

File ID Number	13-1205
Introduction Date	6/26/13
Enactment Number	13-1245
Enactment Date	6/26/13
By	OA



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

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

June 12, 2013

To: Board of Education

From: Tony Smith, Superintendent  
Maria Santos, Deputy Superintendent of Instruction, Leadership & Equity-in-Action  
Curtiss Sarikey, Associate Superintendent of Family, School, and Community Partnerships Dept.  
Barbara McClung, Coordinator, Behavioral Health Department

Subject: **District Submitting Grant Agreement**

**ACTION REQUESTED:**

Approval and support by the Board of Education of District applicant submitting Standard Grant Agreement for OUSD schools for fiscal years 2012-2014 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

**BACKGROUND:**

Grant proposal for OUSD schools for the 2012-2014 fiscal year were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant agreement packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
13-1205	Yes	Grant	Oakland Unified School District Elementary, Middle, and High School Sites	To provide allowable supplementary educational activities and support services to eligible refugee students.	9/15/2012 to 8/14/2013	State of California-Health and Human Services Agency, California Department of Social Services: Refugee School Impact Grant	\$87,000.00

**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 agreement 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: \$87,000.00

**RECOMMENDATION:**

Approval and support by the Board of Education of District applicant submitting a Standard Grant Agreement for OUSD schools for fiscal year 2012-2014 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

**ATTACHMENTS:**

Grant Face Sheet

Standard Grant Agreement

Exhibit A: General Terms and Conditions/Scope of Work

Exhibit B: School District Application

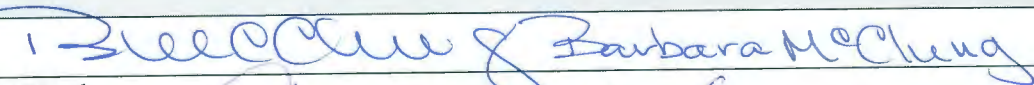
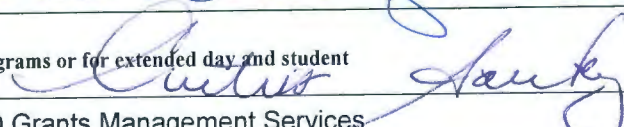
Department of Social Services, Award Announcement

OUSD Grants Management Face Sheet

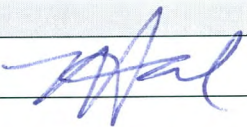
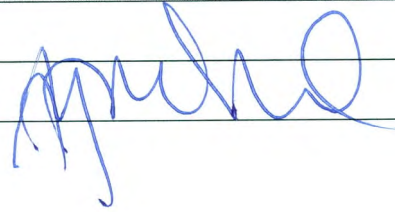
<b>Title of Grant:</b> Refugee School Impact Grant	<b>Funding Cycle Dates:</b>
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Oakland Unified School District 746 Grand Avenue Oakland, CA 94610	<b>Grant Amount for Full Funding Cycle:</b> \$ 150,000
<b>Funding Agency:</b> California Dept of Social Services Refugee Programs Bureau 744 P Street M.S. 8-9-646 Sacramento, CA 95814	<b>Grant Focus:</b> Services to support enrollment, summer school, after school, college readiness, and parent education programs for newly arriving Refugee and Asylee students in OUSD.
<b>List all School(s) or Department(s) to be Served:</b> 35 OUSD schools with high numbers of Refugee Students including Oakland International High School, Roosevelt Middle School, and Franklin and Manzanita Elementary Schools.	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Refugee and Asylee Students face many challenges assimilating to a new culture and school system. By providing targeted and ongoing case management, tutoring, academic counseling, after school and summer enrichment, and parent outreach and education, Refugee students reach higher levels of achievement on US standards.
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 5.17% 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 impact on participating student achievement for Refugee and Asylee students will be measured through ELD Improvement (CELDT), School Attendance, High School Graduation rates, Credit Recovery, and CAHSEE pass rates.
Does the grant require any resources from the school(s) or district? If so, describe.	N/A
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 4.57% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Yes
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.)	N/A. The program is provided before, after-school, and during the summer months. Other components of the program are integrated into the classroom.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Barbara McClung, Coordinator, Behavioral Health Initiatives 746 Grand Ave. Oakland, CA 94610 <a href="mailto:Barbara.mcclung@ousd.k12.ca.us">Barbara.mcclung@ousd.k12.ca.us</a> 415-533-3709

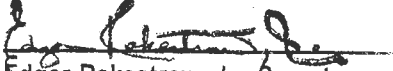
**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal			5/28/13
Department Head (e.g. for school day programs or for extended day and student support activities)			5/28/13

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		6/7/13
Superintendent	Tony Smith		6/10/13

**Certified:**

  
Edgar Rakestraw, Jr., Secretary  
Board of Education



**STANDARD AGREEMENT**

**GRANT** (NEW)  (AMENDED)

This Agreement is entered into between the State Agency and the Grantee named below:

AGENCY California Department of Social Services	STATE GRANT NUMBER 1214RSIG
GRANTEE Oakland Unified School District	GRANT I.D. NUMBER RSIG12OU

I. **THE PARTIES** mutually agree and understand that this agreement is a legally binding document, inuring to the benefit of the public that is authorized pursuant to Section 412 (c)(1)(A) of the Immigration and Nationality Act. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this agreement.

- |  |                        |  |
|--|------------------------|--|
| Exhibit A – General Terms and Conditions/Scope of Work | _____ 9 _____ Page(s)  | If Amended<br><input type="checkbox"/> |
| Exhibit B – School District Application                | _____ 49 _____ Page(s) | <input type="checkbox"/>               |
| – Proposed Expenditure Report                          |                        |  |
| – Refugee Student District Enrollment Form             |                        |  |
| – Collaboration Form                                   |                        |  |
| – Assurance Form                                       |                        |  |
| – Debarment and Suspension Certification               |                        |  |
| – Drug-Free Workplace Certification                    |                        |  |
| – Nondiscrimination Clause Certification               |                        |  |
| – Privacy, Security, and Confidentiality               |                        |  |
| – Certification Regarding Lobbying                     |                        |  |

II. **TERMS**

The term of this Agreement shall be from September 15, 2012 through August 14, 2013.  
Date Date

III. **MAXIMUM AMOUNT PAYABLE**

The maximum amount payable under this Agreement shall not exceed (enter both numeral and text)

\$ 87,000.00 / Eighty Seven Thousand dollars.

**IN WITNESS WHEREOF, this agreement has been executed when signed by all parties hereto.**

STATE OF CALIFORNIA		GRANTEE	
AGENCY California Department of Social Services		GRANTEE Oakland Unified School District	
BY (AUTHORIZED SIGNATURE) <i>Will Lightbourne</i>		BY (AUTHORIZED SIGNATURE) <i>Curtis Sarikey</i>	
PRINTED NAME OF PERSON SIGNING Will Lightbourne	DATE 4/11/2013	PRINTED NAME OF PERSON SIGNING Curtis Sarikey	DATE 3/21/13
TITLE Director, CA Department of Social Services		TITLE Associate Superintendent	
ADDRESS 744 P Street		ADDRESS 746 Grand Avenue	
CITY, STATE, ZIP Sacramento, CA 95814		CITY, STATE, ZIP Oakland, CA 94612	

By: *[Signature]*  
Attorney at Law

## **Refugee School Impact Grant General Terms and Conditions and Scope of Work**

By submitting an application for funding, the applicant understands that as a condition of funding, successful applicants (Grantees) agree to the following general terms and conditions and scope of work.

### **GENERAL TERMS AND CONDITIONS**

1. Undertake, carry out, and complete, in a competent manner, all of the work and services set forth in this Scope of Work and the Grantee's approved application for funding.
2. Abide by all requirements in the Office of Refugee Resettlement (ORR) funding notice, Refugee School Impact Grant (RSIG) announcement, Request for Applications, school district application, and any other requirements related to the RSIG program.
3. Expend funds as described in the approved application unless prior written permission is granted by the California Department of Social Services, Refugee Programs Bureau (RPB).
4. Identify and serve eligible refugee students as defined in Title 45 Code of Federal Regulations (CFR) Sections 400.43 and 401.2, and other relevant statutes, regulations and guidelines, and keep student and eligibility records available for review by the United States (U.S.) Department of Health and Human Services/Administration for Children and Families (DHHS/ACF), ORR, and RPB at all times.
5. Maintain and manage records of participating RSIG students, program activities, and expenditures in accordance with all applicable federal and California state privacy laws.
6. Use the funds from this program to provide allowable supplementary educational activities and support services to eligible refugee students.
7. Submit the RSIG Semi-Annual Progress Report to the RPB by the due dates specified.
8. Submit the RSIG Final Performance Report, covering the two-year grant cycle, to the RPB by the due date specified.
9. Participate and present at conferences and workshops, at the request of RPB, in order to (1) disseminate and share RSIG program knowledge and best practices,

(2) network and exchange information with other organizations regarding the RSIG, and (3) disseminate information regarding federal grant activities.

10. Certify, to the best of the Grantee's knowledge and belief, that the Grantee, subgrantees, or subcontractors are not debarred or suspended from federal financial assistance programs and activities or proposed for debarment, declared ineligible or voluntarily excluded from participation in covered transactions by any federal department or agency. The Grantee also certifies that the Grantee, subgrantees, or subcontractors are not listed on the Excluded Parties Listing System ([www.epls.gov](http://www.epls.gov)).

These provisions have no force or effect until a Standard Agreement Form is signed by both parties. A grant award is not legally in effect until approved by RPB and the authorized Grantee agent.

The Standard Agreement may be terminated without cause by either party by giving 30 calendar days advance written notice by certified mail to the other party. The notification shall state the effective date of the termination. RPB shall pay only the reasonable value of the satisfactory services rendered, as determined in RPB's sole discretion, through the date of termination.

### **SCOPE OF WORK**

The RSIG program is authorized by section 412(c)(1)(A)(iii) of the Immigration and Nationality Act (8 U.S.C. 1522 (c)(1)(A)), as amended. The funding available under this program is designed to support local school systems that are impacted by significant numbers of newly-arrived refugee children. The primary focus of this grant is to help newly-arrived refugee school-age children who are making major initial adjustments and school-age children who have been in the U.S. for three years or less and face persistent and continuing challenges in school.

ORR has awarded RPB funding for the RSIG grant period of September 15, 2012 through August 14, 2013 to provide supplemental educational/support services to school-age refugee children. RPB is awarding grants to up to six school districts for the provision of services in the following eligible counties: Alameda, Los Angeles, Orange, Sacramento, San Diego, and Santa Clara.

RPB will apply to ORR for continuation funding for the 2013-14 grant period subject to the satisfactory progress of the California RSIG projects and the availability of funds. Continued funding for school districts is subject to the satisfactory progress in their RSIG projects and the availability of federal funds. Awards shall be based on one-year budget periods.



