Board Office Use: **Legislative File Info.**	
File ID Number	19-2002
Introduction Date	10/23/19
Enactment Number	19-1568
Enactment Date	10/23/19 os

OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Preston Thomas, Chief Systems and Services Officer
Susan Beltz, Chief Technology Officer

Board Meeting Date October 23, 2019

Subject Grant Award Notification- CASF Broadband Adoption Grant Award for Broadband Access District 2, for 2019-20 and 2020-2021
Contractor: California Public Utilities Commission (CPUC), California Advanced Services Fund (CASF) Adoption Program
Services For: October 1, 2019 - March 31, 2021

Action Requested and Recommendation
(Why do we need these services? Why have you selected this vendor)

Approval by the Board of Education of District Grant Agreement between the District and the California Public Utilities Commission (CPUC), California Advanced Services Fund (CASF) Adoption Program, in the amount of $9,854, to support the distribution of tablets from the lMillion Project, a grant received by OUSD in 2017 to provide up to 3200 hotspot devices annually over five years depending on the program's inventory, to high school students to bridge the digital divide. The CPUC grant application focused on Oakland high schools based on grant requirements to target geographical areas with the highest need using income and social-economic markers. Based on the grant, the funding will largely support Year 3 (2019-20) and Year 4 (2020-21) efforts in high schools within the Board of Education District 2, for the period of October 1, 2019 through March 31, 2021, pursuant to the terms and conditions thereof, if any.

Background

Grant agreement for OUSD schools for the 2019-2020 and 2020-21 fiscal years was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached. 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

The California Student Privacy Alliance (CSPA) is a collaboration of California school districts that share common concerns around student privacy. The goal of the CSPA is to set standards of both practice and expectations around student privacy such that all parties involved have a common understanding of expectations.

Competitively Bid

Was this agreement contract competitively bid? No

If no, exception: Grant Award Notification- CASF Broadband Adoption Grant Award for Broadband Access

Fiscal Impact

Funding Resource(s): Grant The total amount of the grants will be provided to OUSD from the funder. Grant valued at $9,854.00.

Attachments

- Grant Acceptance Letter
- Grant Award Letter: Oakland USD District 2 Award Letter
- Grant Application: Broadband Adoption Account Application Form- District 2

ATTACHMENT 1

Consent Form and Acknowledgement and Acceptance of the California Advanced Services Fund Broadband Adoption Grant Award

Name of Grantee: Oakland Unified School District

☑ Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. **Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.**

Budget: Grant funding is approved for this project of up to *$9,854* in the following categories.

CASF Broadband Adoption Grant Funding	
Category	**Approved Grant**
In-Class Computing Devices	-
Take Home Computing Devices	-
**General Program Implementation*	$9,854
Total Grant Award	$9,854

*The grant approved for "General Program Implementation" includes *eligible* program costs as approved in Commission Decision (D.) 19-02-008 such as:

- Education and outreach efforts (including travel) and materials;
- Software, Printers and Routers;
- Provision of technical support for the computing devices subsidized through this program;
- Desks and chairs to furnish a designated space for broadband access; and
- Staff for monitoring the designated space, or staff for administering call centers (if applicable).

Facility rent, utilities, internet service costs, food costs, lodging, marketing incentives for participation, and other items not listed above are not eligible for reimbursement. Any remaining project costs not authorized for funding by the CASF Adoption grant must be funded by other sources.

Goals: Grant funding is approved for this project based on the below goals as stated in the grantee's application. All reimbursements will be made based on the Grantee meeting the following goals and metrics.

CASF Broadband Adoption Grant Funding	
Goal	**Metric**
Grantee will make available broadband access	*8,760 hours in a year*
Grantee will provide broadband access to the following	*609*
Grantee will perform the following education and outreach to educate the community of available broadband internet services	*As described in Grantee's application.*
Grantee will subscribe the following number of participants in broadband internet services	*868*

Undersigned representative of Oakland Unified School District [Name of Grantee] is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this 7th day of August, 2019.

Signature

Printed Name Kyla Johnson-Trammell

Title Superintendent

Organization or Name of Company Oakland Unified School District

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

1000 Broadway, Suite 300; Oakland, CA 94607

ATTACHMENT 2

Payee Record Form

Print Form | Reset Form

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 5/2018)

1

INSTRUCTIONS: Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this **fully completed** form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies to prepare Information Returns (Form1099). See next page for more information and Privacy Statement.

NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.

