 2) authorizing the City Manager to establish an operating grant project (G19030500) for Fiscal Years (FY) 2013/14 to 2017/18 and establish and adjust operating and project revenue and expenditure budgets in the amount of up to \$690,000 for each of the five fiscal years; and 3) authorizing the City Manager to increase the Parks and Recreation Department's authorized staffing by a 1.00 full-time equivalent (FTE) Senior Accountant Auditor position for the duration of the 21st Century Community Learning Centers grant.

Contact: Brian Fitzgerald, Recreation Superintendent, (916) 808-6196; Alan Tomiyama, Recreation Manager, (916) 808-8958; Elizabeth Anderson, Operations Manager, (916) 808-6076, Department of Parks and Recreation

Presenter: None

Department: Parks & Recreation Department

Division: START

Dept ID: 19001631

Attachments:

- 1-Description/Analysis
- 2-Background
- 3-Resolution
- 4-Agreement

City Attorney Review

Approved as to Form
Sheryl Patterson
11/27/2013 8:47:38 AM

City Treasurer Review

Reviewed for Impact on Cash and Debt
Russell Fehr
11/19/2013 10:31:36 AM

Approvals/Acknowledgements

Department Director or Designee: Jim Combs - 11/26/2013 11:51:59 AM

Description/Analysis

Issue Detail: The Parks and Recreation Department is seeking City Council approval to accept and implement a 21st Century Community Learning Centers grant from the California Department of Education (CDE) in the Sacramento START (Students Today Achieving Results for Tomorrow) program. CDE awarded the City a grant of up to \$690,000 for Fiscal Year (FY) 2013/14. The grant may be renewed for four additional years subject to continued federal and state funding and program compliance with student attendance and other requirements.

The grant is to support out-of-school programs at five elementary schools in the Robla School District – Bell Avenue, Glenwood, Main Avenue, Robla, and Taylor Street. The programs are to provide disadvantaged students, particularly those who attend schools in need of academic improvement, with academic enrichment opportunities and supportive services to help the students meet state and local standards in core content areas.

The funds will allow additional students to attend an existing START after-school program and will fund new before-school and school break programs at all five elementary schools. More detail on the number of students to be served and on the curriculum is provided in the Background.

The City will be the fiscal agent for this grant, meaning that the City is responsible for meeting all grant requirements, operating the program in compliance with the law, submitting all reports, conducting an annual outcome-based evaluation, and conducting an annual audit.

Policy Considerations: Resolution 2013-0198, Section 11.1, requires City Council approval to accept grant funding, establish a grant project, and appropriate grant funding when the award is in excess of \$100,000. Section 5.1 requires City Council approval to adjust staffing levels.

Economic Impacts: None.

Environmental Considerations: This report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a “project” as defined by Sections 15061(b)(3) and 15378(b)(2) of the CEQA Guidelines (Title 14 Cal. Code Reg. § 15000 et seq.).

Sustainability Considerations: Not applicable.

Commission/Committee Action: None.

Rationale for Recommendation: Acceptance of the grant will allow the Sacramento START program to provide hundreds of disadvantaged students in the Robla School District portion of Council District 2 with academic enrichment opportunities and supportive services to help the students improve their academic achievement.

Financial Considerations: This grant award of up to \$690,000 per year will cover the costs of providing the program. Matching funds are not required and no General Fund support is needed.

The Sacramento START program relies on funding from federal, state and school district sources for about ninety percent of its operations in the START Fund 2501, with the General Fund providing the balance. All of the funding sources require regular attendance and fiscal reports and invoices, and the CDE programs require annual evaluations and audits.

Because there is a significant need for fiscal support throughout the Sacramento START operation, a 1.00 Senior Accountant Auditor position is requested to be added to the authorized staffing. A Senior Accountant Auditor position was eliminated in the approved FY2011/12 budget as a cost reduction measure. However, the need remains and the addition of this grant will allow for the position to be restored.

There is sufficient funding in the grant for this position and the position will be eliminated upon completion of the grant.

Emerging Small Business Development (ESBD): Not applicable.

