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**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Board Cover Memorandum

To Board of Education

From Denise Saddler, Interim Superintendent
Sondra Aguilera, Chief Academic Officer
Jennifer Blake, Executive Director Department of Special Education
David Cammarata, Director Special Education Related Service Supports

Meeting Date December 10, 2025

Subject Grant Proposal- Workability 1 Project, District's SELPA, Department of Special Education

Ask of the Board Approval and acceptance by the Board of Education of the District's grant application/proposal for Workability 1 Grant (Project No. 088-03), to the California Department of Education, Special Education Division, in the amount of \$361,890.00 for fiscal year 2025-2026. The grant will enable the District to provide instructional services and support for employment and post-secondary education for students of the District's SELPA, for the period of July 1, 2025 through June 30, 2026, and if granted or awarded, in whole or in part, acceptance of same, pursuant to terms and conditions thereof, if any.

Background The Workability Grant provides funding through the California Department of Education for Oakland Unified School District to provide Secondary Transition Services (Pre-Vocational, Vocational, Supplemental/ Supported Employment Funding) to students with additional needs through the Department of Special Education. Grant proposal for OUSD schools for the 2025-2026 fiscal year was submitted for funding as indicated in the chart below, but must be approved by the Board of Education.

Discussion

Recipient	Grant's Purpose	Duration	Amount
OUSD High Schools, Middle Schools, and the Young Adult Program	The grant provides funding to the Special Education Department to provide instructional services and support for employment and post-secondary education transition.	July 1, 2025 - June 30, 2026	\$361,890


OUSD Grants Management Face Sheet

Title of Grant:		Funding Cycle Dates:
Workability 1		7/1/2025 to 6/30/2026
Grant's Fiscal Agent: (contact's name, address, phone number, email address)		Grant Amount for Full Funding Cycle:
California Department of Education		\$361,890.00
1430 N Street Sacramento, Ca 95814-5901		
1430 N Street Sacramento, Ca 95814-5901 (510)879-5003		
Workability1@cde.ca.gov		
Funding Agency:		Grant Focus:
State of California		Employment and Transition support services for young learners with disabilities and learning differences
List all School(s) or Department(s) to be Served:		
Department of Special Education, Bay Tech, Bret Harte, Castlemont, Claremont, Coliseum College Prep, Dewey, Edna Brewer, Elmhurst, Street Academy, Fremont, Frick, Greenleaf, Hillcrest, La Escuelita, Life, Madison Park, McClymonds, MetWest, Montera, Oakland High, Oakland International, Parker, Ralph Bunche, Roosevelt, Rudsdale, Skyline, Sojourner Truth, United for Success, Urban Promise Academy, West Oakland Middle, Westlake, Young Adult Program		

Information Needed	School or Department Response	
How will this grant contribute to sustained student achievement or academic standards?	This grant provides resources and personnel support to integrate work-readiness skills in the curriculum, conduct career- vocational assessments and pre-vocational skills workshops, and develop employment opportunities for students with disabilities.	
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 3.89% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	Program activities are centered on an Array of Services consistent with the California Education Code. All students served are recorded in the CDE Workability 1 database system, indicating services received, and work placements provided for the school year. Teachers are informed of these career awareness and employment development activities, which may be recorded in each student's IEP and, most specifically, Individual Transition Plan. WA1 also conducts follow-up study for those students who have exited the District to record their transition outcomes and provide referrals for additional services as needed.	
Does the grant require any resources from the school(s) or district? If so, describe.	No	
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 3.89% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Services are supported by an OUSD funded grant	
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	Yes	
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Name/Title:	David Cammarata, Director Special Education Related Support and Services
	Site:	975
	Address:	
	Phone:	(510)519-4708
	Email:	david.cammarata@ousd.org

Applicant Obtained Approval Signatures:		
Name/s	Entity	Signature/s Date
David Cammarata	Director	<i>David Cammarata</i>
Sondra Aguilera	Chief Academic Officer	<i>Sondra Aguilera</i> 11/10/25
Grant Office Obtained Approval Signatures:		
Name/s	Entity	Signature/s Date
Lisa Grant-Dawson	Fiscal Officer	
Dr. Denise Saddler	Interim Superintendent	