2

BUSINESS NAME *(As shown on your income tax return)*	Oakland Unified School District
SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL *(Name as shown on SSN or ITIN) Last, First, MI*	N/A
E-MAIL ADDRESS	netmgr@ousd.org
MAILING ADDRESS	1000 Broadway, Suite 300
CITY	Oakland
STATE	CA
ZIP CODE	94607
BUSINESS ADDRESS	1000 Broadway, Suite 300
CITY	Oakland
STATE	CA
ZIP CODE	94607

3

PAYEE ENTITY TYPE

CHECK ONE BOX ONLY

ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 9 4 - 6 0 0 0 3 8 5

☐ **PARTNERSHIP**

☐ **ESTATE OR TRUST**

CORPORATION:

○ **MEDICAL** *(e.g., dentistry, psychotherapy, chiropractic, etc.)*

○ **LEGAL** *(e.g., attorney services)*

○ **EXEMPT** *(nonprofit)*

● **ALL OTHERS**

☐ **SOLE PROPRIETOR, INDIVIDUAL, OR SINGLE MEMBER LLC** *(Disregarded Entity)*

ENTER SSN OR ITIN: ___ - __ - ____

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) are required by authority of California Revenue and Tax Code sections 18646 and 18661)

NOTE: Payment will no be processed without an accompanying taxpayer identification number.

4

PAYEE RESIDENCY STATUS

☑ **CALIFORNIA RESIDENT** - Qualified to do business in California or maintains a permanent place of business in California.

☐ **CALIFORNIA NON RESIDENT** *(see next page for more information)* - Payments to nonresidents for services may be subject to state income tax withholding.

○ No services performed in California.

○ Copy of Franchise Tax Board waiver of state withholding attached.

5

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

AUTHORIZED PAYEE REPRESENTATIVE'S NAME *(Type or Print)*	Colleen Calvano
TITLE	Executive Director, Technology Services
TELEPHONE *(include area code)*	510-879-2202
SIGNATURE	Colleen Calvano
DATE	August 7, 2019
E-MAIL ADDRESS	colleen.calvano@ousd.org

6

Please return completed form to:

DEPARTMENT/OFFICE	California Public Utilities Commission
UNIT/SECTION	CASF Adoption Account Administrator (Communications)
MAILING ADDRESS	505 Van Ness
TELEPHONE *(include area code)*	
FAX	
CITY	San Francisco
STATE	CA
ZIP CODE	94102
E-MAIL ADDRESS	CASF_Adoption@cpuc.ca.gov

STATE OF CALIFORNIA GAVIN NEWSOM, *Governor*

PUBLIC UTILITIES COMMISSION
505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298

July 12, 2019

Colleen Calvano
Oakland Unified School District
1000 Broadway
Oakland, CA 94607

SUBJECT: **CASF ADOPTION PROGRAM GRANT AWARD *FOR BROADBAND ACCESS***

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Adoption Program grant funding to Oakland Unified School District.

In your application, you requested $43,152.00. The CPUC has approved your CASF grant application for funding of up to $9,854 for the "Get Connected Oakland- OUSD District 2 High Schools" project.

Requirements

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application, and consistent with the Expedited Review criteria. In its application, Grantee agreed and attested to comply with the specified Expedited Review criteria, which includes meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per Decision (D.) 18-06-032. Key requirements for services the Grantee will provide its customers include, among others:

- Grantee will provide broadband access as described in its application.
- Grantee will perform education and outreach to educate the community of available broadband internet services.
- Grantee has identified a designated space for broadband access.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee must be ready to provide access within six months of the grant award.
- Grantee must complete the project within 24 months from the ramp up period.
- Grantee must sustain the adoption project for 24 months or until the project deliverables and milestones have been met.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D.18-06-032, Appendix 1. These reports include a Ramp-up period report (if applicable), a Year 1 Progress Report and a Year 2 Completion Report. Please refer to the Administrative Manual posted on the CPUC CASF website for the reporting templates.

Grantee must maintain files, invoices, and other related documentation for three years after final payment. Grantee shall make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after Grantee has incurred the expense being audited.

Payment

Grantee may submit up to three payment requests throughout the project period. Payment requests will accompany the 3 reports required above. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget.

The CPUC has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants. Please refer to the Administrative Manual posted on the CASF page on the CPUC's website for the payment request templates.

Execution and Performance

Grantee must begin the project within six months after the CPUC grant's approval (after the ramp–up period if applicable) and must complete the project within 24-months. The Grantee must complete all performance under the award on or before the termination date of the award. The CPUC may withhold or terminate grant payments if the Grantee does not comply with any of the requirements set forth in its application and compliance with the CASF. If the Grantee fails to complete the project in accordance with the terms of approval granted by the CPUC, the grantee will be required to reimburse some or all the CASF funds that it has received. Please note that the award, and all reimbursements, are contingent upon the Grantee fulfilling its obligation to provide access to the specified number of participants as described in its application.