Background

Sacramento START (Students Today Achieving Results for Tomorrow) was launched in 1996. Today, START is widely recognized as one of the most outstanding literacy and enrichment programs in the country, serving thousands of elementary school children in the most disadvantaged areas of the City and County. Although the program began as an after-school and school break program, earlier this year the program began to operate before school at a few locations. The City of Sacramento through its Parks and Recreation Department provides management and administrative support. A significant portion of the funding comes from the California Department of Education (CDE) or from school districts whose funding comes from CDE. Some CDE funding is a pass-through of federal funds. No fees are charged to the children or their parents.

State law governs the overall structure of the START program, which is generally governed by the State’s After School Education and Safety (ASES) program. Grant requirements cover the duration and frequency of the program, the required ratio of staff to children, staff background and education qualifications, reimbursement rate for each student day of attendance, and the need for an evaluation and audit.

The new 21st Century Community Learning Centers (21st CCLC) grant will provide funding for up to the following number of additional students to supplement the existing ASES funding at the five schools in the Robla School District as follows:

School	Number of Students Funded			
	Existing After-School ASES	Additional After-School 21st CCLC	Additional Before-School 21st CCLC	Additional School Break 21st CCLC
Bell Avenue	83	40	27	67
Glenwood	83	80	27	133
Main Avenue	83	40	27	67
Robla	83	60	27	67
Taylor Street	83	80	27	133
TOTAL	415	300	135	467

After-school programs must begin when the regular school day ends and extend for at least three hours until at least 6:00 p.m. They are funded to operate 180 days. Before-school programs must be at least 1.5 hours in length and are funded to operate 180 days. School break programs operate during vacation periods and must be at least 3 hours in length. They are funded to operate 30 days during the year.

Academic enrichment consists of homework assistance and computer-based tutoring. Other enrichment subjects will include fitness and nutrition education; gardening; science, technology, engineering and math (STEM) learning; creative and performing arts; sports leagues; and character education. Students attending the before-school program will receive a breakfast and those attending the after-school program will receive a snack. All food must meet healthy nutrition standards.

RESOLUTION NO. 2013-

Adopted by the Sacramento City Council

December 10, 2013

AUTHORIZING ACCEPTANCE OF GRANT AWARD FROM AND APPROVING AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF EDUCATION FOR 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM BY SACRAMENTO START FOR FIVE-YEAR PERIOD, AMENDING BUDGET AND APPROVING STAFFING POSITION

BACKGROUND

- A. The Parks and Recreation Department has been awarded a five-year grant of up to \$690,000 per year from the California Department of Education for providing a before- and after-school 21st Century Community Learning Centers program.
- B. The 21st Century Community Learning Centers program will be operated within the City's Sacramento START (Students Today Achieving Results for Tomorrow) program at five elementary schools in the Robla School District. The program will provide disadvantaged students with academic enrichment opportunities and supportive services.
- C. This grant award of up to \$690,000 per year will cover the costs of providing the program. Matching funds are not required and no General Fund support is needed.
- D. Because there is a significant need for fiscal support throughout the Sacramento START operation, a 1.00 Senior Accountant Auditor position is requested to be added to the authorized staffing, to be paid for with grant and existing funds in the START Fund 2501.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager, or his designee, is authorized to accept the 21st Century Community Learning Centers grant award and execute annual agreements in the form attached as Exhibit A for

the five-year grant period with the California Department of Education in the amount of up to \$690,000 per year.

Section 2. The City Manager is authorized to establish an operating grant project (G19030500) for Fiscal Years (FY) 2013/14 to 2017/18 and establish and adjust operating and project revenue and expenditure budgets in the amount of up to \$690,000 for each of the five fiscal years.

Section 3. The City Manager is authorized to increase the Parks and Recreation Department's authorized staffing by a 1.00 full-time equivalent (FTE) Senior Accountant Auditor position for the duration of the 21st Century Community Learning Centers grant. This position will be eliminated if the funding is not continued through or extended by the end of the grant period.

