

File ID Number	18-1843
Introduction Date	9/12/18
Enactment Number	18-1495
Enactment Date	9/12/18 If
By	



**OAKLAND UNIFIED SCHOOL DISTRICT**  
**Office of the Board of Education**

September 12, 2018

To: Board of Education  
 From: Kyla Johnson-Trammell, Superintendent  
 Subject: Amendment No. 1 - Grant Agreement - Board of Governor's, California Community Colleges Chancellor's Office

**ACTION REQUESTED:**

Approval by the Board of Education of Amendment No. 1 to the Grant Agreement between the District and the Board of Governor's, California Community Colleges Chancellor's Office, to support the Pre-Apprenticeship Program with a revised work plan, and to extend the term of the agreement from May 16, 2017 through January 31, 2019 to December 31, 2020, as specified in the agreement, pursuant to the terms and conditions thereof, and to submit amendments for the grant year, if any.

**BACKGROUND:**

Grant award for OUSD schools for the 2017-2020 fiscal years was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
18-1843	Yes	Grant	Oakland Unified School District - Skyline and Fremont High Schools	Grant supports the Pre-Apprenticeship Program. Funder has revised the work plan for this program and is extending the term from May 16, 2017 through January 31, 2019 to December 31, 2020.	May 16, 2017 - December 31, 2020	State of California, California Community Colleges Chancellor's Office	\$499,130.00

**DISCUSSION:**

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

**FISCAL IMPACT:**

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued at: \$499,130.00

**RECOMMENDATION:**

Approval by the Board of Education of Amendment No. 1 to the Grant Agreement for OUSD high schools for fiscal years 2017-2020, pursuant to the terms and conditions thereof, if any.

**ATTACHMENTS:**

Grant Face Sheet

Amendment No 1, Grant Agreement

Appendix B: Contact Page, Budget Plan, and Statement of Annual Work Plan



Original Grant Agreement, 16-192, Legislative File #17-1225, Enactment #17-1059

OUSD Grants Management Face Sheet

<b>Title of Grant:</b> California Apprenticeship Initiative – Pre-Apprenticeship Program	<b>Funding Cycle Dates:</b> May 16, 2017 – December 31, 2020
<b>Grant’s Fiscal Agent:</b> (contact’s name, address, phone number, email address) Daisy Gonzales, Deputy Chancellor State of California, California Community Colleges Chancellor’s Office Workforce Economic Development Division 1102 Q Street, Suite 4400 Sacramento, CA 95811-6549 (916) 322-4005	<b>Grant Amount for Full Funding Cycle:</b>  \$499,130.00
<b>Funding Agency:</b> State of California California Community Colleges Chancellor’s Office 1102 Q Street, Suite 4400 Sacramento, CA 95811-6549	<b>Grant Focus:</b> To build out two (2) Skilled Trade Pre-Apprenticeship Programs.
<b>List all School(s) or Department(s) to be Served:</b> Skyline High School, Fremont High School	

<b>Information Needed</b>	<b>School or Department Response</b>
How will this grant contribute to sustained student achievement or academic standards?	The grant will contribute to make students career ready if they decide to choose a career in the skilled trades and/or advanced manufacturing. It will also provide students with an opportunity to develop manual technologies if they pursue a career in Engineering, Architecture or various other STEM careers.
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 3.98% 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.)	The goal is to use the grant to implement a program that will prepare students for entry in the trades. One measure will be the number of students that gain direct entry into the trades and the other will be the number of individuals who end up employed in jobs related to skilled trades or advanced manufacturing.
Does the grant require any resources from the school(s) or district? If so, describe.	Yes, the grant requires that the district provide a teacher for the class/program and develop the appropriate classroom for skilled trades related instruction.
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 3.98% for all OUSD site services in the grant’s budget for administrative support, evaluation data, or indirect services.)	
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.)	The intent of the program is to provide CEV's and Job Shadowing opportunities periodically throughout the year.
Who is the contact managing and assuring grant compliance? (Include contact’s name, address, phone number, email address.)	Preston Thomas, Network Superintendent Community Schools and Student Services Department Oakland Unified School District 1000 Broadway, Suite 440, Oakland, CA 94607 510-879-2249 <a href="mailto:Preston.Thomas@ousd.org">Preston.Thomas@ousd.org</a>

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal	Preston Thomas		8/8/18
Department Head (e.g. for school day programs or for extended day and student support activities)	Sondra Aguilera		8/27/18

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Marcus Battle		
Superintendent	Kyla Johnson-Trammell		

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>

**THIS FORM MAY NOT BE REPLICATED  
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

<b>Board of Governor's, California Community Colleges Chancellor's Office - 6870</b>	<b>DISTRICT USE ONLY</b>
	District (Grantee): <u>Oakland Unified School District</u> College: <u>N/A</u>

<b>Contract (Grant) Agreement-Amended</b>	<b>BOG-CCCCO USE ONLY</b>
<b>AMENDMENT # 1</b>  Workforce Economic Development Division  California Apprenticeship Initiative Pre Apprenticeship Grant   RFA # <u>16 - 192</u>	Grant Agreement No.: <u>16 - 192 - 001</u>  Funding Year (Enactment Year) <u>2016-17</u> Prior Amount Encumbered : \$ <u>499,130</u>  Amount To Be <span style="background-color: #ffcc99; padding: 2px;"> </span> :  Total Amount Encumbered : \$ <u>499,130</u>

On this 16th day of July, 2018, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district hereby agree to amend this grant agreement as follows:

- \* Performance in the funding period of May 16, 2017 through January 31, 2019 shall be extended through December 31, 2020. The Final Report must be submitted within 30 days after the new end date.
- \* A revised work plan is attached hereto and by reference made a part of this agreement.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

All other terms and conditions remain the same.

<b>GRANTEE</b>	
Project Director: <u>Emiliano Sanchez</u>	Total Grant Funds: \$ <u>499,130</u>
Signature, Chief Executive Officer (or authorized Designee) 	Date: <u>8/8/18</u>
Print Name/Title of Person Signing: <u>Sondra Aguilera - Sr. Deputy Chief of Continuous School Improvement</u>	District Address: <u>1000 Broadway Suite 680 Oakland CA 94607</u>

**STATE OF CALIFORNIA**

Project Monitor: <u>Nick Esquivel</u>	Agency Address: <u>1102 Q Street, Suite 4400 Sacramento, CA 95811-6539</u>
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Bus. Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870 -	101 -	0001 -	5670019 -	203 -	3233 -	5432000 -	23	2016	2016-17	\$ 499,130
6870 -	-	-	-	-	-	-	-	-	-	Total Amount Encumbered : \$ <u>499,130</u>

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date: \_\_\_\_\_

Signature, Deputy Chancellor (or authorized Designee)