By receiving a CASF grant, Grantee agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. In the event Grantee fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in

D.18-06-032 and this award letter, Grantee must reimburse some or all the CASF funds it has received.

Grantee must report any material changes in the entries for the application, such as discontinuing operation or bankruptcy, or change of name (DBA), change of address, telephone, fax number or E-mail address, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and CDCompliance@cpuc.ca.gov. Grantee must also notify the CPUC as soon as they become aware that they may not be able to meet project deadlines.

Award Acceptance

Should Grantee agree to the terms set herein, please sign and email the Consent form and acceptance letter (see Attachment 1). A completed and executed Attachment 1 should be emailed to CASF_Adoption@cpuc.ca.gov within 30 calendar days from the date of this letter. Should the Grantee not accept the award, through failure to submit the Consent Form within 30 calendar days from the date of this Resolution's adoption, the CPUC will deem the Grant or award to be null and void.

Attachment 2 contains the Payee Record Form which is required to process your payments. Please complete Attachment 2 and email it along with Attachment 1 to CASF_Adoption@cpuc.ca.gov within 30 calendar days from the date of this letter.

Thank you once again for your application and we look forward to your response. Please contact CASF_Adoption@cpuc.ca.gov if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

Cynthia Walker
Director
Communications Division

California Public Utilities Commission, CASF Adoption Account Application

General Information

1. Applicant/Organization Information

Applicant/ Organization Name:	**Oakland Unified School District**		
Website Address:	**www.ousd.org**	Phone Number:	**(510) 838-1525**

2. Type of Organization (select from list)

Other	501 (c)(3)	Tax ID #	**946000385**
If Other, please specify:	**School District**		

3. Contact Information

First Name:	**Colleen**	Last Name	**Calvano**	Title	**Executive Director, Technology Services**
Address:	**1000 Broadway, Suite 300**	City:	**Oakland**	Zip Code	**94607**
Email:	**colleen.calvano@ousd.org**	Phone Number:	**(510) 838-1525**		

4. Application Summary

Type of Project (select one)	**Broadband Access Project**	Project Name	Get Connected Oakland-OUSD District 2 High Schools
Applicant is requesting, or intends to request funds from other CASF sources within the next 12 months			**Yes**

Budget Request	**Total Project Cost**	**CASF Grant Request (≤85%)**	**Other Funding Sources**	**Source of Other Funding (Leveraged, Self-Funding, Both) if Applicable**
Total	**$ 205,660.00**	**$ 43,152.00**	**$ 162,508.00**	**Both**

5. Application Checklist - Please check boxes if you have reviewed and provided the following documentation:

	Adoption Account Application Form	FORM- Tab 1- Tab 5
	Cover Letter (to include company profile, and experience in providing digital literacy training or broadband access)	No Template, submit as Attachment A
	Curriculums, Brochures, Outreach materials, etc.	No Template, combine into PDF and submit as one Attachment B
	Optional: Endorsements from Communities and Letters of Support	No Template, combine into PDF and submit as one Attachment C
	If Applicable: Copy of IRS Non-Profit Tax-Exempt Ruling	No Template, submit as Attachment D
	Notarized Affidavit	See Template, submit as Attachment E

6. Certification & Affidavit

	I, the undersigned, am a legal representative of the Applicant, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all of the statements and representations made in this Application are true and correct.

7. Signature

Electronic Signature		Date	**2/27/2019**

California Public Utilities Commission, CASF Adoption Account Application
Project Description

1. Project Name

Get Connected Oakland- OUSD District 2 High Schools

2. Type of Project

Broadband Access Project

3. Area/ Community/ Location to be Served

Address:	1000 Broadway	State:	CA
City:	Oakland	Zip Code:	94607
Community/County/Census Block/ Other delineation		OUSD Board of Education District 2	

4. Project Costs and Grant Request

Grant Request	$ 43,152.00
Leveraged Funding	$ 162,508.00
Total Project Costs	$ 205,660.00

5. Expedited Review Eligibility

Does the project meet all the criteria for expedited review? (See tab 3)	Yes

6. Needs Assessment

or below the CARE income limits for a	Yes	What is the Median Income		$35,947
Is the Broadband Adoption Level *is at or below* the Statewide Average?	Yes	What is the current Broadband Adoption level of Community?		At 81% (ACS 2016 1-Yr), Oakland has a lower broadband adoption rate than the 87% statewide average (CETF 2017 Annual Survey).
Describe the following Demographic Makeup of the Community:	Primary Language (if not English)	Spanish	Avg Age	<18
	Level of Education	< High School	Avg	$36,211