## I. THE PARTIES

A. This Agreement is between successful applicants (Grantees) and the RPB.

## II. GRANTEES' RESPONSIBILITIES

The Grantees shall:

- A. Identify and serve eligible refugee students as defined in Title 45 CFR Sections 400.43 and 401.2 and other relevant statutes, regulations, and guidelines. Maintain copies of federal documentation, as listed in State Letter 00-17, that verifies eligibility of participants and make these copies available for review and/or audit by DHHS/ACF, ORR, and RPB.
- B. Collaborate and provide evidence of collaboration as instructed by RPB with the county refugee coordinator (CRC), one voluntary agency (VOLAG), and three service providers. This collaboration must be documented as on-going, and serve as a critical component to the program's design, implementation, and operations. (Grantees are also required to attend the local refugee forum meetings if forum meetings are held in the area.)
- C. Provide prompt and unrestricted access to RPB to any documentation, files, reports, materials, or data assembled/developed by Grantee for the RSIG, and maintain:
  - a. individual student files that include, but are not limited to, the following performance measures and documentation:
    - 1. English language and math grades, standardized testing, and/or pre-post test results that, to the extent possible, measure the impact of RSIG activities on the refugee student
    - 2. school/RSIG program attendance records
    - 3. acceptable documentation of participants' eligibility for RSIG services
  - b. complete records of program activities and expenditures of the RSIG that include, but are not limited to, the following performance measures:
    - 1. number of students served by activity
    - 2. number of students projected to complete/completed grade level or graduation requirements
    - 3. school/RSIG program attendance records
    - 4. documentation of the provision of services
    - 5. evidence of collaboration with CRCs, VOLAGs, and service providers
- D. Expend RSIG funds only for those activities that are allowed under the grant, including but not limited to (unless prior written approval from RPB has been obtained by the Grantee):
  - 1. supplemental English-as-a-Second Language instruction
  - 2. development and use of school curricula that encourage optimum learning and acquisition of necessary skills



3. after-school tutoring programs focused on helping refugee students understand and complete assignments
  4. after-school/summer programs that support remedial work or promote school readiness
  5. parental involvement programs
  6. mentoring
  7. interpreter services for parent/teacher meetings and conferences
  8. services of bilingual/bi-cultural counselors and aides
  9. staff training on refugees' culture and use of English as a Second Language teaching materials
  10. utilization of modern technology deemed to speed up English language acquisition and other school related skills
  11. utilization of special educational materials proven to help children with learning disabilities
  12. evaluation of the effectiveness/outcomes of the services provided
  13. other activities approved in writing by the RPB prior to implementation
- E. Implement the program and expend the funds as described in the approved application unless written permission is granted by RPB for any modifications.
- F. Submit an application for funding for the August 15, 2013 to August 14, 2014 grant period by the due date specified and in compliance with the RPB Request for Applications (RFA) specifications. Continuation funding is subject to RPB receipt of funding from ORR and satisfactory progress of RSIG programs.
- G. Provide RSIG Semi-Annual Progress Reports in the format and within the time frames specified by RPB. The reporting periods and reporting dates are listed below:

Period Covered	Due to RPB
09/15/2012 – 02/14/2013	02/28/2013
02/15/2013 – 08/14/2013	08/30/2013

**NOTE: These reports from the Grantee are an integral part of the state's ability to meet federal RSIG requirements. Completion of reports is the Grantee's responsibility.**

- H. Provide RSIG Final Performance Reports in the format and within the time frame specified by RPB.
- I. Provide RSIG Expenditure
- J. Reports, school district invoices, and supporting documentation on a quarterly basis in the format and within the time frames specified by RPB (See page 10 for due dates).

- K. Meet with RPB staff as necessary regarding the operation of the RSIG program.
- L. Reimburse RPB for any disallowed costs as determined by a state and/or federal audit or review.
- M. Abide by all requirements in the RSIG announcement, RFA, school district application, ORR funding notice, and any other requirements related to the RSIG program
- N. Perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 as mandated by the federal Office of Management and Budget (OMB) Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Failure to comply may be cause for disqualification from participating in the RSIG.
- O. Provide a copy of the annual A-133 financial and compliance audit report to RPB within 30 days of receipt from the independent auditors by the school district. Grantees should report to RPB of any significant A-133 audit findings. Failure to comply may be cause for disqualification from participating in the RSIG.
- P. Ensure that federal RSIG funds are expended in accordance with the uniform administrative requirements and cost principles of 45 CFR, Part 74 (Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-profit Organizations, and Commercial Organizations). Grantees are responsible for ensuring that RSIG funded activities comply with all applicable federal and state laws.
- Q. Abide by the provisions of the Consolidated Appropriations Act, 2012 (Public Law 112-74), enacted December 23, 2011, which limits the salary amount that may be awarded and charged to DHHS/ACF grants and cooperative agreements. This law places a salary cap of \$179,700 on the executive salary that may be funded using RSIG monies. Awards funded under the RSIG may not be used to pay the salary, or any percentage of salary, to an individual for any amounts above the \$179,700 salary cap. Any portion of the salaries that is above the cap must be funded with other monies. This salary limitation also applies to subawards/subcontracts under an ACF grant or cooperative agreement. Additional information may be accessed at: <http://www.gpo.gov/fdsys/pkg/PLAW-112publ74/pdf/PLAW-112publ74.pdf>
- R. Amendments to the Scope of Work must be initiated in writing by either RPB or the Grantee, and must be approved in writing by both parties, before any changes can be implemented.

### **III. RPB RIGHTS AND RESPONSIBILITIES**

RPB shall:

- A. Provide program consultation and technical assistance to the Grantee. An RPB Grants Manager will be assigned to assist the Grantee. The Grants Manager will be the primary contact responsible for consultation and assistance to the project.
- B. Monitor and evaluate the Grantee's performance, expenditures, and service levels for compliance with grant requirements. RPB may review data, eligibility documentation, materials, publications, curricula used by the project, etc., and all fiscal records related to the program. Grant monitoring shall be accomplished in a manner, location, and time at the sole discretion of RPB.
- C. Provide the Grantee with reporting forms and/or formats and time frames for submission of reports.
- D. Evaluate Grantee's semi-annual report for compliance and provide a written response within 15 days of receipt if the report is determined inconsistent with reporting requirements. Grantees are to comply with RPB' written response, including requested due dates.
- E. Review all invoices submitted by Grantee for allowable costs and approve for payment as appropriate, as determined in RPB's sole discretion, and conditioned on the availability of funds.
- F. Retain the right to modify the program and this Scope of Work based on the results of its evaluation and review. RPB may use the results of the evaluation and monitoring review in future grant decisions. The evaluation shall include, but is not limited to grant compliance, effectiveness of planning, and program results.
- G. Reimburse for necessary travel and transportation expenses. Expenses for out-of-state or international travel are not allowed.

### **IV. Budget Detail and Payment Provisions**

#### **A. Fiscal Provisions**

1. Payment is to be paid Grantee, as provided herein, shall be in compensation for Grantee's expenses incurred in the performance hereof, including travel, unless otherwise expressly so provided.
2. The maximum amount payable to Grantees shall not exceed the award amount for the two-year project period, subject to continued federal funding.

3. Grantee shall maintain accurate and complete financial records of costs and operating expenses. Such records shall reflect the actual cost of services described herein for which reimbursement is requested.
4. Upon satisfactory performance of the services provided by the Grantee under this Scope of Work, as determined in RPB's sole discretion, RPB agrees to pay when invoices are submitted. Payments will be made on the basis of the Grantee's submitted and approved budget.
5. Changes may be made to individual line items in the Budget subject to prior written approval by RPB. Changes to the line-item budget may be made if the Grantee adequately documents the need for change, the changes do not violate grant requirements, and RPB provides prior written approval. Grantee shall submit a written request to the RPB project analyst for budget/program modification, explain the need for change(s), and specifically identify the item(s) to be reduced or increased, before such changes are made.
6. RPB reserves the right to deny requests for reimbursement of any expenditure in excess of any line item in the budget.
7. Grantees will be reimbursed for services provided in accordance with the grant through the invoice process in accordance with CDSS and the State Controller's Office regulations and rules. The request for payment must include the RSIG Expenditure Report, invoice on official school letterhead, and supporting documentation, and be submitted on a quarterly basis (see page 10 for due dates) to RPB.
8. Purchase of any electronic devices or computer-related software (i.e., laptops computers, printers, copiers, iPads, e-readers, Rosetta Stone or other software programs, etc.) must be included in the original RSIG application. Requests to purchase such items, in deviation from the original application, must be submitted in writing to RPB and include the reason for the purchase, how it relates to the RFA, how it will be used in the classroom, how it benefits refugee students, and how the equipment will be disposed of after the project ends. The Grantee must obtain written RPB approval prior to the purchase. RPB may not reimburse invoices that do not meet these requirements.
9. Purchases of equipment, supplies, and other items in excess of \$500 must be accompanied with supporting documentation and must be included with the invoice for reimbursement. RPB may not reimburse invoices that do not meet these requirements.
10. Minor corrections on invoices, such as mathematical errors, may be made by CDSS. Invoices that require major corrections, such as improper completion of the invoice, invoices without authorized signatures, or invoices which have been significantly altered, will not be processed and will be returned to the Grantee with an explanation of the problem and may delay payment of the invoice.



11. Final invoices for the entire two-year RSIG grant cycle must be submitted by **September 28, 2014**, 45 calendar days after the end of the grant period. Failure to comply with this provision will jeopardize payment unless the Grantee has received written approval of an extension from RPB prior to the expiration of the 45-day period.

**B. Invoicing and Payment**

1. The maximum amount payable to a Grantee shall not exceed the award amount for the two-year project period, subject to continued funding.
2. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), RPB agrees to reimburse the Grantee for said services.
3. Grantee shall submit the request for payment for the 2012-13 grant period using the RSIG Expenditure Report Form, along with an invoice on official school letterhead, and supporting documentation on a quarterly basis by the due dates below:

<b>Period Covered</b>	<b>Due to RPB</b>
09/15/2012 – 11/14/2012	12/01/2012
11/15/2012 – 02/14/2013	03/01/2013
02/15/2013 – 05/14/2013	06/01/2013
05/15/2013 – 08/14/2013	09/01/2013

4. Invoices shall include the RPB Grant Number, and be signed by the authorized representative in blue ink, and submitted on district letterhead to:

California Department of Social Services  
 Refugee Programs Bureau  
 ATTN: KJ Evans  
 744 P Street, MS 8-9-646  
 Sacramento, CA 95814

5. Invoice payment will be conditioned upon the timely receipt by RPB of the RSIG Semi-Annual Progress Reports and RSIG Final Performance Report from the Grantee within the specified due dates and in a manner acceptable by the RPB. If acceptable reports are not received or a request for extension of a due date has not been granted by RPB, invoices will not be processed and will be returned to the Grantee.