Date: \_\_\_\_\_

Print Name/Title of Person Signing:  
**Daisy Gonzales, Deputy Chancellor**

**APPENDIX B**

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

FISCAL AGENT (Grantee): Oakland Unified School District

PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

FISCAL YEAR: 2016/17

RFA NUMBER: 16-192

FUNDING SOURCE: Apprenticeship (Prop 98)

PROJECT BUDGET: \$ 499,130

**APPENDIX B**

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PROJECT: California Apprenticeship Initiative- Pre-  
Apprenticeship Grant Program

RFA NUMBER: 16-192

**CONTACT PAGE**

Fiscal Agent (Grantee):	Oakland Unified School District		
Address:	1000 Broadway		
City:	Oakland	State:	CA Zip: 94607

<b>Superintendent/President</b> (or authorized designee)			
Name:	Kyla Johnson-Trammell	Phone:	(510) 879-8200
Title:	Superintendent	Fax:	(510) 879-4112
E-mail Address:	Kyla.johnson@ousd.org		

<b>Responsible Administrator</b> (Should not be the same as Project Director)			
Name:	Rebecca Lacocque	Phone:	(510) 326-8054
Title:	Director of Linked Learning Office	Fax:	(510) 879-4112
E-mail Address:	Rebecca.Lacocque@ousd.org		

<b>Project Director</b> (Person responsible for conducting the daily operation of the grant)			
Name:	Emiliano Sanchez	Phone:	(510) 384-5249
Title:	Director of CTE Trades and Apprenticeships	Fax:	(510) 879-4112
E-mail Address:			

<b>Person Responsible for Data Entry</b>			
Name:	Jean Wing	Phone:	(510) 879-2286
Title:	Executive Director, Research Assessment and Data	Fax:	(510) 879-2336
E-mail Address:			

<b>Chief Business Officer</b> (or authorized designee)			
Name:	Sondra Aguilera	Phone:	(510) 879-4289
Title:	Sr. Deputy Chief of Continuous School Improvement	Fax:	(510) 879-3687
E-mail Address:	sondra.aguilera@ousd.org		

<b>Person Responsible for Budget Certification</b>			
Name:	Adan Hernandez	Phone:	(510) 879-0128
Title:	Financial Accountant	Fax:	(510) 879-8947
E-mail Address:	adan.hernandez@ousd.org		

**APPENDIX B**

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PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	
		\$	499,130
1000	1105 Certificated Salaries Phong Hoang and Nicholas Beasley. CTE Teachers teaching the MC3 course (one section each) Skyline and Fremont High School. 0.2 FTE x 2	\$	19,000
	1120 Certificated Stipend main Curriculum Development, including Externships. 2 math teachers and 2 CTE teachers participate in IDesign in Laney College \$3,000 x 4. Stipend teacher to incorporate necessary changes to curriculum 4 x \$500 in 2017-2018 and 4 x \$750 in 2018-2019	\$	17,000
	1150 Substitutes for Teachers For teachers to chaperone Career Exploration Visits and visit Exemplary sites. 20 @ \$150	\$	3,000
	1120 Certificated Stipend ELA, English and/or other core teacher 3 x 2 sites @ \$1,000 to work with CTE teacher to incorporate strategies into MC3 class and construction theme into core classes	\$	6,000
2000	2225 Classified Salaries Employees from B&G to make spaces appropriate for equipment purchased.	\$	16,000
		\$	-
		\$	-
		\$	-
3000	<b>Employee Benefits</b>		
	3401 Benefits for Phong Hoang and Nicholas Beasley. \$19,000 @ 20%	\$	3,800
	3400 Benefits for B&G workers. \$16,030 @ 20%	\$	3,200
	3401 Benefits for Math and CTE teachers who receive stipend. \$17,000 @ 20%	\$	3,400
		\$	-
		\$	-
		\$	-
4000	<b>Supplies and Materials</b>		
	4310 Materials and Supplies for the skilled trades labs (\$35,000 x 2)	\$	70,000
	4410 Equipment for the skilled trade labs, i.e. chop saws, table saws, CNC Routers, laser cutters, etc. (\$42,000 x 2)	\$	84,000
	4420 Computers for work with CNC machines and 3-D printers (4x\$1500) And (6 x 2) @ 500 for students to do MC3 work.	\$	12,000
	4310 Access to Online MC3 content (25 x 2) @ 100 for 2018-2019 and (25 x 2) @ 100 for 2019-2020	\$	10,000
		\$	-
		\$	-
		\$	-
	<b>Other Operating Expenses and Services</b>		
	5825 Installation of Equipment - Danny Beesley	\$	10,000
	5100 Visit Exemplary sites, Green Academy in Salinas, TIP and Rising Sun	\$	4,033
	5825 Laney College CTE Students to be in the classroom with Phong and/or Nicholas providing content support 6 hours x 2 @ \$25 x 30 weeks.	\$	9,000
	5826 Transportation to apprenticeship sites and Career Fairs- 4 visits per site.	\$	6,000



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PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	499,130
5000	5825 Technical Advisor to assist at both sites to rollout MC3 course.	\$	25,000
	5220 Travel and Conference - CAC Meetings and Conference	\$	11,000
	5825 2 Summer 5 Week - Intensive Trades Introduction course, summer 2017 and 2018 with Cypress Mandela and other related costs and costs for 25 students	\$	37,500
	5825 Contract with Tradeswomen Inc, to develop strategies for outreach and mentoring for female inclusion and retention in the program and interest in the trades	\$	10,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay		
	6432 Furniture to the build out of the labs. Shop Specific furniture(\$15,000 x 2)	\$	30,000
	6410 Equipment for the skilled trade labs > \$5000, (\$45,000 x 2)	\$	90,000
7000	Other Outgo		
		\$	-
<b>TOTAL DIRECT COSTS:</b>		\$	<b>479,933</b>
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		\$	<b>19,197</b>
<b>TOTAL COSTS:</b>		\$	<b>499,130</b>

**APPENDIX B**

**THIS FORM MAY NOT BE REPLICATED**

Aimee Eng 9/13/18

Aimee Eng  
President, Board of Education

PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Kyla R. Johnson-Trammell 9/13/18

Kyla R. Johnson-Trammell  
Secretary, Board of Education

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**APPLICATION BUDGET SUMMARY**

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	
			\$	
			\$	499,130
1000	INSTRUCTIONAL SALARIES	1	\$	45,000
2000	NONINSTRUCTIONAL SALARIES	2	\$	16,000
3000	EMPLOYEE BENEFITS	3	\$	10,400
4000	SUPPLIES AND MATERIALS	4	\$	176,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	112,533
6000	CAPITAL OUTLAY	6	\$	120,000
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	479,933
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		9	\$	19,197
<b>TOTAL COSTS:</b>		10	\$	499,130

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

**Project Director:**

Name: Emiliano Sanchez

Title: Director of CTE Trades and Apprenticeships

Authorized Signature: 

