

2021–22 Every Student Succeeds Act Comprehensive Support and Improvement Local Education Agency Application for Funding

Application Overview

The application status last changed to "Approved" on 02/25/22 8:35:37

Note: Each section of this application must be completed before advancing to subsequent sections.

PURPOSE

Section 1003 of the Every Student Succeeds Act (ESSA) provides resources and assistance to local educational agencies (LEAs) to improve student outcomes in schools that meet the criteria for Comprehensive Support and Improvement (CSI).

The ESSA requires LEAs to submit an application in order to receive ESSA, Section 1003 funds for CSI. As a condition of funding, the LEA must collaborate with its educational partners, including school principals and other school leaders, teachers, and parents to locally develop and implement a plan for the school to improve student outcomes. School planning and LEA support and assistance for each school receiving comprehensive support are incorporated into the Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement (SPSA) processes.

For Federal guidance on Supplement not Supplant for school improvement, see question 29a, page 21 to 22 located at <https://go.usa.gov/xdcPV>.

The California Department of Education (CDE) is accepting applications from LEAs with schools that meet the criteria for CSI on the 2021–22 ESSA Assistance Status Data Files.

STATUTORY AUTHORITY

ESSA Section 1003–School Improvement (<https://go.usa.gov/xfAWr>), pages 9 through 11.

ESSA Section 1111(d)(1)–Comprehensive Support and Improvement (<https://go.usa.gov/xfAC2>), pages 33 through 35.

Senate Bill 170, Budget Act of 2021 SEC. 126 Item 6100-134-0890 Provision 6 of Section 2 located at <https://go.usa.gov/xMHD3>.

GRANT INFORMATION

The Budget Act of 2021 appropriated \$130,714,000 in ESSA, Section 1003 local assistance funding to LEAs for CSI. The project period for this application begins March 14, 2022, and ends on September 30, 2023. Fiscal Year (FY) 2021 ESSA, Section 1003 funds are available to each eligible LEA that submits an approvable application and will be allocated based on a formula. The formula takes into consideration the total number of schools, statewide, that were eligible for CSI based on the **2021–22 ESSA Assistance Status Data Files**. FY 2021 ESSA, Section 1003 funds must be used to develop and implement a CSI plan for each eligible school in the 2022–23 school year.

ELIGIBILITY REQUIREMENTS

An applicant must be an LEA with at least one school within its district that serves schools eligible for CSI based on the **2021–22 ESSA Assistance Status Data Files**. An LEA is defined as a county office of education, school district, or direct-funded charter school.

In 2021, California received a federal waiver and was not required to report performance levels (or colors) on the 2021 California School Dashboard. Because these data are not available, determination of exit from the CSI–Lowest Performing Schools is not possible. Therefore, schools designated in either category in 2019–20 remain in place through 2021–22. However, LEAs were required to report graduation rate data which California used to determine if those schools designated as CSI–Low Graduation Rate in 2019–20 were eligible to exit. Schools with a three-year (i.e., 2018–19, 2019–20, and 2020–21 school years) average graduation rate at or above 68 percent exited the CSI–Low Graduation Rate Schools category.

The 2021–22 ESSA Assistance Status Spreadsheet is located on the CDE ESSA Assistance Status Data Files web page at <https://www.cde.ca.gov/sp/sw/t1/essaassistdatafiles.asp>.

CSI eligibility and program information are located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

ALLOWABLE ACTIVITIES AND COSTS

As a condition of funding, the LEA must collaborate with educational partners, including school principals and other school leaders, teachers, and parents to locally develop and implement a CSI plan in the 2022-23 school year for each school meeting the criteria for CSI.

School planning and LEA assistance for each school that meets the criteria for CSI will be incorporated into the LCAP and SPSA planning processes for the 2022-23 school year. If FY 2021 ESSA, Section 1003 funds for CSI are used to implement actions/services to meet a goal articulated in the LCAP, those CSI funds must be included in the LCAP. FY 2021 ESSA, Section 1003 funds for CSI that are distributed from the LEA to the school must be included in the 2022-23 SPSA. In addition, CSI interventions/strategies/activities must align to the goals, actions, and services identified in the LEA’s LCAP.

Under the ESSA, CSI plans are required to be evidence-based. Section 8101(21)(A) of the Elementary and Secondary Act, as amended by the ESSA, defines an evidence-based intervention as being supported by *strong evidence*, *moderate evidence*, *promising evidence*, or evidence that *demonstrates a rationale*. ESSA, Section 1003 funds require the use of “evidence-based” interventions that meet higher levels of evidence. The table below lists ESSA’s top three levels of evidence.