#### C. Advancing Funds

1. RPB agrees to advance a Grantee up to 25 percent of the total grant amount upon receipt of an advance request. The request for an advance shall be submitted in writing on official letterhead with an original signature in blue ink from an authorized or designated representative.

#### D. State Budget Contingency Clause

1. It is mutually agreed that if a Budget Act of the current state fiscal year (SFY) and/or any subsequent SFYs covered under this Scope of Work does not appropriate sufficient funds for the program, this Scope of Work shall be of no further force and effect. In this event, RPB shall have no liability to fund or reimburse Grantee whatsoever or to furnish any other consideration under this Scope of Work, and Grantee shall not be obligated to perform any provisions of this Scope of Work.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, RPB shall have the option to either cancel this Agreement with no liability occurring to RPB, or offer an amendment to Grantee to reflect the reduced amount.
3. It is mutually understood that authority for RPB to award grants and reimburse Grantees for allowable expenditures is dependent upon the appropriation of funds within a state Budget Act. As a result, funding will not be released to Grantees until such authority has been given by the passage/signing of the Budget Act.

#### E. Federal Funds

1. This Scope of Work is valid and enforceable only if sufficient funds are made available to RPB by the United States Government for the term of Scope of Work for the purposes of this program. In addition, this Scope of Work is subject to any additional restrictions, limitations, or conditions enacted by Congress or any statute enacted by Congress or any other federal regulations or guidelines issued by any federal agency which may affect the provision, terms, or funding of this Scope of Work in any manner.
2. It is mutually agreed that if Congress does not appropriate sufficient funds for the program, this Scope of Work shall be amended to reflect any reduction of funds.



**Refugee School Impact Grant: 2012-2013**  
**Oakland Unified School District**

Department of Family, School & Community Partnerships  
Alameda County  
746 Grand Avenue  
Oakland, CA 94610

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**Primary Contact:**

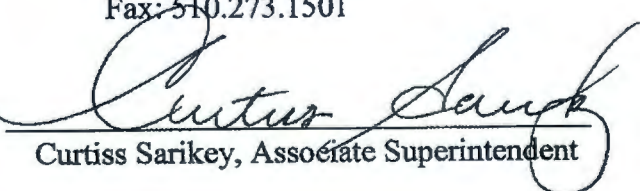
Barbara McClung, Coordinator  
Behavioral Health Unit  
[Barbara.McClung@ousd.k12.ca.us](mailto:Barbara.McClung@ousd.k12.ca.us)  
Phone: 415.533.3709  
Fax: 510.273.1501

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**Superintendent's Authorized Designee:**

Curtiss Sarikey, Associate Superintendent  
Department of Family, School & Community Partnerships  
[Curtiss.Sarikey@ousd.k12.ca.us](mailto:Curtiss.Sarikey@ousd.k12.ca.us)  
Phone: 510.273.1500  
Fax: 510.273.1501

Signature: \_\_\_\_\_

  
Curtiss Sarikey, Associate Superintendent



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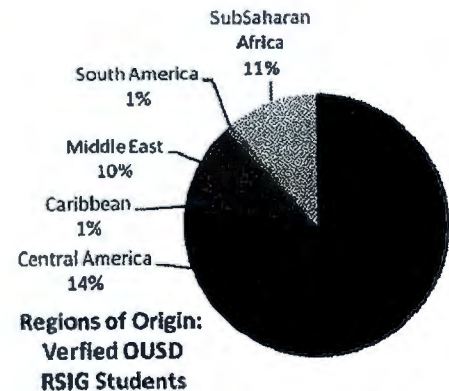
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## SECTION I: EVIDENCE OF IMPACT

**a. Refugee Students in the OUSD:** Oakland, California has been a hub of refugee resettlement and secondary migration since the 1980s. There are currently 323 verified<sup>1</sup> refugee youth currently enrolled in the Oakland Unified School District, who have arrived since the start of the 2009-2010 school year (out of an estimated total refugee population of 2,000). Based on self-reported arrival data, birthplace, OUSD's home language survey and local asylum-granting trends, the Refugee & Asylee Student Assistance Program (RASAP) conservatively estimates an additional 202 asylees, victims of trafficking, or other RSIG-eligible students currently enrolled in the OUSD. **Thus, RASAP's conservative estimation is that there are currently 525 RSIG-eligible students in the OUSD (see Appendices F-G) with VOLAGS projecting an additional 28 more youth to arrive before August 15<sup>th</sup> of this year.**

Though the OUSD's verified, RSIG-eligible students hail from 30 countries, the predominant refugee groups are from Burma/Thailand and Bhutan/Nepal, representing 57% of the total population.

Though the number of refugee students in Alameda is smaller than in other California counties, approximately 60-70% of the refugees resettled to Oakland are "free cases," meaning that they are arriving without established family, community or cultural connections to support their transitions. **Thus, the needs of OUSD's refugees are significantly higher than in other counties, where "anchors" provide navigational support and a cultural bridge to life and school in the U.S.**



<sup>1</sup> For the purposes of this grant, we use the term "verified" to refer to students from whom we have received documentation of their eligibility (including I-94s, asylum granting letter, etc.)

**b. Outreach and Identification of Eligible Students:** Accurately identifying refugee students in the OUSD has been an on-going priority. RASAP's Outreach and Identification system includes the following strategies: **(1) VOLAG Collaboration:** Local VOLAGs (the International Rescue Committee (IRC) and Catholic Charities (CC)) refer 100% of newly resettled refugee students to RASAP, as well as unaccompanied refugee minors (URMs). Through these channels, RASAP staff meets every newcomer refugee in Oakland through the U.S. resettlement program during group enrollment and orientation sessions, (*see Section III: Collaboration*) where all required documentation is collected and stored in a locked, confidential facility. **(2) OUSD Referrals and Identification:** As part of the OUSD's centralized enrollment process, all refugee students must enroll in the Student Assessment Office (SAO). 100% of SAO staff (along with staff at 30 school sites) have been trained to collect copies of I94s to be filed at RASAP, and to flag all refugees in the OUSD computer system (which exists due to extensive RASAP advocacy efforts.) **(3) Community Outreach Events:** RASAP supports the organization of various school and community events and meetings, informing community members about RASAP. **(4) Family Referrals and "Word-of-Mouth":** RASAP encourages verified refugee students/families to refer refugee family members, friends and classmates to RASAP for support.

*Additional Identification Plans and Needs:* While RASAP has developed seamless coordination, outreach and eligibility documentation for refugee students arriving through VOLAGs, there remains a gap in our identification of other eligible students who did not arrive through the U.S. resettlement program, since there is no centralized organization that processes these other populations. RASAP will continue to expand outreach efforts to RSIG-eligible populations through meetings with legal services providers and community leaders from high-density asylee populations.



**c. Refugee Student Needs—Academic, Linguistic, Cultural & Emotional:** To identify the academic, linguistic, cultural and emotional needs of our students, RASAP has used internal data (Tables 1 and 2) related to academic performance, test scores and attendance, as well as a survey given to 25 refugee high school students. This combination provides RASAP with both qualitative and quantitative measures of student need.

An estimated 84% of the OUSD’s estimated refugees arrive from protracted refugee

<b>TABLE 1: CELDT Scaled Score Growth, RSIG Students 2011-12 to 2012-13</b>	<b>%</b>
No Growth	10%
Grew Less Than 25 Points	7%
Grew Between 25 and 49 Points	18%
Grew Between 50 and 99 Points	32%
Grew Between 100 and 199 Points	24%
Grew More than 200 Points	9%
	100%

crises where the formal educational opportunities are severely limited. Over 15% of Oakland’s refugee students have had little to no formal education prior to arriving in the U.S., and 80% of students have experienced severe trauma and loss. Refugee youth not only

struggle with language, math, reading, and writing skills, but also lack a fundamental understanding of the U.S. education system and struggle to integrate into their new schools.

Based on OUSD enrollment records, 100% of our refugees are classified as English Language Learners upon OUSD enrollment. In recent years, we have seen a steady stream of refugee students illiterate in their own language, which compounds the challenge of learning English. As **Table 1** (above) reflects, 90% of OUSD’s refugee students improved their California English Language Development Test (CELDT) score between 2011-2012 and 2012-2013, with 65% improving more than 50 points. This reflects significant growth in English among OUSD’s refugee students (thanks partly to RASAP interventions in recent years); however, additional interventions are needed to support further and faster growth.



As **Table 2** (below) reflects, despite the strong attendance rate (1% above the district-wide average), refugee students are consistently scoring below or far below basic on their state test scores and are struggling to pass the California High School Exit Exam (CAHSEE). Of the 55 refugees who completed the 12<sup>th</sup> grade from 2010-2012, 14 (25%) did not graduate on time because they could not pass the CAHSEE.

Cultural challenges compound academic challenges; over 85% of OUSD's refugee students come from linguistic and cultural minority groups with little pre-established community and few (if any) sources of social support. There is thus very little awareness about their backgrounds and needs in the OUSD, and few trained interpreters for the vast majority of refugee languages. Refugee students remain severely linguistically and culturally isolated due to the scarcity of bilingual support, which compounds challenges to school/community integration.

TABLE 2 : Student Performance	Attendance	Interrupted Formal Education (estimate)	CST Below or Far Below Basic		CAHSEE English (11 <sup>th</sup> & 12 <sup>th</sup> Grade)		CAHSEE Math (11 <sup>th</sup> & 12 <sup>th</sup> Grade)	
			ELA	Math	Passed	Not Passed	Passed	Not Passed
	97%	80%	78%	71%	7%	93%	18%	82%

OUSD's refugee students struggle in U.S. schools because U.S. school culture is drastically different than that in the refugee camps. Both students and parents report their frustrations with not understanding the curriculum or expectations, such as group work or vocal class participation. Students and teachers report school expectations to be intimidating to most refugee students who come from school cultures that center around rote memorization, test taking, and the expectation that students must only speak when spoken to.

Exacerbating students' academic and linguistic challenges, new refugee families lack an understanding of the U.S. education system, and are thus intimidated by school structures and personnel. Refugee parents often have low literacy and/or little (or no) formal schooling themselves and are thus ill-equipped to effectively support their children in Oakland schools.

The socio-emotional needs of the OUSD's refugee students are extensive. Trauma can adversely impact student attendance, GPA, as well as ability to concentrate, learn new things and synthesize information.<sup>2</sup> According to a RASAP needs assessment, teachers, parents, support providers and students report that past trauma has had a profound effect on students' sense of physical and emotional safety, concentration, engagement in school and development of healthy relationships with peers and adults. The trauma affiliated with resettlement, when added to refugee students' acutely traumatic pasts, requires extensive and targeted support.