Identify Existing Community Problems, Needs, or other Socioeconomic Barriers

The Bay Area cost of living continues to rise and the housing crisis dramatically effects under resourced individuals. Community-wide:
- 52% (ACS 2012-2016 5 YR) of the community is Latino, a subgroup that is most disconnected according to CETF's Annual Survey.
- There is a large, growing immigrant population;42.5% of residents are foreign born and 27.6% are not US Citizens (ACS 2012-2016 5 YR) of the population is foreign born, in need of support and resources.
- 55.4% of adults have educational attainment of high school diploma or below
- 23.1% of adults dropped out of the educational system before 9th grade
- 64.9% of residents speak language other than English, with Spanish-speaking residents comprising 45.1% of population.
- Unemployment rate is 11.6%, nearly 3 times the statewide average.

Districtwide statistics include:
- 36,900 students in grades TK-12
- 850 homeless students in 2017-18
- 2,500 students have newly arrived to the United States
- 12,042 English Language Learners (ELL) students, 1/3 of our total student population
- 74.5% of students qualify for the free or reduced lunch program

7. Partnerships & Community Support	Yes/ No	Details
Is the proposed project being supported by members or organizations in the community? If yes, please specify.	Yes	The proposed project is supported by the Mayor's Office, Oakland Public Libraries, Oakland Unified School District, and Tech Exchange, a local nonprofit. Representatives from each of these institutions meet monthly as part of Get Connected Oakland. Get Connected Oakland is a collaborative of dedicated organizations committed to close our community's digital divide. The group is comprised of the Mayor's Office, Oakland Unified School District, Oakland Public Library, Oakland Parks, Recreation & Youth Development, East Bay Broadband Consortium, David E. Glover Education and Technology Center, Kapor Center, and Tech Exchange. The active group meets monthly to set strategy and plan community outreach efforts. The collaborative has provided more than 10,000 homes with needed digital resources, however, there is much more work to be done.
Are there existing partnership with any Community Based Organizations, Internet Service Providers, media groups, for-profit companies, and other applicable organizations? If yes, please specify.	Yes	Oakland Unified has a long standing partnership with Tech Exchange, a local non-profit organization. Tech Exchange sets up computer labs in the District's schools as well as provides Oakland families with free or low-cost refurbished computers. Oakand Unified School District also works with Oakland Public Libraries, Oakland Parks, Recreation & Youth Development, the East Bay Broadbad Consortium, the Glover Education and Technology Center, Kapor Center, CommonSense Media and EVERFI.