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Exhibit A – California Department of Education FY2013/14 21st Century agreement

California Department of Education
 Legislative Affairs Division
 AO-400 (REV. 09/2011)

Grant Award Notification

GRANTEE NAME AND ADDRESS Jim Combs, Director, Parks and Recreation City of Sacramento 915 I Street, 5th Floor Sacramento, CA 95814-2604	CDE GRANT NUMBER			
	FY	PCA	Vendor Number	Suffix
	13	14349	2192	8A
Attention After School Coordinator	STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Program Office After School Programs Office	Resource Code	Revenue Object Code	34	
Telephone 916-808-8526	4124	8290	INDEX	

Name of Grant Program 21 st Century Community Learning Centers—Elementary and Middle—Core	0150
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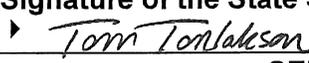
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$690,000.00		\$690,000.00		07/01/2013	12/31/2014
CFDA Number	Federal Grant Number	Federal Grant Name		Federal Agency		
84.287C	S287C130005	After School Learning Centers Formula Award		U.S. Dept. of Education		

I am pleased to inform you that you have been awarded a 21st Century Core grant for Community Learning Centers—Elementary and Middle.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

Please return the original, signed Grant Award Notification (AO-400) to:

Veronica Maestas, Associate Governmental Program Analyst
 After School Division
 California Department of Education
 1430 N Street, Suite 3400
 Sacramento, CA 95814-5901

California Department of Education Contact Veronica Maestas	Job Title Associate Governmental Program Analyst
E-mail Address vmaestas@cde.ca.gov	Telephone 916-319-0540
Signature of the State Superintendent of Public Instruction or Designee 	Date August 6, 2013

CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.

Printed Name of Authorized Agent	Title
E-mail Address	Telephone
Signature ▶	Date

**21st Century Community Learning Centers Program
Grant Application**

APPID: 13-03-34-81-21st-171

The Certified Assurances listed below are required to be signed by the Authorized Agent and submitted as part of the application package.

Note: All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fg/fo/fm/ff.asp>. Grantees should not submit general assurances to the CDE.

CERTIFIED ASSURANCES	
On behalf of the applicant agency, the Authorized Agent is to sign at the bottom of each page acknowledging understanding of and agreement with each Certified Assurance.	
Program Elements	
1	The program will primarily target students who attend schools eligible for Title I schoolwide programs. If the program will serve a private school, at least 40 percent of the students are from low-income families.
2	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
3	The program will include an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
4	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
5	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
6	The program will provide a snack that conforms to the nutrition standards in the EC, Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
7	The program will provide opportunities for physical activity.
8	The program will include a family literacy component.

I acknowledge understanding of and agreement with Certified Assurances



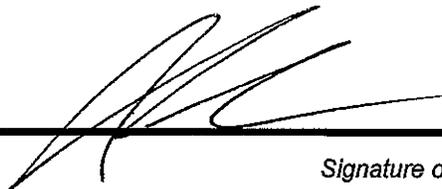
Signature of Authorized Agent

**21st Century Community Learning Centers Program
Universal Grant Application**

APPID: 13-03-34-81-21st-171

Core Application Narrative (Program Plan)	
9	The community was given notice of the intent to submit this application and the application and any waiver request will be available for public review after submission of the application.
10	The program will target students and the families of such students who attend schools eligible for school wide programs in which not less than 40 percent of the children are from low-income families.
11	Partners to this application, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
12	The program was developed, and will be carried out, in active collaboration with the schools the children attend.
13	The program will review Program Plans every three years. This review is to include, but not be limited to, program goals, program content, and outcome measures that the grantee will use for the next three years and, any other information requested by the CDE. New program goals may be selected for the following three years during the grant renewal process.
14	The program acknowledges that the CDE will monitor the Program Plan review as part of its on-site monitoring process.
15	The program will notify the CDE if the program goals or outcome measures are changed.
16	The program will identify the federal, state, and local programs that will be combined or coordinated for the most effective use of public resources.
17	The program will prepare a plan for continuing the program beyond federal grant funding.