## SECTION II: ACTIVITIES/PURPOSE

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Through Refugee School Impact Grant funding from April 2006-August 2012, OUSD successfully developed the Refugee & Asylee Student Assistance Program (RASAP)—an office specifically devoted to the identification & ongoing support newly-arrived refugee students and their families. This program has been an invaluable asset to Oakland's refugees, schools, and service-provider community. With continued funding, RASAP would be able to continue to provide crucial services to support school integration and academic success for refugee students.

As a result of their academic, linguistic, social and emotional challenges, refugee students, families, teachers and service providers have identified the Need Areas enumerated below. Within these need areas, RASAP is proposing the following **(a.) Proposed Activities** to build upon students' strengths and assets and implement programming that will **(b.) meet the language, academic, cultural and emotional needs of refugee students** in the following ways:

**Need Area I. Building a Strong Foundation:** Due to the high levels of confusion and intimidation that limit refugee families' abilities to access educational resources, adapt to school, and navigate the OUSD, RASAP will offer the following ongoing services to build a strong

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<sup>2</sup> "Trauma Facts for Educators." National Child Traumatic Stress Network. Child Trauma Toolkit: 2008.  
[http://www.nctsn.org/sites/default/files/assets/pdfs/ctte\\_facts.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/ctte_facts.pdf)



educational foundation in the U.S. : **(1.1) School Enrollment & Placement:** Liaise with VOLAGS to provide enrollment assistance for 100 new students and their families/year, including paperwork support, academic counseling, school placement, and making contact with schools to coordinate in-school registration and enrollment in school-based programs. RASAP will contract a stipended volunteer with the International Rescue Committee to streamline these services. **Impact:** Support newly-resettled refugee students and families to build a strong foundation; Ensure optimal student placement in schools with supportive academic and supplemental programs; provide initial connection to RASAP. **Frequency:** Coordinated monthly or as needed with VOLAGs. **(1.2) School Orientation:** Provide basic school supplies and an OUSD Orientation to 100% of newly-enrolled families, including: 1) overview of the U.S. school system / OUSD ; 2) an explanation of the Neighborhood School System, the School Options Process, and language testing/classification; 3) the importance of parental involvement; 4) general school rules; 5) the school calendar; 6) information about community programs (such as tutoring and computer giveaways); and 7) Information about RASAP programs. **Impact:** Ensure 100% of families understand school norms, responsibilities and expectations, and parental rights; Connect families to programs and services to support their transitions and build their language and academic skills; encourage parental engagement; connect all refugee families to RASAP programming & staff. **Frequency:** Coordinated as needed with VOLAGs.

**Need Area II: Extended Academic Programming:** In order to improve their CELDT, CST and CAHSEE scores and catch up to grade level, refugee students need extended learning opportunities. RASAP will establish and/or improve upon the following: **(2.1) Summer School programming & case management:** RASAP will support the following targeted academic programs for refugee youth over the summer, a time during which students are known to lose



language, academic and social progress made during the school year. **Impact:** These programs focus on English Language Development, math skills, credit recovery, and school connectedness. They also include art, soccer and gardening enrichment activities **Frequency:** Annual summer School programs will include: *An elementary summer intervention program for pre-K through 5<sup>th</sup> grade* refugee students at Franklin Elementary School. (76 hours total) ; *A high school credit-based ELD program* for 9<sup>th</sup>-12<sup>th</sup> grade refugee students. Students who successfully complete the 6-week course will be awarded 5 high school credits toward graduation. (60 hours/class); *A middle school credit-based ELD program for 6<sup>th</sup>-8<sup>th</sup> grade* grade refugee students, taught by certificated teachers and focusing on high school preparation and skill building (60 hours/class); *An extensive case-management system* for refugee students ineligible for the above programs. Case management will include referrals to programming at other schools and community centers. **(2.2) After School Program Support & Referrals:** In collaboration with school staff and service provider Refugee Transitions, RASAP will support ELD-specific after school programs at four schools with large refugee populations: Oakland International High School, Franklin Elementary School, Manzanita Elementary School, Roosevelt Middle School. **Impact:** Funding and staff training from RASAP will support students to improve their language and academic skills, reaching over 150 refugee students/year. 80% of regularly-attending students at RT after school programs have shown progress in an academic skill area as measured by report cards, teacher and student surveys. **Frequency:** OIHS: 4 days/week; Franklin: 1 day/week; Manzanita: 1 day/week; Roosevelt: 2 days/week.

**Need Area III: Ongoing Parent Support, Education and Leadership Opportunities:** Parent education and engagement opportunities positively impacts student performance. RASAP will build/expand upon the following parent support programs, analyzing data to measure parent

program participation against their student's attendance and performance: **(3.1) Community Engagement Meetings** : In addition to weekly office hours, an extensive system of referrals, and various forms of on-going outreach to parents/guardians, RASAP runs monthly OUSD Refugee Community Engagement Meetings. All meetings include refreshments, transportation assistance, educational incentives, youth gardening projects, and babysitting. **Impact:** Held in an interactive workshop format designed to engage parents, these meetings communicate key information with concrete takeaways, build parents' school related skills and knowledge in a supportive and safe environment, model U.S.-style classroom activities, and provide essential information and skills needed to navigate the OUSD. Additionally, they serve to strengthen community ties and a sense of engagement in children's education. **Frequency:** Large meetings will be held once/month. RASAP will also organize additional meetings to specifically target refugee minority groups (such as refugees from Iraq, Eritrea and Afghanistan—all of which are anticipated to arrive in higher numbers in coming months based on VOLAG projections) and parents with low-literacy skills and no formal education. A total of 15 meetings/year. **(3.2) Parent ESL Classes:** RASAP will offer an ongoing beginning level ESL class during the school year at a community location, as well a 4-week intensive summer English refugee parents and guardians. **Impact:** The class will support refugee parents to improve their language skills so as to navigate the OUSD, help children with school work and communicate with schools. In recent surveys of Burmese refugees and high school students, **ESL classes ranked the #1 need for refugee parents.**

**Need Area IV: Teacher & School Support:** Due to their low literacy skills and cultural/linguistic isolation, teachers and school staff struggle to provide appropriate academic and socio-emotional support services to refugee students and families. RASAP will collaborate with OUSD's Manager of English Language Instruction to improve teacher training, include



information about refugee backgrounds and link newcomer teachers to RASAP for support needs as well as program referrals. RASAP will also collaborate with Oakland International High School on their annual “community walk” professional development to educate teachers about refugee communities’ strengths and needs. Finally, RASAP will liaise with Refugee Transitions (RT) to provide language support coordination through RT’s and language support coordination through stipended and trained Education Navigators. **Impact:** 100% of newcomer teachers working with refugees are connected to RASAP and educated about refugees; schools have access to minority language services not offered by the OUSD. **Frequency:** ongoing.

**Need Area V: Educational Case-Management:** For high-need refugee students including unaccompanied youth, students in special education and students with significant mental health challenges, RASAP will work with families, schools, VOLAGS and other agencies to ensure that these students receive culturally sensitive services that provide a pathway to success. **Impact:** 100% of high-need students will receive support services (interpretation, casemanagement) and/or referrals (to mental health, etc) from RASAP. **Frequency:** ongoing.

**Need Area VI: Socio-emotional support programming:** If provided supportive, safe environments for community building and recreation, newcomer students build confidence and language skills that in turn support their academic growth. RASAP will fund and support the following: **(6.1) Full-Service Community School Center at Oakland International High School (OIHS):** Having received initial seed money from RASAP, OIHS (which serves 99% of Oakland’s refugee high schoolers) has launched a full-fledged community school initiative to “serve the whole child, invite the community in, extend boundaries into the community in order to accelerate academic achievement, and share responsibility for student, family and community



success.”<sup>3</sup> To support further development of this center, RASAP will continue to provide funding for a portion of the Community School Manager’s position as well as material funding for programmatic expansion (ex. furniture for the family learning center). **Impact:** This center is becoming a center for refugee families to access crucial support services (such as parent classes, mental health services, extended learning, and social service navigation) that address the linguistic, academic, cultural and emotional needs of refugee students and families. **Frequency:** Ongoing. **(6.2) Refugee Community Soccer Camp:** RASAP will contract Soccer Without Borders (SWB) to run an annual soccer camp for refugee students ages 5-18, as well as a year-round “soccer student academy” for middle schoolers to improve their academic skills. **Impact:** Soccer activities will help build community, improve academic habits, encourage a culture of “student athletes”, provide positive and healthy recreation during out of school time. **Frequency:** Ongoing. **(6.3) Gardening:** RASAP will contract Community Health for Asian Americans (CHAA) to provide community gardening opportunities in conjunction with summer school, extended day programs and refugee family meetings. **Impact:** Gardening provides intergenerational connectedness, positive recreation, and health benefits that support the mental health of students that in turn impact their academic performance. **Frequency:** ongoing.

**c. What steps will be taken to maximize the number of refugee students participating in the**

**RSIG program?**

In order for the above programs to be accomplished, it is essential that RASAP continue to strengthen and expand its outreach to and consultation with the following relevant stakeholders 1) refugees students and their families; 2) community based agencies; 3) OUSD teachers, staff, administrators and principals; and 4) the Oakland community at large. As a result of these collaborations, **100% of verified refugees will participate in one or more of**

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<sup>3</sup> From the Oakland Unified School District’s Full Service Community School Definition, 2012

**the programs described above** and we are in ongoing communication with other refugee service providers to accept additional RSIG referrals throughout the year.

**d. Staff Qualifications: (1) Transitional Students & Families Specialist—Refugee Student Specialist, TBD.** 100% FTE (50% paid out of RSIG Funds). Having established this position in 2007, we are currently seeking qualified applications with previous experience in education, humanitarian relief, and refugee support services. **(2) Transitional Students & Families Specialist—Enrollment Counselor, Juan Vaca 10% FTE,** works in SABTO, providing targeted and individualized enrollment and academic counseling to some of the district's most high-need and traditionally underserved communities. Mr. Vaca is bilingual in Spanish, has extensive experience in school districts and is a certified school counselor. **(3) Community School Program Manager, Lauren Markham, 15% FTE,** served as a consultant to RASAP for five years before beginning her current position with RASAP and Oakland International High School, where she supports refugee parent engagement, conducts extensive community outreach, and ensures that refugee families have access to crucial services. Ms. Markham has a background in refugee support services with a particular focus on education for displaced communities. **(4) Teachers:** All summer school teachers funded through RASAP have the appropriate credentials and have extensive experience teaching English Language Learners. **(5) Contractors:** RASAP will contract four established community partner agency to provide services/activities listed in *Section II: Activities/Purpose:* Soccer Without Borders (soccer programming); Community Health for Asian Americans (gardening); Refugee Transitions (after school programming, Education Navigators); and the International Rescue Committee (school orientation and enrollment support). All program staff are highly-qualified and knowledgeable about refugees.