Approved As To Form by OUSD Legal Dept:

 10/28/25
Roxanne De La Rocha, Staff Attorney

Grant Award Notification


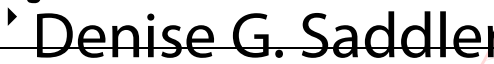
GRANTEE NAME AND ADDRESS Dr. Denise Saddler, Superintendent Oakland Unified School District 1011 Union St. Oakland, CA 94607-4099	CDE GRANT NUMBER					
	FY	PCA	Service Location	Suffix		
	25	23011	61259	A1		
Attention Dr. Denise Saddler, Superintendent				INDEX	County Code	
Email Denise.Saddler@ousd.org				0663	01	
Telephone 510-879-8000				STANDARDIZED ACCOUNT CODE STRUCTURE		
Grantee Unique Entity ID (UEI)				Resource Code		Revenue Object Code
Program Office				6520		8590
Name of Grant Program 2025–26 WorkAbility I Program—088						
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$361,890		\$361,890		7/01/2025	6/30/2026
ALN	Federal Award ID Number	Federal Grant Name			Federal Agency	

I am pleased to inform you that you have been funded for the Workability I (WAI) Program.

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.

By e-signing this document, your organization is voluntarily agreeing to conduct business with the California Department of Education (CDE) electronically. If you do not wish to do so, please contact the consultant listed below immediately to discuss other signing options.

Please email the signed Grant Award Notification (AO-400) to Workability1@cde.ca.gov.

California Department of Education Contact Howard Holcomb		Job Title Education Programs Consultant	
E-mail Address Hholcomb@cde.ca.gov		Telephone 916-982-2251	
Authorized by the State Superintendent of Public Instruction or Designee 		Date September 19, 2025	
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS <i>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. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i>			
Printed Name of Authorized Agent Dr. Denise Saddler		Title Interim Superintendent	
E-mail Address denise.saddler@ousd.org		Telephone 510-879-8000	
Signature 		Date September 30, 2025	
Digitally signed by Denise G. Saddler Date: 2025.09.30 14:20:00 -07'00'			



10/28/25

Roxanne De La Rocha, Staff Attorney

Conditions of the Grant Award

1. General Assurances are hereby incorporated by reference. The CDE has agreed to accept the assurances your agency currently provides in the Consolidated Application. The CDE will verify if your agency has submitted required certifications and assurances on the CDE 2025–26 General Assurances web page at <https://www.cde.ca.gov/fg/fo/fm/generalassurances2025-26.asp> prior to initial grant award payment.
2. This WAI grant shall be administered in accordance with the provisions of the Individuals with Disabilities Education Act and in compliance with laws and regulations from the CDE, the Employment Development Department, and the state and federal Departments of Labor.
3. The grantee must sign and complete the Certification of Acceptance of Grant Requirements section of the Grant Award Notification (AO-400), which certifies the grantee accepts and agrees to the conditions of the grant. The grantee must return the signed hard-copy AO-400 to the CDE. All approved grant funds must be expended within the designated award period.
4. Grant funds must be used to implement the WAI Program as indicated in the approved project plan and consistent with California *Education Code (EC)* Section 56471(e): “Workability project applications shall include, but are not limited to, the following elements: (1) recruitment, (2) assessment, (3) counseling, (4) preemployment skills training, (5) vocational training, (6) student wages for try-out employment, (7) placement in unsubsidized employment, (8) other assistance with transition to a quality adult life, and (9) utilization of an interdisciplinary advisory committee to enhance project goals.”
5. The following program evaluation and renewal information will be compiled and submitted by the WAI grantee to the CDE by the required due dates: (a) student data, (b) program funds (staffing and program cost), (c) Annual Program Report, (d) Grant Funding Application, and (e) Annual Program Requirements Report.
6. WAI grantees must complete and submit all required WAI forms in the WAI database or to the CDE or both by the due date. If the grantee does not meet timely submission of forms for the fiscal year, the grantee will be placed on conditional status.
7. WAI grantees must serve all students for which funding was received.
8. WAI grantees must place into employment at least 15 percent of the students for which funding was received.
9. The WAI grantees must achieve a score of “Basic/Developing” (a numerical score of no less than nine for high schools and no less than seven for middle schools) on the Annual Program Requirements Report submission. If the grantee does not score the minimum requirements, the grantee will be placed on conditional status.
10. Grantees must have representation by their WAI Program staff at two regional meetings and one required state meeting per year.
11. If a WAI Grantee receives WAI Advisory Committee and standing committee funds per *EC* 56471(b), then attendance by Advisory and committee members is required at up to four committee meetings per year. If the WAI Advisory Committee member will not attend, a designee needs to attend in their place. All WAI Advisory meetings are subject to the Bagley-Keene Act and are hosted by the CDE in person or virtually. Meetings are subject to state safety protocols and can be conducted virtually.
12. The WAI Grantee must maintain expenditure reports with supporting evidence and be prepared to submit them to the CDE upon request. The CDE has the authority to conduct program and fiscal reviews or audits.
13. The WAI Grantee must submit to the CDE an **Interim Expenditure Report** no later than **February 27, 2026**, for reporting actual expenditures from **July 1, 2025, through December 31, 2025**. If reported interim expenditures are less than the initial payment, then the scheduled interim payment will be reduced