Demonstrate a statistically significant effect on improving student outcomes:

Evidence Level	Description
Level 1: Strong Evidence	Based on at least one well-designed and well-implemented experimental study
Level 2: Moderate Evidence	Based on at least one well-designed and well-implemented quasi-experimental study
Level 3: Promising Evidence	Based on at least one well-designed and well-implemented correlational study with statistical controls for selection bias

The United States Department of Education’s non-regulatory guidance on evidence-based interventions is located at <https://go.usa.gov/xdcEU>.

ESSA, Section 1003 funds must be prioritized and focused towards the area(s) identified for improvement for each school, based on their needs assessments and root cause analysis. Funds can only be spent on evidence-based interventions/ strategies/activities, directly related to the following CSI improvement plan development and implementation efforts:

- Building capacity
- Collaborating with educational partners
- Conducting needs assessments and root cause analysis
- Selecting and implementing evidence-based interventions/strategies/activities

- Using data and outcomes to monitor and evaluate improvement efforts
- Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting

Federal planning requirements are established in the California *Education Code* Section 64001 (<https://go.usa.gov/xdcE6>) and the Approved LCAP template on the CDE web page at <https://www.cde.ca.gov/re/lc/>.

Planning instructions for the LCAP and SPSA are located at <https://www.cde.ca.gov/re/lc/>. CSI program requirements and information are located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

More information about the ESSA CSI LEA Authorized Use of Funds is located at <https://www.cde.ca.gov/sp/sw/t1/csileaaauthusefunds.asp>.

DISALLOWABLE ACTIVITIES AND COSTS

The use of federal funds, including ESSA, Section 1003 funds must be consistent with the Office of Management and Budget’s (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. OMB information is located at <https://go.usa.gov/xMsvK>.

In addition, the California legislature stipulated in Senate Bill 115 that ESSA, Section 1003 funds shall not be expended to hire additional permanent staff.

For Federal guidance on Supplement not Supplant for school improvement, see question 29a, pages 21 to 22 located at <https://go.usa.gov/xdcPV>.

SUBGRANT REPORTING REQUIREMENTS

Actual expenditures for each performance period within the grant period shall be reported to the CDE as part of regular grant management and administration. For more information about subgrant reporting requirements, please visit the 2021 ESSA CSI LEA Subgrant Reporting Requirements web page at <https://www.cde.ca.gov/sp/sw/t1/csileagrantprt.asp>.

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	<ul style="list-style-type: none"> • Funding Plan Adjustment • Budget Summary • Expenditures 	March 14, 2022, to June 30, 2022	Report Open: July 1, 2022 Report Due: July 31, 2022
Report 2	<ul style="list-style-type: none"> • CSI Plan Approval/Adoption Dates • Expenditures • Federal Report 	July 1, 2022, to September 30, 2022	Report Open: October 1, 2022 Report Due: October 31, 2022
Report 3	Expenditures	October 1, 2022, to January 31, 2023	Report Open: February 1, 2023 Report Due: February 28, 2023
Report 4	Expenditures	February 1, 2023, to June 30, 2023	Report Open: July 1, 2023 Report Due: July 31, 2023

Report Name	Reporting Data	Performance Period	Reporting Due Date
Final Report and Grant Evaluation	<ul style="list-style-type: none"> Final Expenditures and Closeout Report Grant Performance Report Federal Report 	July 1, 2023, to September 30, 2023	Report Open: October 1, 2023 Report Due: October 31, 2023

APPORTIONMENTS

The first apportionment is 25 percent of the total LEA allocation and is based on an approved 2021–22 ESSA CSI LEA Application for Funding where the LEA has accepted CSI funds. Subsequent apportionments for each subgrant performance period are based on claimed expenditures less prior cumulative payments.

Note: Reported expenditures are used for the purpose of calculating the LEA’s apportionment. The use of federal funds must be consistent with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; ESSA requirements, and requirements in the 2021–22 ESSA CSI LEA Application for Funding.

The CDE will process apportionments approximately one month after the final date of each reporting period.

SUBGRANT MONITORING

The acceptance and approval of reported expenditures do not preclude the CDE, in any way, from conducting program monitoring or audits.

LEAs and schools that receive FY 2021 ESSA, Section 1003 funds for CSI will be monitored through the CDE’s Federal and Program Monitoring process.

