

Certified Assurances

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 Executive is to sign at the bottom of each page acknowledging understanding of and agreement with each Certified Assurance.	
Program Elements	
1	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.
2	The program will have 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.
3	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
4	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
5	The program will provide a snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
6	The program will provide opportunities for physical activity.
Program Plan	
7	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).
8	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
9	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.
10	The program acknowledges that the CDE will monitor the Program Plan review as part of its onsite monitoring process.
11	The program will notify the CDE if the program goals or outcome measures are changed.

I acknowledge understanding of and agreement with Certified Assurances 1-11

 (Signature of Authorized Representative)

Certified Assurances

Program Operations	
12	The program will maintain a student-to-staff member ratio of no more than 20:1.
13	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.)
14	The program will operate for a minimum of 15 hours per week.
15	The program will operate until at least 6:00 p.m., on every regular school day.
16	The program will establish a reasonable early release policy for students attending the after school component.
17	Elementary students should participate every day that the after school program operates.
18	Middle/junior high school students should attend a minimum of nine hours and three days per week. (Note: The program must operate on all regular school days.)
19	A flexible attendance schedule for middle/junior high school students may be implemented in order to develop an age-appropriate program. Priority for enrollment will be given to students who attend daily.
20	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
21	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
22	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 English as determined by language census data from the preceding year.
Site Staff and Volunteers	
23	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.
24	Selection of the program site supervisors is subject to the approval of the school site principal.
25	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.
Staff Training and Development	
26	The program will provide staff training and development.
27	A program may provide a maximum of three staff development days a year during regular program hours using grant funds.
Other Sites	
28	If the site is not located on a school campus, safe, supervised transportation must be provided to enrolled students.
29	Programs may be conducted on the grounds of a community park, recreational facility, or other site as approved by the CDE in the grant application process.
30	Offsite programs will be aligned with the educational and literacy components of the program with participating students' regular school programs.
31	Offsite programs will ensure communication among teachers in the regular school program, after school staff and parents of students.
32	Offsite programs will comply with all statutory and regulatory requirements of those conducted on the school site.

I acknowledge understanding of and agreement with Certified Assurances 12-32

(Signature of Authorized Representative)

Attendance and Evaluation Measures	
33	The program will keep accurate program attendance records and report actual attendance to the CDE twice per fiscal year.
34	The program will report school day attendance rates for participating students.
35	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.
36	The program will provide information for the statewide independent evaluation.
37	The program will respond to any additional surveys or other methods of data collection that may be required throughout the life of the program.
38	The program will annually provide participating students' regular school day and program attendance and STAR test results.
39	The program will use standardized procedures and collection tools developed by the CDE for evaluation purposes. Locally developed tools or protocols will not be accepted.
Fiscal Issues	
40	The program will expend no more than 15 percent of funding on administrative costs, which include indirect costs.
41	The program's indirect costs will be the lesser of: <ul style="list-style-type: none"> • The school district's indirect cost rate, as approved by the CDE for the appropriate fiscal year, or • Five percent of the state program funding received pursuant to this article.
42	The program will expend at least 85 percent on direct services to students.
43	The program will use these funds to supplement, but not supplant, existing funding for after school programs.
44	The program will provide at least 33 percent cash or in-kind local matching funds from the school district, government agencies, community organizations, or the private sector for each dollar expended in grant funds. Not more than 25 percent of the match requirement will be fulfilled by facilities or space usage.
45	The program acknowledges that state categorical funds for remedial education activities are not eligible as matching funds for after school programs.

I acknowledge understanding of and agreement with Certified Assurances 33-45

 (Signature of Authorized Representative)

California Education Code citation for each assurance:

1. (EC 8482.3 [c][1])(EC 8482.3 [f][6]) (EC 8483.3 [c][1])
2. (EC 8482.3 [c][2])(EC 8482.3 [f][6]) (EC 8483.3 [c][2])
3. (EC 8483.3 [c][3])
4. (EC 8483.3 [c][5])
5. (EC 8482.3 [d]) (EC 8483.3 [c][8])
6. (EC 8483.3 [c][7])
7. (EC 8483.3 [f][1-3]) (EC 8483.3 [c][6]) (EC 8486)
8. (EC 8482.5 [b])
9. (EC 8482.3 [g][1])
10. (EC 8482.3 [g][2])
11. (EC 8482.3 [g][1])
12. (EC 8483.4)
13. (EC 8483 [a][1])
14. (EC 8483 [a][1])
15. (EC 8483 [a][1])
16. (EC 8483 [a][1])
17. (EC 8483 [a][2])
18. (EC 8483 [a][2])
19. (EC 8483 [a][3])
20. (EC 8482.6)
21. (EC 8482.6)
22. (EC 48985)
23. (EC 8483.4)
24. (EC 8483.4)
25. (EC 8483.4)
26. (EC 8483.3 [c][4])
27. (EC 8483.7[a][1][C])
28. (EC 8482.8 [a]) (EC 8484.6 [a])
29. (EC 8484.6 [a])
30. (EC 8482.8[a]) (EC 8484.6 [a])
31. (EC 8482.8 [a])
32. (EC 8484.6 [b])
33. (EC 8482.3 [f][10][C]) (EC 8484 [a][1][B])
34. (EC 8482.3 [f][10][A]) (EC 8484 [a][1][A])
35. (EC 8482.3 [f][7-8]) (EC 8483.3 [c][11]) (EC 8484 [a])
36. (EC 8482.3 [f][7-8]) (EC 8484 [a])
37. (EC 8482.3 [f][7-8]) (EC 8484 [a][2][E])
38. (EC 8482.3 [f][7-8]) (EC 8482.3 [f][10][B]) (EC 8484 a)
39. (EC 8482.3 [f][7-8]) (EC 8484 [c])
40. (EC 8483.9 [b])
41. (EC 8483.9 [a])
42. (EC 8483.9 [c])
43. (EC 8483.5 [e]) (EC 8483.7 [b])
44. (EC 8483.7 [a][5])
45. (EC 8483.7 [b])

SIGNATURES and APPROVALS Attach as many extra sheets as necessary.

School Principal Approval: The principal of each school site involved in the renewal request must sign.

School Name	Printed Name of Principal	Signature of Principal
Bel Air Elementary	Nancy Klunkner	<i>N Klunkner</i>
Cambridge Elementary	Marie Schirmer	<i>Marie Schirmer</i>
Delta View Elementary	Nancy Baum	<i>Nancy Baum</i>
El Monte Elementary	Christina Boman	<i>Christina Boman</i>
Fair Oaks Elementary	Cheryl Champion	<i>Cheryl Champion</i>
Holbrook Elementary	Sara Dieli	<i>Sara Dieli</i>
Meadow Homes Elementary	Toby Montez	<i>Toby Montez</i>
Rio Vista Elementary	Susan Valdez	<i>Susan Valdez</i>
Shore Acres Elementary	Elizabeth Block	<i>Elizabeth Block</i>
Sun Terrace Elementary	Gretchen Jacobs	<i>Gretchen Jacobs</i>
Wren Avenue Elementary	Cynthia Goin	<i>Cynthia Goin</i>
Ygnacio Valley Elementary	Christine Richardson	<i>Christine Richardson</i>
El Dorado Middle	Robert Humphrey	<i>Robert Humphrey</i>
Glenbrook Middle	April Bush	<i>April Bush</i>
Oak Grove Middle	Terry McCormick	<i>Terry McCormick</i>
Riverview Middle	Christine Huajardo	<i>Christine Huajardo</i>

School District Approval: The superintendent, or designee, at each school district involved in the renewal request must sign.

School District Name	Printed Name of Superintendent	Signature of Superintendent
Mt. Diablo Unified School District	Steven Lawrence	

CERTIFICATION AND DESIGNATION OF PUBLIC AGENCY

An applicant must designate a public agency or local educational agency partner to act as the fiscal agent. A "public agency" means a county board of supervisors or, where the city is incorporated, has a charter, or a city council. Applicants agree to follow all fiscal report and auditing standards required by the CDE.

Designated Public Agency	Name of Authorized Representative of Public Agency	Signature of Authorized Representative of Public Agency

Certification: As the authorized representative of the Public Agency, and on behalf of the After School Education and Safety Program Collaborative, I agree to fulfill all of the above agreements and conditions. I further agree to uphold all current and future legislative requirements for the ASES Program.

Signature of Public Agency Representative on behalf of the ASES Program Collaborative	Public Agency Name