proportionately.

14. The WAI Grantee must submit to the CDE a **Final Expenditure Report** no later than **August 10, 2026**. Upon receipt of the Final Expenditure Report, up to 100 percent of the grant total will be reimbursed. Failure to submit the Final Expenditure Report prior to next year's state grant award issuance will affect the timely release of next year's payment and will result in conditions imposed on the grant.
15. Funds will be used for the excess cost of normal expenditures when applied to staff, materials, and services that are not typically provided to students receiving special education services and that are necessary for the participation in this program.
16. The WAI grantee will provide information to WAI students with intellectual and developmental disabilities ages sixteen and above regarding Employment First, opportunities for employment, and supports to achieve Competitive Integrated Employment.
17. Every employed WAI student under the age of eighteen shall have an approved work permit on file at the employment site, and a copy shall be filed with the WAI grantee.
18. Work-based learning opportunities must be provided in compliance with the Work Experience Education Regional Occupational Center and Programs.
19. The WAI program does not discriminate on the basis of race, color, national or ethnic origin, gender, or disability in the administration of its program and complies with all laws and regulations of the Americans with Disabilities Act and other applicable legislation.
20. The WAI grantee shall be accountable as defined by student, program, and fiscal outcomes.
21. Students who participate in the WAI work experience program will be paid at least minimum wage. There is an exception for learners who may be paid not less than 85 percent of the minimum wage rounded to the nearest nickel during their first 160 hours of employment in occupations in which they have no previous similar or related experience.
22. Minimum wage will not exceed the prevailing minimum wage of the city in which the student is employed.
23. All WAI students will be placed into employment settings that are in the least restrictive environment and that facilitate movement toward post-school integrated employment.
24. The WAI grantee will enter and participate in a Local Partnership Agreement with core partners (local educational agencies, Department of Rehabilitation districts, and Regional Centers) and be prepared to submit to the CDE documentation of the Local Partnership Agreement upon request.
25. The WAI Grantee will provide to the CDE an On-Campus Business Plan for proposed on-campus student businesses that provide students enrolled in the WAI program with on-campus placement opportunities.
26. Under authority of the CDE, if the grantee is identified as noncompliant in any of the aforementioned areas, conditions will be imposed on the grant. The State Superintendent of Public Instruction may authorize the CDE to withhold partial or total funding. Grantees with violations will receive notification of conditions on their grant and will be instructed to develop a plan of action to remedy the noncompliance. No payments will be released to agencies with conditions on their grant until the CDE receives written notification from the agency agreeing to the conditions of the grant.

If you have any fiscal questions regarding this grant, please contact the CDE WAI Team at Workability1@cde.ca.gov. If you would like to inquire about the status of a payment, please contact the Administrative Services Unit at SEDGrants@cde.ca.gov and copy the WAI Team at Workability1@cde.ca.gov.

cc: Business Fiscal Officer: Expenditure Report