Date: 8/8/18

**Chief Business Officer (or authorized designee):**

Name: Sondra Aguilera

Title: Sr. Deputy Chief of Continuous School Improvement

Authorized Signature: 

Date: 8/8/18

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 1  
Design, layout, and install two lab spaces to house Pre-Apprenticeship Program at two high school sites

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	"Director of CTE Trades and the Technical Advisor will visit identified high school sites to inspect current classrooms / shop / lab spaces to assess infrastructure to support machinery and equipment (NOTE: high school principals have agreed to this program and have walked the Director of CTE Trades through the identified classrooms; if awarded, deeper assessment will occur) Work with OUSD Facilities and Buildings and Grounds departments to modernize / prepare identified spaces to house fabrication / construction labs "	Skilled Trades Labs are developed/improved as required.	May 2017 - May 2018	Technical Advisor with Director of CTE Trades
1.2	Identify and purchase equipment and materials for fabrication / construction labs at two OUSD high school sites	Equipment and materials are purchased and ready for installation	May 2017 - May 2018	Technical Advisor, Director CTE Trades and OUSD Facilities and B and G.
1.3	Work with OUSD Facilities/Buildings and Grounds to ensure proper setting for equipment and have equipment installed at the sites.	Equipment and materials are installed and ready for use by students	July to August 2018	Technical Advisor, Director CTE Trades and OUSD Facilities and B and G.
1.4	"Hold ribbon-cutting ceremonies at both labs. Invite OUSD Board of Education Directors, Sponsor Industry Partners, City of Oakland Dignitaries, OUSD Senior Leadership, and school communities, including: students, families, staff, CBO partners"	Excitement and support about the new labs, and the Pre-Apprenticeship Program is built in a broad range of stakeholders. The narrative about the trades being a noble and gainful option for OUSD students is adopted by all.	August 2018 and December 2018	Technical Advisor, Director CTE Trades, Director of Linked Learning Office and School Site Leaders
1.5	Work with school site leaders, BT Council and private industry partners to develop plan for sustainability of the space, equipment and program.	Have a strong plan that keeps program thriving after grant sunsets.	August 2018 - Sept 2020	Director CTE Trades, Director of Linked Learning Office and School Site Leaders
1.6				

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Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)**  
 Objectives

Objective: 1  
 Design, layout, and install two lab spaces to house Pre-Apprenticeship Program at two high school sites

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7				
1.8				
1.9				

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 2  
Adopt, adapt and support teacher professional development to deliver the Multi-Craft Core Curriculum (MC3) as part of the Pre-Apprenticeship Program at two high school sites

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Director of CTE Trades, Technical Advisor, and teachers from the sites who will teach the MC3 course complete the trades-sponsored MC3 - Trainer of Trainers course	All Pre-Apprenticeship Program team members are fully prepared to teach and support the MC3 course	April - 2018 - Oct. 2018	Director of CTE Trades, Technical advisor and Industry Partner from Building and Trades
2.2	Establish community of practice meetings with teachers from both sites, OUSD central staff, and industry partners to share best practices every Marking period (this is in addition to the Advisory Board, anticipating that the teachers will need consistent industry support to ensure readiness to teach the new content)	MC3 teachers discuss proper pacing, ensure that students are demonstrating understanding and mastery of content, all vetted and approved by industry partners.	"Initiated June 2018 Convene every MP "	Director of CTE Trades, and Industry partners.
2.3	"Establish ongoing professional learning opportunities for Pre-Apprenticeship Program instructors and related pathway staff 1. Tours of local shops/companies/jobsites 2. On-going collaboration with industry partners, including externships, instructor job shadows, and work on projects 3. Equipment and software training "	" MC3 instructors and related pathway staff: 1. Access network for program resources and possible mentors for the students 2. Learn current trends in the industry 3. Maintain, build skills, and earn certifications to ensure validity of program course of study"	"Initiated Sept 2017 Convene " quarterly with Pre-Apprenticeship teacher CoP	Director of CTE Trades, Liaison to Laney College and Industry partners.
2.4	"Add MC3 class to the master schedule at both high school sites Add MC3 as a course in the OUSD student information system (SIS) course database, and ensure its inclusion in the UC A-G Course Management Portal"	"MC3 course is offered as part of the master schedule to students starting in April 2017 for the 2017-18 School Year MC3 counts as a ""g"" elective per UC/CSU standards"	April to August 2017 and ongoing	Director of CTE Trades, Principals at the sites, Director of Linked Learning, Director of Counseling
2.5	BAACA and OUSD collaborate to enhance the MC3 curriculum to include more hands-on, tool involved projects, and industry partner integration (direct coordination with Advisory Board)	MC3 curriculum in the Pre-Apprenticeship Program robustly prepares students for entry into Laney College Skilled Trades Programs and registered apprenticeship programs	May 2017 - June 2020	Director of CTE Trades and Apprenticeships, BAACA, Laney Representative and Director of Linked Learning
2.6	Laney College staff review augmentations to the MC3 curriculum and provide advice on implementation (direct coordination with Advisory Board)	MC3 curriculum in the Pre-Apprenticeship Program robustly prepares students for entry into Laney College Skilled Trades Programs and registered apprenticeship programs	May 2017 - June 2020	Director of CTE Trades and Apprenticeships, BAACA, Laney Representative and Director of Linked Learning

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 2  
Adopt, adapt and support teacher professional development to deliver the Multi-Craft Core Curriculum (MC3) as part of the Pre-Apprenticeship Program at two high school sites

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.7	Laney College Skilled Trades students push into MC3 classes to provide support with content, safety, and mentoring of high school students	Pre-Apprenticeship Program teachers and students report a positive experience the very first time the MC3 class is offered due to extra support in the classroom	July 2017 - June 2020	Director of CTE Trades and Apprenticeships, BAACA, Laney Representative and Director of Linked Learning
2.8	Laney College offers a variety of Extensive Technical Skills days with various CTE Skilled Trades programs at the college. Laney will provide the opportunity for our students to have hands-on training on lathes, mills, presses and large CNC machines.	Pre-Apprenticeship Program students engage with large machinery associated with the skilled trades, not usually available to high school students	August 2018 - on-going	Director of CTE Trades and Apprenticeships, BAACA, Laney Representative and Director of Linked Learning
2.9				

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PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

Objective: 3  
Within the Pre-Apprenticeship Program, increase support of student mastery of math skills required to thrive in the trades