Are there existing partnerships with carriers and any existing affordable plans that will be offered in the community? If yes, please specify.	Yes	Oakland Unified School District was awarded the 1 Million Project grant in 2017 which provides broadband-enabled devices to Oakland Unified high school students every year for five years. As part of this project, students receive free devices with unlimited data at no cost until graduation. The 1 Million Project is designed to bridge the digital divide by providing hotspot connectivity at home for students in low-income households who lack Internet access. The 1 Million Project partners with Sprint to provide broadband access. In addition, the Oakland community has access to other low-cost carriers such as Comcast and AT&T, which offer discounted home internet.
Are other funding sources being leveraged for this project? If yes, please specify.	Yes	Funding sources for this project include Oakland Unified School District and Tech Exchange, which fund largely technical and adminstrative support for the project.
8. Outreach, Training and Enrollment		
Describe any planned outreach efforts. Please include the projected number of participants expected to be reached through these activities.	Outreach efforts will focus specifically on high schools students and their families. The project will focus on the distribution of broadband-enabled devices for home and school use and will prioritize newcomer students, student equity groups and career pathways. Outreach will rely on high school liaisons from Oakland Unified School District's Office of Equity, including African American Male Achievement, African American Female Excellence, and Latino Men & Boys, and the District's Linked Learning Office. Data shows that 1,735 high school students in District 2 have qualified for Free and Reduced Lunch (FRL) in 2018-19 and these students will be prioritized as FRL is a metric for low-income households. Principals, teachers, and central leadership will participate in the outreach efforts, including distributing flyers. Flyers have been translated into multiple languages to meet the need of the large number of English Language Learners in the district. Banners and posters have all been provided as an in-kind contribution from the 1 Million Project and will be strategically placed on school campuses.	
Project the number of participants who will receive information regarding broadband plans in the community.	Oakland Unified School District requires parents be notified that their students will be receving tablets as part of the 1Million Project. The notification provide information about the devices and services. Students must also complete an online Student Technology Agreement, which outlines the procedures for reporting lost, stolen or broken devices and the district expectations for responsibly using and maintaining devices. This project will concentrate on the distribution of the District's tablet inventory across three districts where students from across the district attend. District 2 in Oakland Unified School District has 2,016 high school students of which 1,735 students have been identified as FRL. Over the next two years, this project will focus on FRL students in equity groups, newcomer, and in career pathways which account for 1,215 students. Career pathways have lead teachers and coaches, which will be integral to the success of the program. Since FRP students are in need of home access to broadband, this cohort will receive communication materials and parental notification in their home language. In total 2,430 students and parents are projected to receive information on the 1 Million Project devices in District 2, which is calculated based on the FRL count of students in pathways in addition to at least one parent per student reviewing the materials.	
Project the number of new residential broadband subscriptions to result from the project (include assumptions and data sources used to compile estimates).	The projected number of residential broadband subscriptions to result in this project is 868 with 609 eligible pathway students to receive broadband tablets. The projected number of households takes into account varying student need as well as the fact that many students have siblings and share the same household. Estimated students with internet need is based off of a 50% calculation of the total FRL count.	
Describe any planned improvements to an existing space for training or broadband access, including the purchase of computing devices and any installation or set-up activities.	This project does not require the purchase of student computing devices as all the devices are donated as part of the 1 Million Project. Oakland Unified School District will leverage training spaces internally as well as in partnership with Tech Exchange and Oakland Public Libraries. Funds from this project will not be used for improvements to these existing spaces.	
Describe any set up of a new space for training or broadband access, including the purchase of computing devices and any installation or set-up activities.	Oakland Unified School District will purchase laptops to support the program manager and administrative staff out of its Technology Services budget. Project funds will go directly to the staff and travel required to ensure the success of the 1 Million Project and that students in need of internet access have the opportunity to receive a free device and service.	
a. For Digital Literacy Projects only		
Describe the type of training to be provided. Please also project the number of participants to be trained by the project.		
Project the number of participants who will receive tutoring or other digital literacy instruction outside of the 8-hour training.		
b. For Broadband Access Projects only		
Project the number of participants to be served by the project and the projected number of hours of access to be provided.	The 1 Million Project provides unlimited broadband access until the student graduates from high school. 9th graders would have broadband access on their device for 35,040 hours, 10th graders would have 26,280 hours of access, 11th graders woud have 17,530 hours and 12th graders would have 8,760 hours. Estimates are based on 8,760 hours in a year.	

California Public Utilities Commission, CASF Adoption Account Application		
Preference Checklist and Expedited Review Request		
1. Project Name & Type of Project		
Get Connected Oakland- OUSD District 2 High Schools	Broadband Access Project	
2. Preference Checklist	**Yes/No**	
a. Project serves a low-income population (The community with a median household income at or below the CARE income limits for a household of four)	**Yes**	
b. Project is serving a community with a high percentage of residents with limited English proficiency. (More than 50% of residents have limited English proficiency)	**Yes**	
c. Project is serving a community with a high percentage of residents with limited educational attainment.(More than 50% of residents have only a high school diploma or less.)	**Yes**	
d. Project is serving a rural community. A project is located in a "rural" area if it meets one of the following criteria: 1) It is in area that is eligible for federal program under the United States Department of Agriculture (USDA) Section 515 program; 2)It is in a city with a population of 40,000 or less or in a non-urbanized area; or 3) It is in an unincorporated area of a county and is not in an urbanized area.	**No**	
e. Project has community support, endorsements and/or partnerships.	**Yes**	
f. Project is serving a community with some other demonstrated disadvantage which affects broadband adoption, documented by applicant.	**Yes**	
g. Project considers coordination with other public purpose programs and funding sources.	**Yes**	
3. Expedited Review Eligibility	***Digital Literacy Projects***	***Broadband Access Projects***
expedited review. Applications not meeting all the below criteria may still be considered for a grant via the traditional		
a. Project serves a low-income population		**Yes**
b. Applicant is a local government, senior center, school, public library, nonprofit organization, or community-based organization with programs to increase publicly available or after-school broadband access and digital inclusion, such as digital literacy training programs.		**Yes**
c. Grant request is $100,000 or less.		**Yes**
d. Applicant will perform education and outreach to educate the community of available broadband Internet services.		**Yes**
e. Applicant or partner organization possesses at least one-year experience in digital literacy training or has previously carried out at least one digital literacy project.		NA
f. Applicant will provide at least 8 hours of digital literacy training to each participant, through digital literacy classes, one on one tutoring or self-paced instruction.		NA
g. Applicant must provide classes within six months of being selected for a CASF grant and will submit a work plan with major milestones showing how they propose to meet this deadline.		**Yes**
h. Applicants must sustain the adoption project for 24 months or earlier if work plan milestones/deliverables have been accomplished.		**Yes**
i. Applicant has identified a designated space for digital literacy training or broadband access.		**Yes**
j. If the applicant will be provisioning the training space with computing devices for community training rooms or other public space, the requested reimbursable cost will be no more than $750 per device, with a maximum of 15 devices per location.		**Yes**
k. If the applicant will be providing take-home computing devices for those completing the digital literacy training courses, the requested reimbursement is limited to $150 per device, limited to one device per eligible household, and is limited to $10,000 per application/project location.		NA
l. Project provides device technical support responses within 24 hours.		**Yes**
m. Device technical support (not network), either by phone or in person, will respond within 24 hours. Refurbished devices will have at least a six-month warranty. New devices will have at least a 30-day warranty.		**Yes**