APPLICATION AND FUNDING RESULTS TIMELINE

Activity	Due Date
Funding Profile Posted to the CDE Web Page	December 2021
2021–22 ESSA Assistance Status Spreadsheet (<i>indicates CSI high schools that exited CSI low-graduation status</i>)	Early 2022
2021–22 ESSA CSI LEA Application for Funding Release Date	February 7, 2022
2021–22 ESSA CSI LEA Application for Funding Webinar Walk-through	February 8, 2022, at 10 a.m.
2021–22 ESSA CSI LEA Application for Funding Due to the CDE	February 28, 2022, by 4 p.m.
2021–22 ESSA CSI LEA Application for Funding Review by CDE Staff	March 2022
Funding Results and Schedule of Apportionments Posted to the CDE Web Page	April/May 2022

TECHNICAL ASSISTANCE

The CDE will conduct a webinar to walk through the process of how to complete the 2021–22 ESSA CSI LEA Application for Funding. The webinar will be conducted on February 8, 2022, at 10 a.m. Communications regarding the webinar will be emailed to eligible LEAs.

APPLICATION PROCESS

The 2021–22 ESSA CSI LEA Application for Funding is an online application that includes six sections: (1) Intent to Apply; (2) General Assurances, Certifications, Terms, and Conditions; (3) Local Educational Agency Applicant Information; (4) Narrative Responses; (5) 2021–22 Comprehensive Support and Improvement Preliminary Funding Plan; and (6) Signatures.

In order to receive ESSA, Section 1003 funds, each eligible LEA must complete and submit the 2021–22 ESSA CSI LEA Application for Funding to the CDE by the date specified in the Application and Funding Results Timeline. The LEA will receive email confirmation upon submission and the CDE will review each LEA application. If the LEA wishes to revise its online application after submission, the LEA must resubmit the application prior to the application due date, as specified in the Application and Funding Results Timeline.

The CDE is not able to modify the application information after submission. Incomplete or late applications may delay funding.

Section 1: Intent to Apply

In order to receive funding, each local educational agency (LEA) with schools that meet the criteria for Comprehensive Support and Improvement (CSI) based on the **2021–22 Every Student Succeeds Act (ESSA) Assistance Status Data Files**, must submit the 2021–22 ESSA CSI LEA Application for Funding. Any LEA that chooses to not apply for fiscal year (FY) 2021 ESSA, Section 1003 funding for CSI is asked to submit this application to the California Department of Education (CDE) to communicate its intent and indicate why it has declined funding. This will allow the CDE to reallocate the amount of funds available to those LEAs choosing to apply for funding.

Pursuant to Section 1111(d)(1)(B) of the ESSA, upon notification from the CDE, the LEA shall, for each school identified by the CDE and in partnership with its educational partners, locally develop and implement a plan for the school to improve student outcomes.

Choosing not to accept ESSA, Section 1003 funds **does not relieve** the LEA from meeting its statutory obligations under ESSA, Section 1111(d)(1). FY 2021 ESSA, Section 1003 funds provides resources and assistance to the LEA with schools meeting the criteria for CSI. FY 2021 ESSA, Section 1003 funds must be used to develop and implement a CSI plan for each CSI-eligible school in the 2022–23 school year.

The LEA must indicate if it intends to apply for funding. **(Required)**

The LEA **intends** to apply for FY 2021 ESSA, Section 1003 funds. By selecting this box, the LEA must complete the remaining five sections of this application.

The LEA **does not intend** to apply for FY 2021 ESSA, Section 1003 funds. By selecting this box, the LEA understands its statutory obligation to meet the requirements of the ESSA, Section 1111(d)(1). The LEA will be redirected to Section 6 to sign and submit this application.

Section 2: General Assurances, Certifications, Terms, and Conditions

General assurances, certifications, terms, and conditions are requirements of applicants and sub-grantees as a condition of receiving funds. The signed grant application submitted to the California Department of Education (CDE) is a commitment to comply with the general assurances, certifications, terms, and conditions associated with the grant.

GENERAL ASSURANCES AND CERTIFICATIONS

The general assurances and certifications are available on the CDE Funding Forms web page at <https://www.cde.ca.gov/fg/fo/fm/generalassurances2020.asp>. Applicants do not need to sign and return the general assurances and certifications with the grant application. Instead, applicants must download the general assurances and certifications to keep them on file and available for compliance reviews, complaint investigations, or audits.