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Recruit math teachers to join pathway communities of practice at both high school sites based on interest in skilled trades and the Pre-Apprenticeship Program	At least one math teacher (preferably expert / interest in Alg 2) is part of Pre-Apprenticeship aligned linked learning pathway community of practice for 2017-18. Math teacher is committed to meeting, planning and collaborating with pathway team members, and committed to working with Laney College Math for Skilled Trades instructor and OUSD central math team to begin to contextualize Alg 2 for the trades by adding units and projects aligned to trades in 2017-18	Sept. 2018 - June 2020	Director CTE Trades, Technical Advisor, Director of Linked Learning, Pathway Leads, Pathway Coaches
3.2	"Establish ongoing professional learning opportunities for Pre-Apprenticeship Program instructors and related pathway staff, targeting math teachers 1. Tours of local shops/companies/jobsites 2. On-going collaboration with industry partners, including externships, instructor job shadows, and work on projects 3. Equipment and software training"	Trades content and skills are integrated into math to increase relevancy and provide contextualization to support student learning.	August 2017 June 2020	Director CTE Trades, Technical Advisor, Director of Linked Learning, Pathway Leads, Pathway Coaches
3.3	Create contextualized units and problems within the standard Algebra 2 course in pathways that offer MC3 course in collaboration with Laney College Math for Construction Trades Instructor, OUSD central math team, and industry partners	Trades content and skills are integrated into Algebra 2 - an OUSD graduation requirement and universally known to be a "gatekeeping" course, to increase relevancy and provide contextualization to support student learning, especially for English Language Learners	August 2018 - June 2020	Director of CTE Trades, Director of Linked Learning, and Principals at school sites
3.4	Adopt contextualized Algebra 2 course (Algebra 2 for the Construction Trades) in pathways that offer MC3 course	Trades content and skills are integrated into Algebra 2 - an OUSD graduation requirement and universally known to be a "gatekeeping" course, to increase relevancy and provide contextualization to support student learning, especially for ELLs	August 2018 - June 2020	Director of CTE Trades, Director of Linked Learning Office and Principals at school sites, Director of Counseling
3.5				
3.6				

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 3  
Within the Pre-Apprenticeship Program, increase support of student mastery of math skills required to thrive in the trades

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7				
3.8				
3.9				



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PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

Objective: 4  
Contextualize / theme core curriculum within pathways aligned to Pre-Apprenticeship Program to support the success of underserved populations in trades, including ELLs, women and high poverty and foster youth

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	"Establish ongoing professional learning opportunities for Pre-Apprenticeship Program instructors and related pathway staff 1. Tours of local shops/companies/jobsites 2. On-going collaboration with industry partners, including externships, instructor job shadows, and work on projects 3. Equipment and software training "	Trades content and skills are integrated into core academic subjects to increase relevancy and provide contextualization to support student learning.	June 2017 and on-going	Director of CTE Trades & Apprenticeships, BAACA, BTC of Alameda and Director of Linked Learning
4.2	English Language Learner and Multilingual Achievement Office staff member to participate on Curriculum Development team to advise on and ensure full integration of research-based EL strategies in the MC3 and math curriculum	"ELD strategies are integrated into curriculum design from the beginning of the process.  ELL students successfully master MC3 and math curriculum "	August 2018 - June 2020	Director of CTE Trades and Apprenticeships, BAACA, and Director of Linked Learning, Executive Director of ELLMA
4.3	Develop sequence of work based learning opportunities for students in grades 9-11 in pathways aligned to the Pre-Apprenticeship Program, including speaker panels, study tours, project consultation with tradespeople, and trades exposure lessons taught by students in the MC3 classes. (Developed in collaboration with or directly through Advisory Board)	"WBL trades exposure scope and sequence developed and shared in CoP meetings  Students matriculating through the aligned pathways enroll in MC3 courses in increasing numbers each year as a result of WBL exposure to trades"	August 2018 - June 2020	Director of CTE Trades & Apprenticeships, BAACA, BTC of Alameda and Director of Linked Learning
4.4				
4.5				
4.6				

**APPENDIX B**  
 THIS FORM MAY NOT BE REPLICATED

**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 4  
 Contextualize / theme core curriculum within pathways aligned to Pre-Apprenticeship Program to support the success of underserved populations in trades, including ELLs, women and high poverty and foster youth

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

Objective: 5  
Recruit students (target non-traditional and under-represented populations) for Pre-Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	"Encourage and support aligned pathway students to take Laney College CTE iDesign summer course  iDesign is meant to prepare students for the MC3 course. It will give students hands on experience in four different areas in construction, machinery and tools"	Students who take iDesign course enroll in, and then pass MC3 course at a higher rate	August 2017 - June 2020	Director of Linked Learning, Director of CTE Trades and Technical Advisor
5.2	"Full class presentations to aligned pathway students about skilled trades opportunities  1. Tradeswomen Inc. will make presentations to ensure that female students see that women are part of the construction trades. 2. BAACA will make presentations so that students learn that the trades have many sectors and offer high paying careers. 3. Members from Cypress Mandela will make presentations so that students know that there are pre-apprenticeship programs in the area for graduates."	Students who attend presentations report increased knowledge of the skilled trades, and some elect to enroll in the Pre-Apprenticeship Program	August 2017 and ongoing	Director of CTE Trades
5.3	Rising sophomores, juniors and seniors will attend skilled trade career fairs hosted on the school campus; one the first year, and two each year after"	Students who attend skilled trades career fairs report increased knowledge of the skilled trades, and some elect to enroll in the Pre-Apprenticeship Program	November 2017 and ongoing	Director of CTE Trades, pathway leads, Director of Linked Learning and school site Principals
5.4	"Tour CTE Skilled Trades programs at Laney College  These trips will be for all grades at the school every semester"	"Students are aware of the diverse CTE Skilled Trades programs at Laney and learn about different career options, future projections, and pay scale for individuals in the trades  Students who attend tours report increased knowledge of the skilled trades, and some elect to enroll in the Pre-Apprenticeship Program"	May 2017 and then one every semester focusing on a few of the skilled trades each time, with hands on exposure	Director of Linked Learning, Director of CTE Trades and Technical Advisor
5.5	"Participate in Laney CTE Open House  "	Students who attend the Laney CTE Open House report increased knowledge of the skilled trades, and some elect to enroll in the Pre-Apprenticeship Program	Every year in April	Director of Linked Learning, Director of CTE Trades and Technical Advisor
5.6	Tour industry sites and apprenticeship training centers	More students and staff are better prepared to talk about the opportunities in the trades, the ways to get into the trades, and the local partners who teach and hire	August 2017 and ongoing	Director of Linked Learning, Director of CTE Trades and Technical Advisor

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 5  
 Recruit students (target non-traditional and under-represented populations) for Pre-Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7	Host district professional learning opportunities at Laney College to expose all teachers and district counselors to CTE programs, including Skilled Trades	"Middle school and high school teachers and counselors are better informed about the CTE Skilled Trades and know that Laney College has the capacity to support and build the entry level skills required to enter the trades.  Middle school and high school teachers and counselors encourage students with expressed interest and talent to enroll in the Pre-Apprenticeship Programs."	August 2017 through the life of the grant and beyond. At least one at onset of school year and	Director of CTE Trades, and Director of Linked Learning Office.
5.8				
5.9				