California Public Utilities Commission, CASF Adoption Account Application

Work Plan & Performance Metrics

1. Project Name

Get Connected Oakland- OUSD District 2 High Schools | **Broadband Access Project**

2. Work Plan and Performance Metrics

Up Period

Milestone Task/ Activity	Beginning Month	End Month	Deliverable or Outcome	Description of how the Deliverable/Outcome will be tracked or measured?
Task/Activity			*What determines completion of Task? What goal to be Achieved?*	*How will this be tracked?*
Recruit Staff	6/1/2019	9/1/2019	Consultant recruited through Tech Exchange and OUSD.	Recruitment of staff will be onboarded by Tech Exchange and ready to assume duties.
Develop Outreach Schedule	9/1/2019	12/31/2019	Staff will work with Tech Exchange, Linked Learning, the OUSD Equity Office and high school administrations to develop an outreach schedule to provide information and implement delivery of hotspot-enabled tablets to students during the 2019-20 school year. Subsequent years will use this schedule with minor modifications to provide ongoing delivery of tablets.	Staff will create project trackers available to both OUSD team members and to Tech Exchange. Fully developed schedule will be communicated to high schools.
Order Supplies/Equipment	6/1/2019	7/1/2019	Order laptop for staff use.	Equipment is delivered and in use.
Print/Distribute Outreach material	8/1/2019	10/1/2019	Order banners for information booths during high school registration. Develop program flyers in mutiple languages to address English Language Learner challenges of students and families.	Banners ready for use. Flyers created and distributed to schools and families.
Develop Evaluation Processes, Tools, Structure	6/1/2019	9/1/2019	Staff will develop processes to manage the distribution of hot spot devices, maintain equipment levels and evaluation of the effectiveness of the program.	Distribution schedules have been created, devicces have been ordered and inventoried, and a survey mechanism has been created to determine effectiveness of the program.

Ramp

Registration/Enrollment Process	8/1/2019	9/31/2020	Staff works with schools and district programs to provide students with hotspot-enabled tablets.	As part of the 1Million Project's updated Terms and Conditions, a list of students is pulled from the Student Information System and is provided to the 1Million Project team for activation. Devices are delivered to Tech Exchange and subsequently delivered to sites. Sites provide parents with notification.
Conduct Training/Provide Access	8/1/2019	11/30/2019	Staff works with students and families to provide information on how to use devices at home, including one-pagers on how to enable broadband access and support services provided by the 1 Million Project. Videos will be developed and curated for use across high schools in the district.	Attendance to trainings will be reported and satisfaction survey to be provided to families. Successful training should result in increased usage for the device, which is tracked by the 1 Million Project.
Provide Technical Support (if applicable)	8/1/2019	11/30/2019	Staff to repair or replace damaged, lost or stolen devices under the District's protocol. Replacements will be provided while supplies last.	Repaired devices to be tracked in a spreadsheet. Devices that are lost or stolen will be reported to the 1 Million Project and blacklisted per regulation. Replacements will be activated in the 1 Million Project's system.
Implement Tracking/Reporting of Progress	8/1/2019	12/31/2019	Equipment spreadsheets updated to reflect distribution of devices.	
Other:				
Other:				
Other:				
Other:				
Allowed up to 6 months from Grant Approval for Ramp Up				
Milestone Task/ Activity	**Beginning Month**	**End Month**	**Deliverable or Outcome**	**Description of how the Deliverable/Outcome will be tracked or measured?**
Task/Activity			***What determines completion of Task? What goal to be Achieved?***	***How will this be tracked?***