### **SECTION III: COLLABORATION**

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Since its inception, RASAP has built strong collaborations with a diverse array of refugee stakeholders in the area. In addition to ongoing communication with all East Bay Refugee Forum agencies (*see attached letter*), RASAP will strengthen official collaboration with the following entities: **(1) County Refugee Coordinator (CRC):** As a long-standing member of the East Bay Refugee Forum, RASAP collaborates closely with the CRC and East Bay Refugee Forum co-chair Lynette Foy-Linnen. RASAP sits on the forum's steering committee, attends all forum meetings, and consults with the CRC regarding program design and implementation. **(2) VOLAGs:** RASAP collaborates extensively with both local VOLAGs—the IRC and Catholic Charities—to ensure that each newly resettled student meets with a RASAP staff person to receive enrollment support and a school orientation (*see Section II: Activities/Purpose*). RASAP also provides ongoing support to casemanagers. **(3) Schools with large numbers of refugee students:** RASAP has conducted outreach efforts and trainings with over 35 OUSD schools with high numbers of refugee students and has developed consistent open lines of communication with these schools. Additionally, RASAP has extensive resource-sharing partnerships with the following “high density” schools: (3.a) Oakland International High School: Ongoing student & parent support, case-management, summer school enrollment for the school's refugee population (33% of the current body); participation on school's Community Advisory Committee. (3.b) Roosevelt Middle School: Fund after school tutoring programs; continue to coordinate language support, summer school support and teacher professional development. (3.c) Franklin Elementary School: Ongoing teacher support, parent-school communication, language support, case management, and summer school for students and parents. **(4) Refugee Transitions (RT):** Refugee Transitions is a long-time partner of the OUSD RASAP program, and assisted in the initial program proposal and design. Refugee Transitions has currently matched 120 OUSD



refugee students with trained Academic/ESL Tutors and Mentors (the majority referred by RASAP), and runs an after school academic tutoring program at OIHS and Roosevelt that serve an additional 120 refugee students/ year. **(5) Bhutanese Community in California (BCC):** Outreach to the Bhutanese community regarding regularly scheduled parent meetings and important school related issues; in-school interpretation; extensive outreach related to summer school enrollment and school choice. **(6) Burma Refugee Family Network (BRFN):** Outreach to the Burmese community regarding regularly scheduled parent meetings and important school related issues; in-school interpretation; extensive outreach related to summer school enrollment and school choice.

#### SECTION IV: RESULTS

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**a) How will the applicant collect and report data that is quantifiable and measurable?** In addition to program attendance and survey data, RASAP will use the following indicators (collected in the OUSD student database) to measure improved student performance as a result, in part, of RASAP's programming and services: **(1) ELD Improvement:** RASAP will do annual monitorings of students California English Language Development Test (CELDT) scores. Our goal is for 100% of refugee youth to improve their scores, and for 58.5% of refugee youth to raise at least one level of proficiency in their CELDT score/year (in line with district average) and for at least 2% of refugee students to be reclassified each year as English Language Proficient. **(2) Attendance:** RASAP will monitor student attendance and target truant and chronically tardy/absent students, with the goal of 80% improvement among low-attendance students. **(3) Graduation Rates and High School Credit Recovery:** RASAP will closely monitor the graduation rates of refugee students, as well as their progress toward graduation. Our goal is that 75% of refugee students pass the CA High School Exit Exam and graduate from high

school on time. RASAP will also work with OIHS to develop their 5<sup>th</sup> year program of study for high-need students who need another year of credits and/or CAHSEE prep to graduate.

**b) What Steps will be taken to assure the data on refugee students is captured and reported?** RASAP has, since its inception in 2006, made significant gains in data capturing. Using the internal flag in the OUSD student data base, RASAP is able to regularly track performance, test scores, attendance records, progress toward graduation, and related challenges. With full access to school and student records and the addition of a 10% FTE school counselor, we are well-positioned to gather RSIG data. We will run semi-annual district-wide queries of all flagged refugee students and conduct thorough assessments of student data.

**SECTION V: BUDGET DETAIL & JUSTIFICATION (see also Appendix D Attachment)**

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**100% Budget: (1) Personnel: \$110,500 : 50% FTE** of The OUSD Refugee Student

Specialist to oversee RASAP programming; 10%FTE of an OUSD Bi-Lingual Counselor; 15%FTE of the Community School Manager at Oakland International High School; 10%FTE of an Admin II; 50% FTE of 8 OUSD summer school teachers; 50%FTE of 4 Adult ELD teachers (2)

**Fringe Benefits (estimated at 35%): \$59,500** Approximate cost for benefits for all of the above OUSD staff members. (3) **Substitutes: \$0** (4) **Travel: \$2,600** Work-related local travel

(mileage/parking) and for travel to relevant trainings and conferences. (5) **Instructional Supplies and Materials: \$4,500**; Bi-lingual dictionaries and summer school curriculum. (6) **Other**

**Supplies: \$23,200** 2012-2013 RSIG programming will requires the following supplies: \$3,000 for Parent meeting supplies ; \$2,600 for event food; re: monthly meetings; \$5,600 for Refugee Community Garden Supplies, Soccer Camp supplies; \$12,000 for bus passes for k-12 students and parents; (7) **Other: \$88,700** \$200 for East Bay Refugee Forum (EBRF) Annual Dues; \$10,000 for program babysitting; \$3,000 for teacher PD; \$10,000 for program consultant; \$10,000 for



translation; \$20,000 to CBO Partner Soccer Without Borders to run extended learning programs; \$6,500 to VOLAG IRC to hire and manage a Refugee Education Intern; \$10,000 for Refugee Community Garden and Health contract; \$7,000 for summer enrichment; \$10,000 for program materials translation. (8) **Total Direct Charges: \$286,500** (9) **Total Indirect Charges: \$13,500**: 4.5% total grant (\$300K) will be retained by the OUSD for overhead (10) **Total: \$300,000**

**58% Budget: (1) Personnel: \$52,000**: 50% %FTE OUSD Refugee Student Specialist; 10%FTE of an OUSD Bi-Lingual Academic Counselor; 15%FTE Community School Manager at Oakland International High School; 10%FTE Admin II (2) **Fringe Benefits (estimated at 35%): \$28,000** Approximate cost for benefits for all of the above OUSD staff members. (3) **Substitutes: \$0** (4) **Travel: \$2,600** Work-related local travel (mileage/parking) and for travel to relevant trainings. (5) **Instructional Supplies and Materials: \$4,000** Bi-lingual dictionaries and summer curriculum. (6) **Other Supplies: \$8,870** \$3,000 for Parent meeting supplies ; \$1000 food for RASAP events; \$2,870 for Refugee Community Garden Supplies & Soccer Camp supplies; \$3,000 for bus passes(7) **Other: \$71,700**: \$200 for East Bay Refugee Forum (EBRF) Annual Dues ; \$5,000 program babysitting; \$10,000 for Program consultant; \$10,000 for translation and interpretation; ; \$20,000 to Soccer Without Borders to run extended learning programming; \$6,500 to VOLAG IRC to hire and manage a Refugee Education Intern; \$10,000 for Refugee Community Garden and Health contract. ; \$10,000 for program materials translation; (8) **Total Direct Charges: \$166,170** (9) **Total Indirect Charges: \$7,830** 4.5% total grant (\$300K) will be retained by the OUSD for overhead (10) **Total: \$174,000**



**Appendix D**

**PROPOSED BUDGET**  
 Refugee School Impact Grant  
 Program Year 2012-2013

**District Name:** Oakland Unified School District

*Instructions: Attached to this form, the applicant must provide two Budget Detail and Justification attachment, not to exceed four pages. This document should provide a detailed narrative (per unit if applicable) of each budgeted line item, showing the calculations used to arrive at the total projected costs figures. Provide a brief justification for each of the expenditures, linking the use of funds to RSIG program goals, outcomes, and objectives. The justification should illustrate how the particular expenditures support the implementation of the program as described in the program narrative. Funds must be expended by **August 14, 2013**.*

Budget Categories	58 % of Expenditures	Expenditures
1. Personnel (Certificated and Classified)	<u>\$52,000</u>	<u>\$110,500</u>
2. Fringe Benefits	<u>\$28,000</u>	<u>\$59,500</u>
3. Substitutes	<u>\$0</u>	<u>\$0</u>
4. Travel	<u>\$2,600</u>	<u>\$2,600</u>
5. Instructional Supplies and Materials	<u>\$4,000</u>	<u>\$4,500</u>
6. Other Supplies	<u>\$8,870</u>	<u>\$23,200</u>
7. Other (please specify)	<u>\$71,700</u>	<u>\$86,700</u>
8. Total Direct Charges (sum of 1-7)	<u>\$166,170</u>	<u>\$286,500</u>
9. Indirect Charges +	<u>\$7,830</u>	<u>\$13,500</u>
10. TOTAL (sum of 8 and 9) =	<u>\$174,000</u>	<u>\$300,000</u>

## Oakland Unified School District Refugee & Asylee Student Assistance Program

### BUDGET DETAIL & JUSTIFICATION – \$300,000 (100% budget)

#### **1) Personnel: \$110,500**

The following staff will ensure that RSIG programming is designed, implemented and delivered as outlined in the Activities and Purpose section above. These staff have relevant skills and expertise in refugee-related programming. All RSIG staff will be cross-funded through both the RSIG and another funding source (ex. Title III Immigrant funds) in order to expand overall-staffing numbers for the program.

#### Staffing breakdown:

- 50%FTE of The OUSD Refugee Student Specialist to oversee RASAP-related programming and contractors as well as serve as main liaison for refugee students, families, school sites, VOLAGS, and community partners
- 1%0FTE of an OUSD Bi-Lingual Spanish/English Academic Counselor to provide direct academic counseling, enrollment support, summer programming support, and school site communication for all newly enrolling refugee students. Counselor will work with an interpreter as needed
- 15%FTE of the Full Service Community School Manager at Oakland International High School (where 99% of all HS age refugee students attend high school) to provide RSIG services for all refugee students at the HS as well as parents/guardians
- 10%FTE of an Admin II to provide support for the Refugee School Impact Grant related programming
- 50% 8 OUSD summer school teachers to staff various RASAP related summer programs (4 HS teachers, 1 middle school teacher, 3 elementary teachers)
- 50% 4 Adult ELD teachers to provide ELD programming for OUSD Refugee & Asylee parents/guardians during the school year (1 teacher) and summer (3 teachers)

#### **2) Fringe Benefits (estimated at 35%): \$59,500**

Approximate cost for benefits for all of the above OUSD staff members.

#### **3) Substitutes: \$0**

#### **4) Travel: \$2,600**

Work-related local travel (mileage/parking) and for travel to relevant trainings and conferences to enhance the capacity and collaborative opportunities of RSIG staff.