**APPENDIX B**  
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PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 6  
"Transition Pre-Apprenticeship graduates into Apprenticeship or Post-Secondary Training in the Trades"

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	<p>40 students across two high school pathways complete the Pre-Apprenticeship Program in year 1 (2017-18)</p> <p>50 students across two high school pathways complete the Pre-Apprenticeship Program in year 2 (2018-19)"</p>	All graduates from both sites successfully complete the program and are prepared to enter a trades program; either a registered apprenticeship program, or a skilled trades program at Laney College	End of 2017-2018 School year and every year thereafter.	Director of CTE Trades, Director of Linked Learning Office and the teachers of the MC3 class
6.2	Through MOU with BAACA, support Pre-Apprenticeship Program graduates to directly enter a registered apprenticeship program	A subset of Pre-Apprenticeship graduates enter a registered apprenticeship program directly after graduation	June 2018 - August 2020	Director of CTE Trades and MC3 Teachers
6.3	Industry partners support Pre-Apprenticeship Program graduates to be gainfully employed in a related field until the the application and testing window for the registered apprenticeship program in their trade of choice opens	All Pre-Apprenticeship Program graduates who experience a gap between graduation and the testing window for the registered apprenticeship program in their trade of choice have the option of gainful employment offered by Pre-Apprenticeship Program industry partners	June 2018-until testing window	Director of CTE Trades and industry partners, Strong Workforce
6.4	Pre-Apprenticeship Program graduates who do not want, or are not accepted, to enter a registered apprenticeship program are supported to enroll in Laney College Skilled Trades programs	All Pre-Apprenticeship Program graduates not directly entering a registered apprenticeship program are enrolled into Laney College skilled trades programs, if they so choose. Students choosing to pursue other options are individually supported in their next steps.	June 2018-June 2020	Director of CTE Trades & Apprenticeship, Strong Workforce Director
6.5	<p>"Use Cal-PASS to track the trajectories of Pre-Apprenticeship Program graduates:</p> <ol style="list-style-type: none"> <li>1. Number of course enrollments</li> <li>2. Job closely related to field of study</li> <li>3. Employed in the second or fourth fiscal quarter after exit</li> <li>4. Attained a living wage"</li> </ol>	<p>"All All Pre-Apprenticeship Program graduates:</p> <ol style="list-style-type: none"> <li>1. enroll in courses to further their study in the trades</li> <li>2. attain a job related to their field of study</li> <li>3. are employed in the second and fourth fiscal quarter after exit</li> <li>4. attain a living wage"</li> </ol>	After June 2019 and beyond	Director of CTE Trades & Apprenticeship, Strong Workforce Director
6.6				

**APPENDIX B**  
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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)**  
 Objectives

Objective: 6  
 "Transition Pre-Apprenticeship graduates into Apprenticeship or Post-Secondary Training in the Trades"

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.7				
6.8				
6.9				

**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 7  
Develop Industry Advisory Board for Pre-Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Initiate contract with NAF to provide technical assistance to build a high functioning Industry Advisory Board, and to support all following activities	Industry Advisory Board supports the development of a robust, successful Pre-Apprenticeship Program	August 2018 - Jan. 2019	Director of Linked Learning, Director of CTE Trades and Technical
7.2	Determine the makeup of the Industry Advisory Board (see Org Chart)	The board is broadly representative of the trades, including: trades workers, contractors, workforce development partners, post-secondary program staff, etc. and closely mirrors the population of the students we are serving, including: women, members of underserved populations, English language learners, etc. so that the program is sensitive to the needs of the students	August 2017 - June 2019	Director of CTE Trades
7.3	Request for members to join from our current industry partners who have demonstrated support through letters or through continual involvement; reach out formally and informally to gauge interest and capacity.	Broad as well as targeted outreach to develop the board as described above	August 2017 - June 2019	Director of CTE Trades
7.4	Develop a charter for the Industry Advisory Board	Charter is developed and adopted by the board  Charter includes: 1. Membership details 2. Roles 3. Outcomes / objectives 4. Assessments"	August 2017 - June 2019	Director of CTE Trades
7.5	"Establish meeting schedule for the Industry Advisory Board Convene meeting on the scheduled dates"	"Meetings are set initially every month, and then once a quarter. The meetings happen on the scheduled dates with agenda, minutes and objectives clearly stated and made public."	August 2017 and then per schedule developed by board	Director of CTE Trades
7.6	Industry Advisory Board regularly reviews data (grades, student work, performance assessments)	Learning from data review is incorporated into the planning and ongoing implementation of the Pre-Apprenticeship Program	Quarterly	Director of CTE Trades and Apprenticeship, Director of Linked Learning Office

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

Objective: 7

Develop Industry Advisory Board for Pre-Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.7	"Track Pre-Apprenticeship Program graduate cohorts (program choice, remediation need, and completion rates) through data sharing with Laney College / Peralta CCD after they exit the program to assess and revise the program Set-up a process to incorporate Strong Workforce metrics, particularly the metrics pertaining to employment in the field closely related to the field of study, and the attainment of a living wage within two to four years after exiting the program	"Program is assessed and revised based on data  Pre-apprenticeship graduates are enrolling in post-secondary training in the trades, are passing the test to enter apprenticeship programs, are succeeding in apprenticeship programs, and are earning a living wage within two to four years of graduating"	Starting After June 2019	Director of CTE Trades and Apprenticeship, Director of Linked Learning Office
7.8	"Industry Advisory Board supports grant oversight: reviews spending plan and periodic state required reports  Industry Advisory Board meets every marking period to ensure progression towards grant objectives. Once the Pre-Apprenticeship Program is established and functioning, the Board continues to meet every semester to search for grant opportunities to further develop the pre-apprenticeship options/pathways for Oakland youth, as needed.	Grant activities and spending plan executed as described  Industry Advisory Board advises on course corrections as determined by data analysis"	June 2017, and then per schedule developed by board	Director of CTE Trades and Apprenticeship, Director of Linked Learning Office
7.9				



**APPENDIX B**  
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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