TERMS AND CONDITIONS

The 2021–22 Every Student Succeeds Act (ESSA) Comprehensive Support and Improvement (CSI) Local Educational Agency (LEA) Application for Funding must be electronically signed by the authorized agent of the LEA and submitted to the CDE using the online application.

All Fiscal Year (FY) 2021 ESSA, Section 1003 funds must be encumbered, expended, and legally obligated within the dates designated and must not exceed the maximum amount indicated in the Apportionment Letter.

In addition, the LEA agrees to comply with the following state and federal program terms and conditions:

1. Utilize the Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement processes to locally develop and implement a CSI plan that meets federal requirements for each school eligible for CSI in the 2022–23 school year.
2. Align improvement strategies and activities to the goals, actions, and services in the LEA's LCAP.
3. Monitor schools receiving FY 2021 ESSA, Section 1003 funds for CSI.
4. Use a rigorous review process to recruit, screen, select, and evaluate any external partners, other than the county office of education and other agencies within the state system of support that the LEA would partner with to develop and implement the plan for CSI.
5. Align other federal, state, and local resources to carry out activities supported with funds received.
6. Modify practices and policies as appropriate, to provide operational flexibility that enables full and effective implementation of the plans to improve student outcomes in schools meeting the criteria for CSI.
7. Assure that each school that the LEA serves will receive all of the state and local funds it would have received in the absence of FY 2021 ESSA, Section 1003 funds.
8. Ensure that FY 2021 ESSA, Section 1003 funds are spent as indicated in this application, and agree that funds will be used only to provide support to the school/s meeting the criteria for CSI, including locally developing, implementing, monitoring, evaluating, and approving plans for the school to improve student outcomes.

Section 3: Local Educational Agency Applicant Information

Burbank Unified (County: Los Angeles)
1900 West Olive Ave., Burbank, 91506
Preliminary FY 2021 Local Educational Agency (LEA) Allocation: \$201,719.00
County/District Code: 19 64337
NCES: 0606450

Please verify if the LEA applicant information listed above is accurate then check the appropriate box below. Applicant Information can be verified on the California School Directory web page located at <https://www.cde.ca.gov/schooldirectory/>.

The Preliminary Fiscal Year (FY) 2021 LEA Allocation can be verified on the CDE CSI LEA Fiscal Information web page at <https://www.cde.ca.gov/sp/sw/t1/csileafiscalinfo.asp>.

The LEA Applicant Information is **accurate**.

The LEA Applicant Information is **inaccurate**. (*Do not submit this application. Please use the "Save and Logoff" button and contact the School Improvement and Support Office by phone at 916-319-0833 or by email at SISO@cde.ca.gov for assistance.*)

Please provide the required first and last names and contact information for the Primary and Secondary Grant Coordinators and the Fiscal Coordinator. If the LEA only has a Primary Grant Coordinator, please duplicate that information for the Secondary Grant Coordinator.

Primary Grant Coordinator

First and Last Name: Sharon Cuseo
Title: Assistant Superintendent of Instructiona
Phone: 818-729-4447
Ext:
E-mail: sharoncuseo@burbankusd.org
Fax: 818-729-4402

Secondary Grant Coordinator

First and Last Name: Peter Knapik
Title: Director of Elementary Education

Phone: 818-729-4482

Ext:

E-mail: peterknepik@burbankusd.org

Fax: 818-729-4402

Fiscal Coordinator

First and Last Name: Alyssa Low

Title: Director of Budget & Finance

Phone: 818-729-4460

Ext:

E-mail: alyssalow@burbankusd.org

Fax: 818-729-4459

Section 4: Narrative Responses

The local educational agency (LEA) must provide complete responses to the four prompts below. Please note the character limits allowed for each prompt.

The LEA is required to utilize the Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement (SPSA) processes for the 2022–23 school year to locally develop and implement a plan for the school to improve student outcomes in each school that meets the criteria for Comprehensive Support and Improvement (CSI) based on the **2021–22 ESSA Assistance Status Data Files**.

Prompt 1: In the textbox below, describe any separate planning process that the LEA will use. If the LEA will not use any separate planning process, please type **NA** for the response. **(Max 500 characters)**

Response 1:

NA

Prompt 2: In the textbox below, describe any separate monitoring process that the LEA will use. If the LEA will not use any separate monitoring process, please type **NA** for the response. *(Note: The LEA is required to utilize the LCAP and SPSA processes to monitor schools eligible for CSI.)* **(Max 500 characters)**

Response 2:

Burbank USD will use the LCAP and SPSA monitoring processes to reflect on progress towards the graduation rate. The Principal will work with the District to run data reports every ten weeks. The data team will then share with stakeholders, district administration, and the governing board. The MHS team, SSC, and district personnel will review the graduation plan, class enrollment, attendance rates, failure rates, the effectiveness of direct instruction, and the use of supplemental materials.