- \$600 for travel reimbursement to local program and school sites
- \$2,000 for travel/accommodation related to state and national conferences, including the DSS RSIG Grantees' training

#### **5) Instructional Supplies and Materials: \$4,500**

Bi-lingual dictionaries will be distribution to students when they first enroll in the school district, and as needed during academic and ELD programming

#### **6) Other Supplies: \$23,200**

2012-2013 RSIG programming will requires the following supplies:

- \$3,000 for Parent meeting supplies



## **Oakland Unified School District Refugee & Asylee Student Assistance Program**

- \$2,600 for food re: monthly meetings, WRD Celebration, teacher PD trainings
- \$5,600 for Refugee Community Garden Supplies, Soccer Camp supplies, educational incentives for students participating in summer programming
- \$12,000 for bus passes for k-12 students and parents for summer & ELD programs. Transportation costs in Oakland (where we do not have public school busses) are often prohibitive for refugee students and families

### **7) Other: \$88,700**

In order to implement the programming outlined in the Activities and Purpose section above, RSIG funds will cover the following:

- \$200 for East Bay Refugee Forum (EBRF) Annual Dues
- \$10,000 for babysitting associated with all parent/family related programming
- \$3,000 for teacher PD pay related to K-14 and Adult summer programming
- \$10,000 for program consultant to support RSIG programming
- \$10,000 for translation and interpretation support through outside CBO partners for those languages not supported through the OUSD Translation Unit
- \$20,000 to CBO Partner Soccer Without Borders to run after school and weekend soccer and youth leadership programming for refugee middle school students and to organize and implement the 6<sup>th</sup> annual Refugee Community soccer and health program during summer 2013
- \$6,500 to VOLAG IRC to hire and manage a Refugee Education Intern who will assist with streamlining the IRC-OUSD enrollment process and will provide follow-up with all newly enrolled students
- \$10,000 for Refugee Community Garden and Health contract.
- \$7,000 for various summer enrichment programs including after school summer programming (in conjunction with the academically focused summer programming), art enrichment, family field trips to community points of interest
- \$10,000 for an external work-order to re-translated updated version of "How to Navigate the OUSD"— a written and illustrated guide to help new refugee and asylee families navigate the U.S. Education System and the OUSD

### **8) Total Direct Charges: \$286,500**

### **9) Total Indirect Charges: \$13,500**

- 4.5% total grant (\$300K) will be retained by the OUSD for overhead expenses

### **10) Total: \$300,000**



## Oakland Unified School District Refugee & Asylee Student Assistance Program

### **BUDGET DETAIL & JUSTIFICATION: \$174,000K** **(58% of Total request)**

**Please note:** *In this reduced budget (58% of 300K), we have removed those costs related to summer programming. This decision is based on the fact that summer programming money is not needed until later in the school year. Summer programming is critical to our overall refugee and asylee student support structure, however, so please note that the removal of costs related to these programming components is purely based on the timing of when we will need to access related funds. It is not based on priority level*

#### **1) Personnel: \$52,000**

The following staff will ensure that RSIG programming is designed, implemented and delivered as outlined in the Activities and Purpose section above. These staff have relevant skills and expertise in refugee-related programming. All RSIG staff will be cross-funded through both the RSIG and another funding source (ex. Title III Immigrant funds) in order to expand overall-staffing numbers for the program.

#### **Staffing break-down:**

- 50% %FTE of The OUSD Refugee Student Specialist to oversee RASAP-related programming and contractors as well as serve as main liaison for refugee students, families, school sites, VOLAGS, and community partners
- 10%FTE of an OUSD Bi-Lingual Spanish/English Academic Counselor to provide direct academic counseling, enrollment support, summer programming support, and school site communication for all newly enrolling refugee students. Counselor will work with an interpreter as needed
- 15%FTE of the Full Service Community School Manager at Oakland International High School (where 99% of all HS age refugee students attend high school) to provide RSIG services for all refugee students at the HS as well as parents/guardians
- 10%FTE Salary of an Admin II to provide support for the Refugee School Impact Grant related programming

#### **2) Fringe Benefits (estimated at 35%): \$28,000**

Approximate cost for benefits for all of the above OUSD staff members.

#### **3) Substitutes: \$0**

#### **4) Travel: \$2,600**

Work-related local travel (mileage/parking) and for travel to relevant trainings and conferences to enhance the capacity and collaborative opportunities of RSIG staff

- \$600 for travel reimbursement to local program and school sites
- \$2,000 for travel/accommodation related to state and national conferences, including the DSS RSIG Grantees' training

#### **5) Instructional Supplies and Materials: \$4,000**

## **Oakland Unified School District Refugee & Asylee Student Assistance Program**

Bi-lingual dictionaries will be distributed to students when they first enroll in the school district, and as needed during academic and ELD programming.

### **6) Other Supplies: \$8,870**

2012-2013 RSIG programming will require the following supplies:

- \$3,000 for Parent meeting supplies
- \$1000 for food re: monthly meetings, WRD Celebration, teacher PD trainings
- \$2,870 for Refugee Community Garden Supplies, Soccer Camp supplies, educational incentives for students participating in summer programming
- \$3,000 for bus passes for k-12 students and parents for summer & ELD programs. Transportation costs in Oakland (where we do not have public school busses) are often prohibitive for refugee students and families

### **7) Other: \$71,700**

In order to implement the programming outlined in the Activities and Purpose section above, RSIG funds will cover the following:

- \$200 for East Bay Refugee Forum (EBRF) Annual Dues
- \$5,000 for babysitting associated with all parent and family related programming through June 2013
- \$10,000 for Program consultant to oversee resource development updates, partner communications, and additional program support
- \$10,000 for translation and interpretation support through outside CBO partners for those languages not supported through the OUSD Translation Unit
- \$20,000 to CBO Partner Soccer Without Borders to run after school and weekend soccer and youth leadership programming for refugee middle school students and to organize and implement the 6<sup>th</sup> annual Refugee Community soccer and health program during summer 2013
- \$6,500 to VOLAG IRC to hire and manage a Refugee Education Intern who will assist with streamlining the IRC-OUSD enrollment process and will provide follow-up with all newly enrolled students
- \$10,000 for Refugee Community Garden and Health contract.
- \$10,000 for an external work order to re-translate updated version of "How to Navigate the OUSD"- a written and illustrated guide to help new refugee and asylees families navigate the U.S. Education System and the OUSD

### **8) Total Direct Charges: \$166,170**

### **9) Total Indirect Charges: \$7,830**

- 4.5% total grant (\$300K) will be retained by the OUSD for overhead expenses

### **10) Total: \$174,000**



Appendix E

**CONTACT INFORMATION**  
Refugee School Impact Grant  
Program Year 2012-13

Name of Applicant: Oakland Unified School District

Mailing Address: 1025 2nd Avenue

City: Oakland State: CA Zip: 94606 - 2212

Program Contact Person: Barbara McClung

Title/Office: Coordinator, Behavioral Health Initiatives-- Family, Schools & Community Partnership

Mailing Address: 746 Grand Avenue

City: Oakland State: CA Zip: 94610 - \_\_\_\_\_

Telephone: (415) 533 - 3709 FAX: (510) 273 - 1501

E-mail Address: barbara.mcclung@ousd.k12.ca.us

Authorized Representative/Designee Information:

Name: Curtiss Sarikey

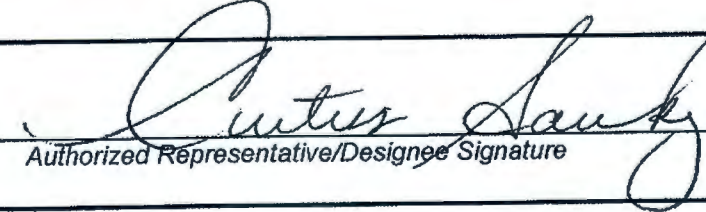
Title/Office: Associate Superintendent, Family, Schools & Community Partnerships Dept.

Mailing Address: 746 Grand Avenue

City: Oakland State: CA Zip: 94601 - \_\_\_\_\_

Telephone: (510) 273 - 1500 FAX: (510) 273 - 1501

E-mail Address: curtiss.sarikey@ousd.k12.ca.us

>  2/7/2013  
Authorized Representative/Designee Signature Date



Appendix F

**STUDENT ENROLLMENT METHODOLOGY FORM**

Refugee School Impact Grant  
Program Year 2012-13

Name of Applicant: OUSD's Refugee & Asylee Student Assistance Program

County: Alameda

School District: Oakland Unified School District

Enter the number of refugee students enrolled according to the method/s used to determine the number of refugee students enrolled.

Method 1: Actual number based on verified documentation 323

Method 2: Estimation based on foreign-born data (include **Appendix G**) 202

Method 3: Survey results indicating refugee (Include **Appendix G**) \_\_\_\_\_

Method 4: Other (Please describe.) \_\_\_\_\_

Based on the results of the method chosen to identify refugee students, what is the total number of refugee students enrolled in the school district?

525

## Oakland Unified School District Refugee & Asylee Student Assistance Program

### Appendix G Attachment: *Additional Countries Justification*

*Based on foreign born data (country and city/region), self-identified home languages and asylum-granting trends in Oakland, RASAP has included the following countries in our estimations of eligibility for RSIG funds:*

**Pakistan:** There are currently 3 students from Pakistan enrolled in the OUSD since 2009-2010. Due to the ongoing political tensions and repression in Pakistan as well as in neighboring countries, RASAP estimates that all 3 of these students are likely RSIG-eligible.

**Kenya:** There are currently 6 students from Kenya enrolled in the OUSD since 2009-2010. Due to Kenya's status as a regional hub for refugee processing in East Africa, as well as the ongoing political tensions in both Kenya and surrounding countries, RASAP estimates that all 6 of these students are likely RSIG eligible.

**Haiti:** There are 6 students currently enrolled in the OUSD from Haiti since 2009-2010. Due to the political instability and recent earthquake in Haiti, RASAP estimates that it is likely that all 6 of these students are RSIG-eligible.

**Honduras:** RASAP has verified 5 RSIG-eligible asylees from Honduras enrolled in OUSD. Honduran families receive asylum due to political oppression in El Salvador, domestic violence, and regional instability. Salvadoran asylees are numerous in Oakland due to the country's proximity to California and Oakland's large immigrant population from Central America. Because of these same factors, we estimate that there are at least an additional 10 Honduran asylees currently in the OUSD (out of approximately 74 Honduran students who have arrived since the beginning of the 2009-2010 school year).

**Yemen:** RASAP has identified 11 verified, RSIG-eligible Yemeni asylees enrolled in OUSD. These students have received asylum due to political instability, a mounting climate of violence, and women's rights abuses. RASAP estimates at least an additional 15 RSIG-eligible Yemeni asylees (out of approximately 327 Yemeni students who have arrived since the beginning of the 2009-2010 school year).