Objective: 8  
Share with and learn from statewide network

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Register for posted conferences; submit proposals (for: CCCAOE Spring 2017 and 2018; Educating for Careers 2018; CCPT Institute, May 2017 (Linked Learning Director already registered as of Feb 2017); Linked Learning Convention, January 2018 and 2019; CA Conference on Apprenticeship, Monterey, April 2017; CAC meetings, at least two per year;	OUSD broadens its network of K12, community college, Adult Ed and training centers partners	See dates in "Activities"	Director of CTE Trades
8.2	Attend and then present at CAC Conferences	Learn from network about promising and best practices (2017); Share with and continue to learn from CCA network	April 2017 April 2018 and April 2020	Director of CTE Trades
8.3	Participate in monthly Bay Area Community College Consortium and Bay Area Adult Ed Consortia phone calls	Alignment and leveraging between OUSD's efforts with partners and the broader Bay Area efforts, including colleges outside of Laney and Adult Ed.	Monthly August 2017 and ongoing	Director of CTE Trades
8.4	Present at Linked Learning Convention 2018 and 2019	Share promising practices within the Linked Learning network at annual conventions	January 2018 January 2019 and 2020	Director of CTE Trades
8.5	Present at CA Career Pathways Trust Institute	Share promising practices within the CA Career Pathways Trust network at annual conferences	May 2017 (already registered) January 2019	Director of Linked Learning, Director of CTE Trades
8.6	Present at National Academy Foundation conference	Share promising practices within the national NAF network	Annual, TBD with NAF (multiple conferences, not yet sure which would be best fit)	Director of Linked Learning, Director of CTE Trades

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**PROJECT:** California Apprenticeship Initiative- Pre-Apprenticeship Grant Program

**Fiscal Agent (Grantee):** Oakland Unified School District

**RFA NUMBER:** 16-192

**Statement of Work (Annual Workplan)**  
**Objectives**

<b>Objective:</b> <u>8</u>
Share with and learn from statewide network

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.7	Present at CCCAOE Conference	Share promising practices and learn from others at the CCCAOE Conference	May 10-12, 2017 March 7-9, 2018	Director of CTE Trades
8.8	Attend and present at Educating for Careers Annual Conference	Share promising practices and learn from others at the Educating for Careers Annual Conference	March 2018	Director of CTE Trades and Apprenticeship, Director of Linked Learning
8.9	8.9 Attend National Women Building California and the Nation Conference. 8.10 Attend monthly BAACA Meeting 8.11 Attend local National College Access Network Training.	8.9 Learn and develop strategies for meeting 20% female enrollment and completion in Pre-Apprenticeship Program. 8.10 Develop and deepen partnerships that will benefit the teachers and students in the Pre-Apprenticeship Program 8.11 Share CTE opportunities at local California Community Colleges and the Skilled Trades Apprenticeship Program.	May 2018, Sacramento 8.10 Monthly 8.11 April 2018 and when local	Director of CTE Trades, pathway recruitment staff from both high schools 8.10 Director of CTE Trades 8.11 Director of CTE Trades



Legislation	Calendar	Board of Education	Bodies	People	District Home
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Details	Reports
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File #: 17-1225 Version:  Name: Grant Agreement - California Apprenticeship Initiative - Pre-Apprenticeship Grant Program - Chief Schools Officer

Type: Agreement or Contract Status: Passed

File created: 5/18/2017 In control: [Chief Schools Officer](#)

On agenda: 6/28/2017 Final action: 6/29/2017

Enactment date: 6/29/2017 Enactment #: 17-1059

Title: Approval by the Board of Education of Grant Agreement between the District and the Board of Governors of the California Community Colleges - Chancellor's Office, with the District accepting Grant Award of \$499,130.00, in funds for the California Apprenticeship Initiative (CAI) Pre-Apprenticeship Program, in the trades, at Oakland High School and Skyline High School, for the term of May 16, 2017 through January 31, 2019, pursuant to the terms and conditions thereof.

Attachments: 1. [17-1225 Grant Agreement - California Apprenticeship Initiative - Pre-Apprenticeship Grant Program - Chief Schools Officer](#)

Contact: [emiliano.sanchez@ousd.org](mailto:emiliano.sanchez@ousd.org)

History (1)		Text						
1 record	Group	Export						
Date ▼	Ver.	Action By	Action	Result	Action Details	Meeting Details	Video	
6/28/2017	2	Board of Education	Adopted on the General Consent Report	Pass	<a href="#">Action details</a>	<a href="#">Meeting details</a>	Not available	

File ID Number	17-1225
Introduction Date	6/29/17
Enactment Number	171059
Enactment Date	6/29/17
By	<i>[Signature]</i>



**OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education**

To: Board of Education  
From: Devin Dillon, Interim Superintendent  
Subject: **Grant Agreement – California Apprenticeship Initiative – Pre-Apprenticeship Grant Program**

**ACTION REQUESTED:**

Approval and acceptance by the Board of Education of Grant Agreement between the District and State of California – California Community Colleges Chancellor’s Office, for the period May 16, 2017 through January 31, 2019, as specified in the agreement, pursuant to the terms and conditions thereof, and to submit amendments for the grant year, if any.

**BACKGROUND:**

The Grant Agreement for the District for the period May 16, 2017 through January 31, 2019 were submitted for funding as indicated in the chart below.

File ID #	Backup Document Included	Type	Recipient	Grant’s Purpose	Time Period	Funding Source	Grant Amount
17-1225	Yes	Grant Agreement	Oakland Unified School District for Skyline High School and Oakland High School	To implement a program that will prepare students for entry into the trades	May 16, 2017 through January 31, 2019	State of California – California Community Colleges Chancellor’s Office	\$499,130

**DISCUSSION**

The grant will contribute to making students career ready if they decide to choose a career in the skilled trades and/or advanced manufacturing. It will also provide students with opportunity to develop manual technologies if they pursue a career in Engineering, Architecture or various other STEM careers.

**FISCAL IMPACT**

The total amount of the grant will go to Skyline High School and Oakland High School from the funder.

- Grant valued at: \$ 499,130

**RECOMMENDATION**

Approval and acceptance by the Board of Education, of Grant Agreement between Oakland Unified School District and the State of California – California Community Colleges Chancellor’s Office for the period May 16, 2017 through January 31, 2019.

**ATTACHMENTS:**



Grant Face Sheet, Grant Agreement.

OUSD Grants Management Face Sheet 2016/17

<b>Title of Grant:</b> California Apprenticeship Initiative – Pre-Apprenticeship Grant Program	<b>Funding Cycle Dates:</b> May 16, 2017 through January 31, 2019
<b>Grant's Fiscal Agent:</b> State of California – California Community Colleges Chancellor's Office	<b>Grant Amount for Full Funding Cycle:</b> \$499,130
<b>Funding Agency:</b> State of California – California Community Colleges Chancellor's Office	<b>Grant Focus:</b> Pre-Apprenticeship Program
<b>List all School(s) or Department(s) to be Served:</b> Skyline High School and Oakland High School	


Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant will contribute to make students career ready if they decide to choose a career in the skilled trades and/or advanced manufacturing. It will also provide students with an opportunity to develop manual technologies if they pursue a career in Engineering, Architecture or various other STEM careers.
How will this grant be evaluated for impact upon student achievement?	The goal is to use the grant to implement a program that will prepare students for entry in the trades. One measure will be the number of students that gain direct entry into the trades and the other will be the number of individuals who end up employed in jobs related to skilled trades or advanced manufacturing.
Does the grant require any resources from the school(s) or district? If so, describe.	Yes, the grant requires that the district provide a teacher for the class/program and develop the appropriate classroom for skilled trades related instruction.
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 for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	
Will the proposed program take students out of the classroom for any portion of the school day?	The intent of the program is to provide CEV's and Job Shadowing opportunities periodically throughout the year.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Preston Thomas 1000 Broadway, Suite 440 Oakland, CA. 94607 Preston.Thomas@OUSD.ORG