I acknowledge understanding of and agreement with Certified Assurances



Signature of Authorized Agent

**21st Century Community Learning Centers Program
Grant Application**

APPID: 13-03-34-81-21st-171

Program Operations	
18	The program will take place in a safe and easily accessible facility.
19	The program will maintain a student-to-staff member ratio of no more than 20:1.
20	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
21	The program will operate for a minimum of 15 hours per week.
22	The program will operate until at least 6:00 p.m., on every regular school day.
23	The program will establish a reasonable early release policy for students attending the after school component.
24	For middle/junior high school students priority for enrollment will be given to students who attend daily.
25	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than
Site Staff and Volunteers	
26	The program will establish qualifications for each position so that all staff members directly supervising students meet the minimum qualifications of an instructional aide, pursuant to the policies of the district.
27	Selection of the program site supervisors are subject to the approval of the school site principal.
28	Staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy.

I acknowledge understanding of and agreement with Certified Assurances



Signature of Authorized Agent

**21st Century Community Learning Centers Program
Grant Application**

APPID: 13-03-34-81-21st-171

Staff Training and Development	
29	The program will provide staff training and development.
Other Sites	
30	Off-site programs will be aligned with the educational and literacy components of the program with participating students' regular school programs.
31	Off-site programs will comply with all statutory and regulatory requirements of those conducted on the school site.
Attendance and Evaluation Measures	
32	The program will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE, and provide all required information on a timely basis.
33	The program will annually provide participating students' regular school day attendance.
34	The program will semiannually provide participating after school students' program attendance.
35	The program will provide STAR test results.
36	The program will use standardized procedures and tools to collect indicators from outcome measures per EC Section 8484.
Fiscal Issues	
37	All fiscal reporting and auditing standards required by the CDE will be followed.
38	Any agency receiving 21st CCLC funds will use the funds to supplement, and not supplant, other federal, state, and local public funds expended to provide programs and activities authorized under this part and other similar programs.
Private School Consultation	
39	The applicant must conduct timely and meaningful consultation with appropriate private school officials in the service area of the schools to be served during the design and development of the programs described in this application.

I acknowledge understanding of and agreement with Certified Assurances



 Signature of Authorized Agent

General Assurances 2013-14

California Department of Education General Assurances and Certifications for fiscal year 2013-14.

General Assurances

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 4 (commencing with §30) of Division I of Title 5, *California Code of Regulations (CCR)*
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the LEA will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the *Education Code (EC)*, as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (PL 105-17; 34 *Code of Federal Regulations (CFR)* 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code (USC) §6321(b)(1); PL 107-110 §1120A(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a Single Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (*EC* §64001)
9. The local educational agency (LEA) will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (*CCR* T5, §4202)
10. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 *CFR* 76.722, 76.730, 76.731, 76.734, 76.760; 34 *CFR* 80.42)
11. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (*CCR* T5, §4600 et seq.)
12. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 *CFR* Part 82.
13. The LEA has complied with the certification requirements under 34 *CFR* Part 85 regarding debarment, suspension and other requirements for a drug-free workplace. (34 *CFR* Part 85)
14. The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §1118(b)(4); PL 107-110, §1118(b)(4))
15. The LEA will provide the certification on constitutionally protected prayer that is required by PL 107-110, §9524 and 20 USC §7904.
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 107-110, §1120(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B))
18. The LEA will participate in the Standardized Testing and Reporting program. (20 USC §6316(a)(1)(A-D); PL 107-110, §1116(a)(1)(A-D); *EC* §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (*EC* §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of *EC* Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their

children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)

21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (CCR T5, §3942)
22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (USC, Fourteenth Amendment; Calif. Constitution, art. 1, §7; Gov.C §§11135-11138; 42 USC §2000d; CCR T5, §3934)
23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §§62002, 52034(l), 52035(e)(l), 54101; CCR T5, §§3944, 3946)
24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; CCR T5, §3944(a)(b))
25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
26. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
27. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

Questions: Anne Daniels | adaniels@cde.ca.gov | 916-319-0640

Last Reviewed: Tuesday, August 06, 2013