Project Deployment Period	Provide Technical Support (if applicable)	1/1/2020	6/1/2020	Staff to repair or replace damaged, lost or stolen devices under the District's protocol. Replacements will be provided while supplies last.	Repaired devices to be tracked in a spreadsheet. Devices that are lost or stolen will be reported to the 1 Million Project and blacklisted per regulation. Replacements will be activated in the 1 Million Project's system.
	Print/Distribute any Training or Outreach material (if applicable)	1/1/2020	3/1/2020	Replenish outreach materials as needed.	Requests for outreach materials tracked.
	Implement Tracking/Reporting of Participation	1/1/2020	6/1/2020	The number of students receiving a device should meet the target number of students. The distribution of tablets should meet or exceed 306 students.	Google forms created to track distribution of devices to students. Every month the 1Million Project will provide OUSD with usage data so sites can determine student participation and reach out to students who have demonstrated low or no usage.
	Update Outreach Material (as needed)	1/1/2020	3/1/2020	Update outreach material based on feedback from 2019-20 distribution of hotspot devices in preparation for the 2020-2021 school year.	Outreach material is prepared and distributed to middle schools to capture 8th graders that are promoting to 9th garde. Material will also be provided to the Linked Learning staff who manages site-based career pathways, newcomer coordinators, and equity program managers.
	Continued Reporting of Progress	1/1/2020	6/1/2020	Equipment spreadsheets updated to reflect distribution of devices.	Spreadsheets updated and additional hotspots ordered to replenish supplies.
	Perform Tasks Related to Regulatory Compliance (evaluation, reporting, Invoicing, etc.)	10/1/2020	12/31/2020	CASF Invoiced for program expenses and final project report filed. Students complete end-of-year 1 Million Project survey in compliance with the grant deliverables.	OUSD receives CASF funds for program expenditures. 1 Million Project receives student responses.
	Other Administrative Tasks				
	Other:				
	Other:				
	Other:				
	Project must be completed within 24 months after Ramp Up Period or earlier if work plan milestones/deliverables have been accomplished				

California Public Utilities Commission, CASF Adoption Account Application

Detailed Budget Request

1. Project Name						
Get Connected Oakland- OUSD District 2 High Schoo	**Broadband Access Project**					
2. Total Amount of Funds Requested for this Project						
Total Grant Request:	$43,152					
3. Budget Breakdown			**Total Cost**	**Grant Request**	**Leveraged**	**Self-Funding**
3. a Equipment Breakdown	**Unit Price**	**Quantity**				
**In-Classroom Computing Devices*			$ -			
**Take Home Computing Devices (Digital Literacy only)*			$ -			
Printers			$ -			
Routers			$ -			
Software			$ -			
Delivery Cart	$ 80.00	1	$ 80.00	$ 80.00		
Other: Laptop Case	$ 50.00	1	$ 50.00		$ 50.00	
Other: Laptop for Staff	$ 1,000.00	1	$ 1,000.00			$ 1,000.00
Other: Projector	$ 400.00	1	$ 400.00		$ 400.00	
Total Equipment and Supplies Budget			$ 1,530.00	$ 80.00	$ 450.00	$ 1,000.00
3. b Program Administration Breakdown						
Marketing and Outreach Efforts			$ 1,240.00	$ 660.00	$ 580.00	
**Travel Expenses*			$ 9,000.00			$ 9,000.00
Staff/Instructors			$ 120,130.00	$ 33,652.00	$ 41,478.00	$ 45,000.00
Technical Support			$ 45,000.00		$ 45,000.00	
Administrative Support			$ 20,000.00		$ 5,000.00	$ 15,000.00
Website Adminstration			$ 1,500.00	$ 1,500.00		
Outreach Materials			$ 7,260.00	$ 7,260.00		
Other:						
Total Program Administration Budget			$ 204,130.00	$ 43,072.00	$ 92,058.00	$ 69,000.00
3. c Other Breakdown						
Other:			$ -			
Other:			$ -			
Total "Other" Budget			$ -	$ -	$ -	$ -
Total Project Costs			$205,660	$43,152	$92,508	$70,000
Participants to be Trained/Provided Access						609
Average Investment Per Participant	$					337.70
Average GRANT Investment Per Participant	$					70.86

**Please ensure that all grant requests for these categories are within the reimbursable limits approved for the respective programs. Refer to the Adoption Account Administrative Manual.*

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Alameda)
On 2-27-19 before me, MILDRED OTIS, NOTARY,
Date *Here Insert Name and Title of the Officer*
personally appeared Colleen Calvano
Name(s) of Signer(s)
N/A,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