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal	Emiliano Sanchez		5/18/17
Department Head	Preston Thomas		5/18/17

**Grant Office Obtained Approval Signatures:**

Entity	Name	Signature	Date
Fiscal Officer	Vernon Hal		
Interim Superintendent	Devin Dillon		

**OAKLAND UNIFIED SCHOOL DISTRICT**  
 Office of General Counsel  
**APPROVED FOR FORM & SUBSTANCE**  
 By:   
 Attorney at Law

**THIS FORM MAY NOT BE REPLICATED  
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

Board of Governor's, California Community Colleges Chancellor's Office - 6870	<b>DISTRICT USE ONLY</b>
	District (Grantee): <u>Oakland Unified School District</u> College: <u>N/A</u>

<b>Grant Agreement</b>	<b>BOG-CCCCO USE ONLY</b>
Workforce and Economic Development Division	Grant Agreement No.: <b>16 - 192 - 001</b>
California Apprenticeship Initiative (CAI) Pre Apprenticeship Grant Program	Funding Fiscal Year <u>2016-17</u> Total Amount Encumbered : \$ <u>499,130</u>
RFA # <b>16 - 192</b>	

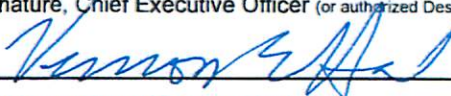
This grant is made and entered into, by and between, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Eff.01/17 and II, Eff. 5/14), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from May 16, 2017 to January 31, 2019. The Final Report must be submitted within (60) days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

**GRANTEE**

Project Director: <u>Emiliano Sanchez</u>	Total Grant Funds Requested: \$ <u>499,130</u>
Signature, Chief Executive Officer (or authorized Designee) 	Date:
Print Name/Title of Person Signing:	District Address: <u>1000 Broadway, Suite 680 Oakland, CA 94607</u>

**STATE OF CALIFORNIA**

Project Monitor: <u>Nick Esquivel</u>	Agency Address: <u>1102 Q Street, Suite 4400 Sacramento, CA 95811-6539</u>
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Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
<u>6870 - 101 - 0001</u>	<u>3233 - 751 - 11020</u>	<u>23</u>	<u>2016</u>	<u>2016-17</u>	\$ <u>499,130</u>
<b>Total Amount Encumbered :</b>					\$ <b>499,130</b>

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:


Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:  
Erik Skinner, Interim Chancellor

Grant Face Sheet Form - Single Year Grant

Revised 5/25/2016

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By:   
Attorney at Law

  
**James Harris**  
President, Board of Education

  
Secretary, Board of Education

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4400  
SACRAMENTO, CA 95811-6549  
(916) 322-4005  
<http://www.cccco.edu>



March 24, 2017

**To:** Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
Chief Student Services Officers  
Administrators of Occupational Education  
California Department of Education  
Division of Apprenticeship Standards  
WEDD Grantees

**From:** Van Ton-Quinlivan, Vice Chancellor  
Workforce and Economic Development Division

**Subject:** Formal Notification of Intent to Award for the FY 2016-17 California Apprenticeship Initiative – Pre-Apprenticeship Grant Program RFA No. 16-192

This memorandum is a formal notification of the intent to award the California Apprenticeship Initiative (CAI) – Pre-Apprenticeship Grant Program, RFA No. 16-192 for the Workforce and Economic Development Division of the California Community Colleges Chancellor's Office.

The California Community Colleges Chancellor's Office, Workforce and Economic Development Division acknowledges the quality of applications and the ability to meet diverse regional sector needs.

Pending Board of Governors approval as well as the availability of funds, commencement is May 16, 2017. A list of the project applications and their funding status is listed below.

The grant applications were reviewed and competitively scored. Applications were assigned in rank order:

1. Funded (F).
2. Eligible-Not Funded (E-NF) Proposals in this category received the minimum number of points eligible for funding (75 points) but funding was insufficient to fund more than one proposal in that category.
3. Not Eligible (NE). This category includes proposals that did not achieve the minimum number of points on the evaluation.
4. Not Scored (NS). This category designates proposals that were rejected before being read for reasons listed in the RFA.

Applicants have ten business days from the day this letter is posted online, until Friday, April 7, 2017 at 5:00 p.m. to enter a protest. Please refer to Section 3470 of the [Contracts and Grants Manual](#) for information on filing a protest.

If a protest is entered during this period, the grants affected will not be awarded until the protest is resolved. The appeal must specify the grounds of appeal and must be based on the process and/or procedures used in the review and recommendation of application for awards.

The Chancellor's Office will contact the district receiving funding to request Face Sheets and any technical changes, including budgets, that are needed to complete the execution of the grant agreement. A copy of the fully executed grant agreement will be mailed to the district.

For audit purposes, funded districts must retain a copy of the grant agreement, the RFA Specifications, and the Economic and Workforce Development Request for Applications Instructions, Terms and Conditions for three years. Collectively, these documents constitute the legally binding agreement to perform the specified work.

Please provide this memorandum to the Project Director and Proposal Writer with a copy of the attachment. If you have questions, please contact Vice Chancellor Van Ton-Quinlivan via email at [vtquinlivan@cccoco.edu](mailto:vtquinlivan@cccoco.edu).

cc: Division of Economic & Workforce Development Staff



**Intent to Award  
RFA 16-192  
California Apprenticeship Initiative  
Pre-Apprenticeship Grant Program**

College District	Status	Region
Oakland Unified School District	F	East Bay
Los Angeles Unified School District – Division of Adult & Career Education	F	Los Angeles Region
Antelope Valley Community College District – Antelope Valley College	F	Los Angeles Region
Long Beach Community College District – Long Beach City College	F	Los Angeles Region
Palomar Community College District – Palomar College	F	Los Angeles Region
San Luis Obispo County Office of Education	F	Central Coast
Val Verde Unified School District	F	Inland Empire
Butte County Office of Education	F	Northern Inland
Grossmont Cuyamaca Community College District – Grossmont College	F	San Diego/Imperial
Inyo County Office of Education	F	Mother Lode
Washington Unified School District	F	Greater Sacramento
Los Angeles Unified School District – East Los Angeles Occupational Center	F	Los Angeles Region

