

Involuntary and Voluntary Grant Reduction Processes And Attendance Reporting

This document contains both a calendar of attendance related actions for the 2011–12 fiscal year and a description of involuntary and voluntary grant reduction processes that may effect grant funding beginning July 1, 2012. These reduction processes are required by Section 8483.7 of the California *Education Code (EC)*.

Calendar for Attendance-Related Actions

- Attendance data is due to the California Department of Education (CDE) January 31, 2012, for the July 1 thru December 31 attendance reporting period. Grant recipients may wish to compile and use the data before then, in the voluntary grant reduction process.
- The Voluntary Reduction of Grant Award form is due to the CDE on January 31, 2012. **Due date extensions will not be granted**, as the data is needed for immediate use.
- February 1–21: attendance analysis completed by CDE, and involuntary grant reductions computed.
- February 22—March 15: grant recipients notified of involuntary reduction amounts. Appeals will be considered, within one week of the notice, in the following circumstances:
 - Incorrect attendance data was submitted by the grantee.
 - A natural disaster prevented the program site from operating.
 - For an After School Safety and Enrichment for Teens (ASSETs) Program, if the original grant application justified a higher than \$10 per student per day cost.
- July 1, 2012: Effective date of voluntary and involuntary reductions.

Involuntary Grant Reduction Process

This year and in the future, the involuntary grant reduction process will use attendance data from the most recent two **calendar years**. This change from past practice benefits grantees by enabling the CDE to notify grantees prior to the July 1, 2012 effective date of any reduction.

Involuntary reductions will be assessed against After School Education and Safety (ASES) and 21st Century Community Learning Centers (CCLC) before school base and after school base programs and 21st CCLC ASSETs after school base programs. Supplemental grants will not be assessed an involuntary grant reduction based upon attendance. Supplemental grants will be reduced to 30 percent of the corresponding base programs. For dually funded base programs, supplemental programs will be capped at 30 percent of the combined ASES and 21st CCLC base awards. Involuntary reductions will not be assessed against Family Literacy or Equitable Access awards.

Sample computations illustrating the involuntary 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 January 31, 2012, effective July 1, 2012. The benefit to the grant recipient is that the voluntary reduction results in approximately 5% more funding for the site than if an involuntary reduction had been assessed. The form for the voluntary reduction process is attached to the same e-mail as is this document.

Questions and Technical Assistance

Grant recipients with questions about the involuntary or voluntary reduction processes may contact the CDE Education Programs Consultant or the CDE 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 the CDE Consultants and Analysts may be found at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.

Involuntary Grant Reduction Process and Sample Computations

EC Requirements for Involuntary Grant Reductions

Section 8483.7 of *the EC* requires that the CDE reduce grant awards for program sites if:

- In the most recent year (excluding year 1 of the grant), attendance is less than 75% of the targeted attendance level; or
- In two consecutive years (excluding year 1 of the grant), attendance is less than 85% of the targeted level.

Sample Computation For 85% 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% of Target:
\$112,500 divided by \$7.50¹ = 15,000

Scenario 1: Program Site Does Not Receive Involuntary Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

| Jan 2010—June 2010 | Jul 2010—Dec 2010 | Jan 2011—June 2011 | July 2011—Dec 2011 |
|--------------------|-------------------|--------------------|--------------------|
| 6,375 | 6,104 | 6,501 | 6,740 |

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

| | Jan 2010—Dec 2010 | Jan 2011—Dec 2011 |
|------------------------------|--------------------------|--------------------------|
| Annual Attendance | (6,375+6,104) 12,479 | (6,501+6,740) 13,241 |
| Attendance Percentage | (12,479÷15,000) 83.2% | (13,201÷15,000) 88.3% |

Analysis: In the reporting period January 2010—December 2010, program site attendance was below 85%. However, January 2011—December 2011 attendance exceeded 85%, so the site did not fail to achieve 85% in two consecutive calendar

¹ \$7.50 is the legislatively specified funding per pupil per day for an after school program. The divisor in the formula is \$5.00 for a before school program, and \$10 per day for an ASSETS Program, unless a higher figure was justified in the original grant application for an ASSETS Program.

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

| Jan 2010—June 2010 | Jul 2010—Dec 2010 | Jan 2011—June 2011 | July 2011—Dec 2011 |
|--------------------|-------------------|--------------------|--------------------|
| 6,104 | 6,004 | 6,314 | 6,205 |

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

| | Jan 2010—Dec 2010 | Jan 2011—Dec 2011 |
|------------------------------|----------------------------|----------------------------|
| 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% 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% higher than would have been needed to fund the highest attendance one-year period (January 2011—December 2011). The new grant amount will be calculated as follows: Attendance of 12,519 x \$7.50 = \$93,892.50, plus 10% equals \$103,282.

Computation When Attendance Is Less Than 75% of Target

If program site attendance is below 75% of the attendance target in calendar year 2011, an involuntary reduction will be assessed. The new funding level will be set at 10% higher than would have been needed to fund the 2011 calendar year.