MILDRED OTIS
Notary Public - California
Alameda County
Commission # 2227431
My Comm. Expires Jan 29, 2022

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

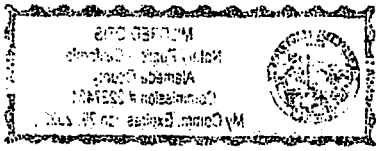
Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: CPUC Grant Application for District #2
Document Date: 2-27-19 Number of Pages: 10
Signer(s) Other Than Named Above: N/A

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☒ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____



CPUC Broadband Adoption Account Application
Attachment E

NOTARIZED AFFIDAVIT

My name is Colleen Calvano. I am Executive Director, Tech [Title] of Oakland Unified School District [Name of Organization to receive grant]. My personal knowledge of the facts stated herein has been derived from my employment with Oakland Unified School District [Name of Organization to receive grant]

I swear or affirm that I have personal knowledge of the facts stated in this Application for the California Advanced Services Fund, I am competent to testify to them, and I have the authority to make this Application on behalf of and to bind the Company.

I further swear or affirm that Oakland Unified School District [Name of Organization to receive grant] agrees to comply with all federal and state statutes, rules, and regulations, covering broadband services and state contractual rules and regulations, if granted funding from the California Advanced Services Fund.

I swear or affirm that I agree to comply with Rules 1.11 and 2.2 of the California Public Utilities Commission's Rules of Practice and Procedure.

I swear or affirm, under penalty of perjury, and under Rule 1.1 of the California Public Utilities Commission's Rules of Practice and Procedure, that, to the best of my knowledge, all of the statements and representations made in this Application are true and correct.

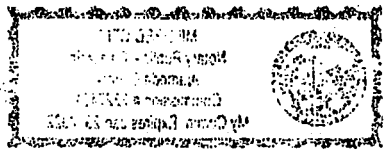
If Oakland Unified School Dist[Grantee Name] violates the terms and conditions of a CASF award or other program and project compliance requirements, it shall be subject to Public Utilities Code Sections 2108 and 2111. The Commission may impose the maximum penalties allowed under Public Utilities Code Sections 2108 and 2111 for failure to meet the program and project compliance requirements, as determined by the Commission.

Colleen Calvano Exec Dir TS
Signature and title

Colleen Calvano
Executive Director, Technology Services
Type or print name and title

SUBSCRIBED AND SWORN to before me on the 27 day of Feb, 2019.
Notary Public In and For the State of California
My Commission expires 1-29-22

MILDRED OTIS
Notary Public – California
Alameda County
Commission # 2227431
My Comm. Expires Jan 29, 2022



TECHNOLOGY SERVICES

OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

February 27, 2019

Ms. Cynthia Walker
Communications Division
Attn: California Advanced Services Fund
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

Dear Ms. Walker,

In California's most diverse city, Oakland Unified School District (OUSD) is dedicated to creating a learning environment where *"Every Student Thrives!"* In the 2017-18 school year OUSD educated 36,900 students coming from a wide range of ethnic and social backgrounds. More than half of our students speak a non-English language at home and 30% of all students are classified as English Language Learners. In addition, 74.5% of our students qualify for the National School Lunch Program.

OUSD is committed to preparing all students for college, career and community success. Over the past five years the district has implemented 50 college and career pathways, many of which prepare students for technical careers in computer science. We now have over 80% of our high school students in grades 10-12 enrolled in a pathway which has lead to higher graduation rates over the past two consecutive years.

Each of our 87 schools is staffed with talented individuals uniting around a common set of values: Students First, Equity, Excellence, Integrity, Cultural Responsiveness and Joy. We are committed to preparing all students for college, career and community success. The district provides supports for over 80 Ed Tech applications and promotes digital literacy with our partners, Common Sense Media and Tech Exchange. We have Data and Technology Leads who support our schools by acting as trainers to other teachers in the use of educational technology and digital literacy as a means of helping to close the digital divide for out students.

Over the last six years, OUSD has invested millions of dollars to upgrade its aging infrastructure, provide districtwide wireless access, purchase a fleet of chromebooks, implement professional development sessions on digital tools and improve bandwidth to all sites to support learning. In 2017 the district was awarded the 1 Million Grant and has now embarked upon making high speed internet not only available at school, but also at home.

We are seeking funding from the CPUC to help us further our outreach efforts to high school students in Oakland.

Sincerely,

Colleen Calvano
Executive Director, Technology Services

1000 Broadway, Suite 300, Oakland, CA 94607

510.838.1525 ph
www.ousd.org