<b>Peralta Community College District – Merritt College</b>	<b>NE</b>	<b>East Bay</b>
<b>Hayward Adult School</b>	<b>NE</b>	<b>East Bay</b>
<b>San Joaquin County Office of Education</b>	<b>NE</b>	<b>Central</b>
<b>Coast Community College District – Coastline College</b>	<b>NE</b>	<b>Orange County</b>
<b>Cerritos Community College District – Cerritos College</b>	<b>NE</b>	<b>Los Angeles Region</b>
<b>San Bernardino Community College District</b>	<b>NE</b>	<b>Inland Empire</b>
<b>San Juan Unified School District</b>	<b>NE</b>	<b>Greater Sacramento</b>
<b>Marin Community College District - College of Marin</b>	<b>NE</b>	<b>North Bay</b>
<b>Downey Unified School District</b>	<b>NE</b>	<b>Los Angeles Region</b>
<b>San Jose Evergreen – Community College District</b>	<b>NE</b>	<b>Silicon Valley</b>
<b>San Mateo County Community College District – Skyline College</b>	<b>NE</b>	<b>Mid-Peninsula</b>
<b>Yosemite Community College District – Columbia College</b>	<b>NE</b>	<b>Mother Lode</b>
<b>Fresno County Office of Education</b>	<b>NE</b>	<b>Central</b>
<b>Los Angeles Community College District – East Los Angeles College</b>	<b>NE</b>	<b>Los Angeles Region</b>
<b>Peralta Community College District – Laney College</b>	<b>NS</b>	<b>East Bay</b>
<b>City College of San Francisco</b>	<b>NS</b>	<b>Mid-Peninsula</b>

# Budget Detail Sheet

## APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative-  
Pre-Apprenticeship Grant Program

Fiscal Agent (Grantee): Oakland Unified School District

RFA NUMBER: 16-192

### APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	499,950
1000	1105 Certificated Salaries Ayo Akatugba and Andrew Prober, CTE Teachers teaching new MC3 course (one section each at two sites), 0.2 FTE x 2 to offset anticipated class size reduction due to newness of program and known need for smaller class given safety with equipment	\$ 25,000	
	1120 Certificated Stipend Math Curriculum Development, including Externship, 2 math teachers, 2 CTE teachers: Participate in iDesign Summer Program @ Laney College, \$3,000 x 4 = \$12,000; ongoing stipend through to Winter 2019 to incorporate necessary changes to curriculum; \$1,000 stipend for all four teachers to incorporate Advisory Board changes into curriculum and program in 2017-18 (\$4,000) and \$500 stipend x 4 for 2018-19 (\$2,000)	\$ 18,000	
	1150 Substitutes for teacher Subs needed for the days that the teachers take MC3 cohort on Career Exploration Visits 4 visits, 2 subs (1:10 ratio school will also send support staff to offset impact and cost) 8 x 2 @ \$150. And visits to exemplary sites for best practices 3 x 2 @ \$150	\$ 3,200	
		\$ -	46,200
2000	2120 Classified Stipend English Language Learner and Multilingual Achievement Office staff member to participate in Curriculum Development team to advise on and ensure full integration of research-based EL strategies in the MC3 and math curriculum (0.1 of FTE = \$8,500)	\$ 8,500	
		\$ -	
		\$ -	
		\$ -	8,500
3000	<b>Employee Benefits</b>		
	3401 Benefits for Ayo Akatugba and Drew Prober, CTE Teachers teaching new MC3 course (benefits for \$25,000 @ 20%)	\$ 5,000	
	3000 Classified Benefits for ELLMA staff person (benefits for \$8,500 @ 20%)	\$ 1,700	
		\$ -	
		\$ -	
		\$ -	
		\$ -	6,700
4000	<b>Supplies and Materials</b>		
	4310 Materials and supplies for labs at two high school sites (\$45,000 x 2); includes extension cords, small hand tools, wood, conduit, wiring materials, router bits, saw blades, clamps tape measure, etc.	\$ 90,000	
	4410 Equipment for the sites labs at two high school sites (\$60,000 x 2); includes cutter, chop saws, skill saws, table saws, drill presses, dust collection, devices, shopvacs. CNC machine, etc.	\$ 120,000	
	4420 Computers for work with CNC machines and 3-D Printers (2 x \$1,500/comp x 2), one at each site	\$ 6,000	
	4310 Access to Online MC3 Content 40 students x 2 sections @ \$75 1st year and 50 x 2 @ \$75 year two	\$ 6,750	

### Budget Detail Sheet

		\$ -	
		\$ -	
		\$ -	
		\$ -	222,750
	<b>Other Operating Expenses and Services</b>		
	5825 Installation of Equipment - Danny Beesley	\$ 10,000	
	5100 Visit Exemplary Sites with teachers, project management team (TIP Program, Rising Sun, Green Academy in Salinas, etc.)	\$ 6,000	
	5700 Bunche Culinary Art Pathway provides refreshments for Advisory Board meetings and other essential convenings	\$ 2,500	
	5825 Data Technical Support (Peralta)	\$ 2,000	
	5825 Advisory Board Development Technical Assistance - National Academy Foundation	\$ 10,000	
	5826 Transportation to apprenticeship sites- 4 visits per site (Carpenter's Training Committee Northern California Training Facility, Net Zero Electrician Training Center, Plumbers/Steamfitters Training Center, etc). Laney College	\$ 6,000	
	5825 Technical advisor to assist both sites the first semester of rollout of MC3 class and will make himself available through the remainder of the school year.	\$ 25,000	
	5220 Travel and Conferences - CA Apprenticeship Council. (Registration, travel, hotel)	\$ 6,000	
	5825 Tradeswomen, Inc. to develop strategies for outreach and mentoring for female inclusion and retention in the program and interest in the trades	\$ 10,000	
5000	5825 Summer 5 week - Intensive Trades Introduction course, summer of 2018 with Cypress Mandela (cost of instruction and other related costs for 35 students)	\$ 25,000	
	5825 Laney College CTE - Students to be in classroom with Ayo and Andrew providing content support. 6 Hours x 2 @ \$25/hour X 36 weeks	\$ 10,800	
	5825 Laney College Math for Trades instructor stipend to collaborate with high school math teachers to develop integrated units for 2017-18 (OUSD to implement fully integrated course in 2018-19)	\$ 2,500	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	115,800
	<b>Capital Outlay</b>		
6000	6432 Furniture to the build out of the development of the shops. This would be shop-specific furniture such as work bench stations, support for chop saws, storage units for materials, and lockers. (\$15,000 X 2)	\$ 30,000	
	6100 Electrical and other construction improvements at the sites to make shops ready for student learning. (\$25,000 X 2)	\$ 50,000	80,000
7000	<b>Other Outgo</b>		
		\$ -	
<b>TOTAL DIRECT COSTS:</b>		<b>\$ 479,950</b>	
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		<b>\$ 19,180</b>	
<b>TOTAL COSTS:</b>		<b>\$ 499,130</b>	