## Appendix H

### Local Refugee Service Providers

Service Provider #1: Refugee Transitions

Contact Name: Laura Vaudreuil Title: Executive Director

Mailing Address: 870 Market Street Suite 718

City: San Francisco State: CA Zip: 9 4 1 0 2 - \_\_\_\_\_

Telephone: (4 1 5) 9 8 9 - 2 1 5 1 FAX: (4 1 5) 9 8 9 - 2 1 5 3

E-mail Address: laura@reftrans.org

Service Provider #2: Bhutanese Community of California

Contact Name: Jiwan Subba Title: President

Mailing Address: 655 International Blvd.

City: Oakland State: CA Zip: 9 4 6 0 6 - \_\_\_\_\_

Telephone: (5 1 0) 4 5 2 - 7 5 7 2 FAX: ( ) - \_\_\_\_\_

E-mail Address: jmadhamba@gmail.com

Service Provider #3: Burma Refugee Family Network

Contact Name: Su Su Maung Title: Board Chair

Mailing Address: 655 International Blvd

City: Oakland State: CA Zip: 9 4 6 0 6 - \_\_\_\_\_

Telephone: (6 5 0) 2 0 1 - 0 6 5 2 FAX: ( ) - \_\_\_\_\_

E-mail Address: burmarefugeefamilynetwork@gmail.com

Information for additional service providers may be attached to this appendix.



**Appendix H**  
**COLLABORATION FORM**  
Refugee School Impact Grant  
Program Year 2012-13

Name of Applicant: Oakland Unified School District

County: Alameda County

**County Refugee Coordinator Information (CRC)**

Name: Lynette Foy Linnen

Mailing Address: 24100 Amador Street

City: Hayward State: CA Zip: 9 4 5 4 4 - \_\_\_\_\_

Telephone: (5 1 0) 2 5 9 - 3 8 1 2 FAX: (5 1 0) 2 5 9 - 3 8 1 0

E-mail Address: LFoylin@acgov.org

**Voluntary Agency (VOLAG)**

Name: International Rescue Committee -- Northern California Regional Office

Contact Name: Hans Van de Weerd Title: Regional Director

Mailing Address: 405 14th Street, Suite 1415

City: Oakland State: CA Zip: 9 4 6 1 2 - \_\_\_\_\_

Telephone: (5 1 0) 4 5 2 - 8 2 2 2 FAX: (5 1 0) 4 5 2 - 8 2 2 8

E-mail Address: hans.vandeweerd@rescue.org

**Local Refugee Forum Meeting**

Name of Forum: East Bay Refugee Forum

Address Where Meeting are Held: Catholic Charities: 433 Jefferson St, Oakland, CA 94607

Meeting Dates: Third Tuesday of the month Meeting Times: 10:00-12:00

Contact Person: Blythe Raphael, Coordinator: eastbayrefugeeforum@gmail.com

## Oakland Unified School District Refugee & Asylee Student Assistance Program

### Appendix H Attachment: Additional Service Providers

Please find additional service providers listed, below, along with **attached letters of support.**

#### ADDITIONAL VOLAG:

Name: Catholic Charities of the East Bay  
Contact Name: Elisabeth Lang Title: Director, Refugee Services  
Mailing Address: 433 Jefferson St.  
City: Oakland State: CA Zip: 94607  
Telephone: 510-768-3100 Fax: 510-451-6998  
Email Address: elang@cceb.org

#### ADDITIONAL SERVICE PROVIDERS

Service Provider #4: Soccer Without Borders  
Contact Name: Ben Gucciardi Title: Executive Director  
Mailing Address: P.O. Box 22186  
City: San Francisco State: CA Zip: 94122  
Telephone: (415) 912-7139  
Email Address: ben@soccerwithoutborders.org

Service Provider #5: Community Health for Asian Americans  
Contact Name: Sean Kirkpatrick Title: Associate Director  
Mailing Address: 268 Grand Avenue  
City: Oakland State: CA Zip: 94610  
Telephone: (510) 835-2777 Fax: (510) 835-0164  
Email Address: sean.kirkpatrick@chaaweb.org

Service Provider #6: Oakland International High School  
Contact Name: Carmelita Reyes Title: Founding Principal  
Mailing Address: 4521 Webster Street  
City: Oakland State: CA Zip: 94609  
Telephone: (510) 597-4287 Fax: (510) 597-4292  
Email Address: carmelita.reyes@ousd.k12.ca.us

Service Provider #7: Roosevelt Middle School  
Contact Name: Cliff Hong Title: Principal  
Mailing Address: 1926 19<sup>th</sup> Avenue  
City: Oakland State: CA Zip: 94606  
Telephone: 510-879-2120 Fax: 510-879-2129  
Email Address: Clifford.Hong@ousd.k12.ca.us

## Oakland Unified School District Refugee & Asylee Student Assistance Program

**Service Provider #8: United for Success Academy**

**Contact Name:** Elia Bustamante    **Title:** Principal

**Mailing Address:** 2101 35<sup>th</sup> Avenue

**City:** Oakland                      **State:** CA      **Zip:** 94601

**Telephone:** 510-879-1494                      **Fax:** 510-879-1493

**Email Address:** Elia.Bustamante@ousd.k12.ca.us

**Service Provider #9: Franklin Elementary School**

**Contact Name:** Jeanette MacDonald                      **Title:** Principal

**Mailing Address:** 915 Foothill Blvd.

**City:** Oakland                      **State:** CA      **Zip:** 94606

**Telephone:** 510-874-3354                      **Fax:** 510-874-3358

**Email Address:** Jeanette.Macdonald@ousd.k12.ca.us

**LETTERS OF SUPPORT:**

*See following pages for letters of support*





East Bay Refugee Forum  
eastbayrefugeeforum.org

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January 10, 2013

Than Nguyen, Chief  
Refugee Programs Bureau  
California Department of Social Services  
744 P Street M.S. 8-9-646  
Sacramento, CA 95814

Re: Oakland Unified School District's Refugee Student Assistance Grant Application

Dear Ms. Nguyen,

On behalf of the East Bay Refugee Forum, I am writing to express unwavering support for the Oakland Unified School District's application for the Refugee School Impact Grant. Notably, the Refugee School Impact Grant is critical to the overall success of the refugee resettlement program in Alameda County and I am confident that the Oakland Unified School District (OUSD) has the necessary experience and expertise to administer the grant effectively.

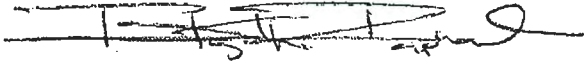
The OUSD has been a key member of the East Bay Refugee Forum (EBRF) for many years through its designated Refugee & Asylee Student Assistance Program (RASAP). Members of the RASAP are active members of the Forum who attend monthly meetings, work with other Forum member agencies in partnership on collaborative projects, and are always dependable for consultation in a timely matter with regards to the educational needs and concerns of refugee families within the county. Notably, a member of the RASAP sits on the Forum Steering Committee and provides Forum member agencies with the vital education link needed across large operating systems.

The new Refugee School Impact Grant will allow OUSD's RASAP program to continue these community partnerships as well as provide necessary services to refugee students and their families in Alameda County. This grant will allow for the continued coordination of school enrollment for all newly-arrived students, administrative support in the form of part-time Community School Program Manager to develop and oversee education-related support programs at Oakland International High School which serves 110 refugee and asylee students, allow for supportive summer school programs for refugees at all school age levels, continuing ongoing English language Development classes for refugee parents and family members, fund school supplies for new arrivals, and continue ongoing workshops for parents and family members on issues such as how to read a report card and parent-teacher communication. In addition, the grant funds an after-school program at a high-density refugee middle school as well as critical interpretation support for OUSD schools. Without the extensive and invaluable services provided by OUSD's RASAP program through this grant, critical services provided to refugee families upon arrival in the county would be significantly lacking.

Most notably, with RASAP, the OUSD is rather uniquely suited to administer programs under the Refugee School Impact Grant as it is one of the few school districts within the entire state of California with such a unit dedicated to serving refugee and asylee students. I support their application without reservation as I am certain that the support for OUSD will go far and the resources will be wisely used.

Please feel free to contact me at 510-717-3100, if you have any further questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Blythe Raphael", written over a horizontal line.

Blythe Raphael  
East Bay Refugee Forum Coordinator  
c/o Director of Refugee Resettlement CCEB  
433 Jefferson Street  
Oakland, CA 94607





**International Rescue Committee**  
405 14th Street, Suite 1415  
Oakland, CA 94612  
TEL +1 510 452 8222  
FAX +1 510 452 8228

**Rescue.org**

**George Rupp**  
President and CEO

**Sarah O'Hagan**  
**Thomas Schick**  
Co-Chairs  
Board of Directors

**Glenda K. Burkhardt**  
**Scott Pelley**  
Co-Chairs, Overseers

January 9, 2013

Chief Thuan Nguyen  
Refugee Programs Bureau  
744 P Street M.S. 8-9-646  
Sacramento, CA 95814

**RE: OUSD's Application for Refugee School Impact Grant**

Dear Chief Nguyen,

I am writing to express our full support for the Oakland Unified School District in its proposal for the Refugee School Impact Grant. Our agency, the International Rescue Committee, has been working together with the OUSD for many years to ensure access to education for newly arrived refugee children. We feel strongly that the Refugee School Impact Grant has had a positive impact on refugee students in the OUSD since its inception in 2006 and sincerely hope that it continues through the upcoming school year. It would be of great benefit to refugee students and families, as well as the community, to expand programming with a focus on issues that involve refugees.

The International Rescue Committee (IRC) is an international non-profit agency that provides comprehensive services to newly arrived refugees in Oakland and other cities throughout the San Francisco Bay Area. The IRC was founded in 1933 at the request of Albert Einstein to assist refugees escaping Nazi Germany. One of our responsibilities is to ensure access to public education for school age refugee children. Prior to OUSD's Refugee & Asylee Student Assistance Program's (RASAP) inception, our students faced significant struggles adapting to education in the U.S. – which created great stress for our clients and our staff. Thanks to RASAP's streamlined enrollment system, our clients make informed choices about which schools to attend, receive thorough information services, and are invited to take part in ongoing meetings at the OUSD. This is a significant help to our clients and our caseworkers. While students and their families still struggle to adapt to Oakland schools, refugee families (and the agencies like ours who support them) now have a point-person for education-related matters.

RASAP continuously consults us on program design, and has coordinated with our agency extensively for enrollment assistance and support. We have worked closely with the OUSD Refugee Specialist in the OUSD Transitional Students and Families Unit to identify and implement strategies of support for the benefit of refugee students and their families. In fact, our office maintains weekly contact with the Refugee & Asylee Student Assistance Program to consult with each other regarding specific students and how RASAP can better support our clients' needs. RASAP has significantly improved methods to assist refugee students in the areas of academic support, English language instruction, cultural adjustment, and community awareness and understanding. These areas of educational support are critical for refugees to alleviate additional challenges that burden them in and out of the classroom. We look forward to the future of expanded refugee oriented programming and to future collaboration between our agency and the OUSD.