Prompt 3: In the textbox below, describe how CSI funds will be used to support the needs assessment and root cause analysis process to address the reasons for eligibility and to ensure that interventions/strategies/activities align to the goals, actions, and services in the LCAP. **(Max 1000 characters)**

Response 3:

Graduation rate: The May 2021 rate was 76%. 62% ELs. 50% SWDs. Instruction: The 2019 WASC process identified several growth areas. Teacher-directed instruction needs to continue as it contributes to the increased graduation rate. Effective student engagement and discourse during instruction need to continue. CSI funds will be used to provide teachers with additional time to develop curricula. Universal Design for Learning will continue to be used. Reciprocal Teaching and Project GLAD strategies will address instructional needs and engagement. Students lack executive function skills and teachers need training to address this deficit. Funds will also be used to provide release time to teachers to observe other schools, classrooms, and collaborate with educators. Intervention Programs: Many of our students come to us below grade level in reading, math, and writing. CSI funds will be used to continue iReady in Math and English and Step Up to Writing.

Prompt 4: In the textbox below, describe the LEA’s rigorous review process to recruit, screen, select, and evaluate any external service provider with whom the LEA will partner. If the LEA will not partner with any external service provider/s/, please type **NA** for the response. (Note: External partners include any external service provider **other than the county office of education and other agencies within the state system of support** that the LEA would partner with to develop and implement the CSI plan.) (Max 1000 characters)

Response 4:

Burbank USD will continue to use external service providers from LACOE and the Center of Teaching and Learning at CSUN. The LEA has a relationship with both organizations and has used them in the past with success. Additionally, BUSD has hired the Hanover research company to provide satisfaction and climate survey results. Hanover Research Group was selected after the District reviewed multiple vendors for its school climate survey. The criteria are consistent with K12 school districts and aligned to the California LCFF and LCAP process. The district contacted other school districts to verify the positive experience that they had working with Hanover.

Section 5: 2021–22 Comprehensive Support and Improvement Preliminary Funding Plan

Local Educational Agency (LEA) Name	Preliminary Fiscal Year (FY) 2021 LEA Allocation
Burbank Unified	\$201,719.00

From the LEA’s Preliminary Allocation under this grant, the LEA may distribute funds among the schools that meet the criteria for Comprehensive Support and Improvement (CSI) based on the **2021–22 Every Student Succeeds Act (ESSA) Assistance Status Data Files**. The total amount of distributed funds must match the LEA’s Preliminary Allocation amount.

Note: The LEA will be required to adjust its Funding Plan when LEA allocation amounts are revised and determined to be final.

Instructions: Please use the "Edit" button to input data into the "Amount of Funds Distributed" fields. Once data has been entered, use the "Update" button to save the data or the "Cancel" button to cancel the revision.

*** - There are no data in this field

LEA and School Name	CSI Eligibility Status (2021–22 ESSA Assistance Status Data Files)	Preliminary FY 2021 Amount of Funds Distributed
Burbank Unified (District)	***	\$0.00
Monterey High (Continuation)	CSI Grad	\$201,719.00
Total Distributed	n/a	\$201,719.00

Section 6: Signatures

ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:

As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the Fiscal Year 2021–22 Every Student Succeeds Act Comprehensive Support and Improvement (CSI) Local Educational Agency (LEA) Application for Funding and CSI program requirements and I agree to comply with all requirements as a condition of funding.

I certify that all applicable state and federal rules and regulations will be observed and that to the best of my knowledge, the information contained in this application is correct and complete.

SIGNATURE

By signing this application electronically, I, the duly authorized representative of the applicant, agree that my electronic signature is the legally binding equivalent to my handwritten signature.

LEA Name:

First and Last Name:

Title:

Date:

Email:

Phone Number:

Note: If the LEA wishes to revise its online application after submission, the LEA must resubmit the application prior to the application due date as specified in the Application and Funding Results Timeline.

The California Department of Education is not able to modify the application information after submission. Incomplete or late applications may delay funding.

Questions: School Improvement and Support Office | SISO@cde.ca.gov | 916-319-0833

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)