On behalf of the IRC, I would like to urge you to give strong support to the OUSD RASAP in all its efforts to continue to improve support and programming for refugee students. Please feel free to contact me at your convenience and I would be happy to discuss this matter further.

Sincerely,

  
Hans Van de Weerd  
Executive Director, IRC in Northern California  
[Hans.vandeweerd@rescue.org](mailto:Hans.vandeweerd@rescue.org); 510-452-8222





Alameda County  
**Social Services  
Agency**

**Workforce and Benefits Administration**  
24100 Amador Street, Hayward, CA 94544  
510-259-3812 / Fax: 510-259-3810  
[www.alamedasocialservices.org](http://www.alamedasocialservices.org)

**Andrea Ford**  
Assistant Agency Director

---

Lori Jones, Agency Director

January 29, 2013

Thuan Nguyen, Chief  
Refugee Programs Bureau  
California Department of Social Services  
744 P Street M.S. 8-9-646  
Sacramento, CA 95814

RE: Oakland Unified School District's Refugee School Impact Grant Application

Dear Ms. Nguyen:

On behalf of Alameda County Social Services Agency (ACSSA) it is my pleasure to offer my full support for the proposal of Oakland Unified School District (OUSD)'s Refugee School Impact Grant Application for continued funding. ACSSA has had a positive relationship with OUSD for many years, and the OUSD Refugee & Asylee Student Assistance Program has been instrumental in providing services to refugee students in Oakland. The OUSD's Refugee & Asylee Student Assistance Program has been a permanent and active member of the East Bay Refugee Forum since 2006. Additionally, the program staff consults with our office regularly regarding the needs of refugee families and helps organize regular refugee community meetings and refugee awareness events throughout the year.

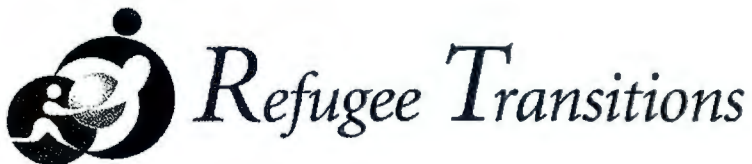
If the OUSD program receives another cycle of funding, they will be able to keep developing programming and community partnerships to expand essential educational and collaborative services for refugee students in Oakland.

I urge you to strongly consider the OUSD's proposal to continue serving refugee students in the Oakland Unified School District of Alameda County.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Lynnette Foy Linnen", with a long horizontal flourish extending to the right.

Lynnette Foy Linnen  
Refugee Program Specialist



*Help the community...change your world*

January 7, 2013

Dr. Lilia G. Sánchez  
Education Programs Consultant  
California Department of Education  
Language Policy and Leadership Office  
1430 N Street, Suite 4309  
Sacramento, CA 96814

Dear Dr. Sánchez:

On behalf of Refugee Transitions, a nonprofit education and social service agency that has been serving the refugee communities in the Bay Area for over 30 years, I am writing to express my strong support for the Oakland Unified School District's (OUSD's) Refugee & Asylee Student Assistance Program.

Refugee Transitions has extensive experience working with both newly-arrived refugee families as well as refugees who have been in the United States most of their lives. We are connected with numerous refugee families, voluntary resettlement agencies, and mutual assistance agencies. Our organization provides English language and civics education instruction for adults thanks to base funding from the California Department of Education's English Language Civics Program. Refugee Transitions also provides tutoring and mentoring for youth through our Bridge-2-Success Youth Development Program and collaborates with Oakland Unified School District and several other refugee service providers. The agency is quick to respond to the needs of numerous refugee communities and fill gaps in services. It has been my observation that the OUSD's Refugee & Asylee Assistance Program provides excellent services that are tailored to meet the needs of refugee and asylee families by skillfully guiding them through the school enrollment process, enrolling youth in after-school tutoring programs, and directing families to critical medical, mental health, housing and legal services.

Recognizing the need for a strong, ongoing partnership, Refugee Transitions will continue to collaborate with the Refugee & Asylee Student Assistance Program to identify refugee and asylee youth in need of individualized home-based tutoring/mentoring, provide multilingual refugee interns to interpret and conduct outreach for OUSD parent meetings, work with the Refugee & Asylee Student Assistance Program to manage difficult and/or special need students, and provide and accept referrals among programs. This partnership will allow Refugee Transitions to expand its after-school tutoring program at Oakland International High School to middle school sites with the highest population of refugee youth and act as a liaison between the school district and newcomer families.

Refugee Transitions will partner with the International Rescue Committee and several refugee mutual assistance agencies to work in collaboration with OUSD to maintain a sustainable program that meets the linguistic, academic, socioemotional, and sociocultural needs of refugee pupils. Our mutual efforts will ensure that refugee and asylee families receive comprehensive support services and have advocates within the school district and at community-based organizations.

If you have any questions, feel free to contact me at (415) 989-2151 or via e-mail at [laura@reftrans.org](mailto:laura@reftrans.org).

Sincerely,

Laura Vaudreuil  
Executive Director





January 23, 2013

Thuan Nguyen, Chief  
Refugee Programs Bureau  
California Department of Social Services  
744 P Street M.S. 8-9-646  
Sacramento, CA 95814

**RE: Oakland Unified School District's Refugee Student Assistance Grant Application**

Dear Ms. Nguyen:

As a President of Bhutanese Community in California (BCC), an Oakland-based Mutual Assistance Association, I am writing to offer my pleasure to offer my full support for the proposal of Oakland Unified School District (OUSD)'s Refugee School Impact Grant Application for continued funding.

Bhutanese Community in California (BCC) is a non-profit organization, formed in April 2011, by the Bhutanese refugees resettled in California. Its main office is located at 655 International Blvd, Oakland, CA 94606



transparency and accountability and instill foundation of trust in the community.

With another cycle of funding, the OUSD would be able to continue crucial programming and community partnerships to expand essential educational and collaborative services for refugee students in Oakland.

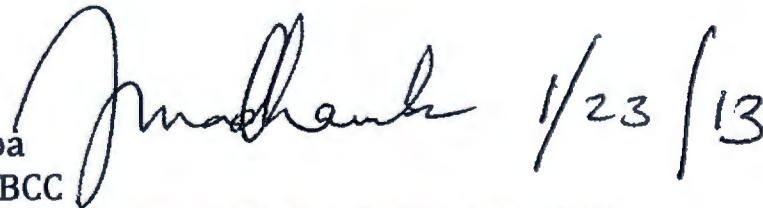
I urge you to strongly consider the OUSD's proposal to continue serving refugee students in the Oakland Unified School District of Alameda County.

Sincerely yours,

Jiwan Subba

President, BCC

Office: 655 International Blvd, Oakland, CA94606

A handwritten signature in cursive script, followed by the date "1/23/13" written in a similar style.



## *Burma Refugee Family Network*

*Assisting refugees of all ethnic groups from Burma resettle in the wider San Francisco Bay Area*

February 4, 2013

Thuan Nguyen, Chief  
Refugee Programs Bureau  
California Department of Social Services  
744 P Street M.S. 8-9-646  
Sacramento, CA 95814

RE: Oakland Unified School District's Refugee Student Assistance Grant Application

Dear Ms. Nguyen:

As a Board Member of Burma Refugee Family Network (BRFN), an Oakland-based Mutual Assistance Agency, I am writing to offer my pleasure to offer my full support for the proposal of Oakland Unified School District (OUSD)'s Refugee School Impact Grant Application for continued funding.

Burma Refugee Family Network (BRFN) was founded in 2008 by refugees and immigrants from Burma to provide a critical bridge between the newly arrived refugees from Burma and local resources. BRFN is a community-based 501(c)(3) nonprofit organization established to assist refugees of all ethnic groups from Burma resettling in the wider San Francisco Bay Area. BRFN's mission is to provide and advocate for culturally and linguistically appropriate social support services, such as language training, social welfare, education, physical and mental health care, employment, housing, and cultural bridging and preservation.

BRFN has collaborated with Refugee and Asylee Student Assistance Program on several occasions to provide appropriate language interpretation and cross-cultural consultations. Refugee and Asylee Student Assistance Program provides the bridge and coordination for refugee families to connect to and use the case management, cultural orientation workshops and advocacy services at BRFN. The program is a home base for these families and a partner in community collaboration for community based programs such as BRFN. The program is also a great resource for us and has provided much valuable knowledge and expertise in educating our staff as well as the refugee community about the public educational system in the United States, the students' and parents' rights and responsibilities, and tools on how to navigate this new system for those who resettled recently.





January 3, 2013, 2011

To Whom It May Concern:

This letter is to certify that Soccer Without Borders (SWB), an internationally recognized non-profit organization whose mission is to use soccer as vehicle for positive change in the lives of underserved youth, has collaborated with the Oakland Unified School District Refugee Program to support refugee and asylee youth in Oakland. Since 2007, SWB has worked with OUSD Refugee Program to run summer soccer camps that incorporate nutrition education and team-building activities. Additionally, we have collaborated to run year round soccer teams for high-school and middle-school age refugee and asylee youth.

At a time of their lives where so much of their surroundings, customs and concepts are changing, soccer serves as a familiar thread that connects them to an important aspect of the culture in their home countries. Soccer provides these youth with an avenue for positive engagement, a platform for personal growth, and a toolkit for their futures.

Since 2007, we have engaged more than 400 refugee and asylee youth living in Oakland in our programs. We work with many of the youth for 40 weeks throughout the year, between 6-10 hours a week. For these youth, the team has become a vital source of community and a much needed outlet for recreation. Because of the significant role the teams play in the lives of the youth, our program provides motivation for school attendance and performance that has been crucial in keeping some students who struggle socially and academically enrolled in school and making their best effort in the classroom. As our organization has grown, we have also incorporated academic counseling and tutoring services in our program. These programs, and their important outcomes, would not have been possible without the support and guidance of OUSD's Refugee Program.

OUSD Refugee Program staff have been key in making referrals for programs, providing funding for camps and special initiatives, and supporting SWB staff with best-practices and skills for recruiting and successfully engaging refugee youth in our programs. The OUSD Refugee Program is an extremely important resource to help refugee children, youth and their families receive services from community partners such as ours. It has been a privilege to work with them over the past years, and we look forward to continuing our collaboration in years to come.

Please feel free to contact me for more information about the nature of our partnership with the OUSD Refugee Program.

Best Regards,

Ben Gucciardi  
Founding Director  
Soccer Without Borders





# Internationals Opening Doors to Network for Public Schools the American Dream

Oakland International High School  
4521 Webster St.  
Oakland, CA 94609  
Phone #510-597-4287  
Fax #510-597-4292

December 28, 2012

Refugee Programs Bureau  
California Department of Social Services  
744 P Street M.S. 8-9-646  
Sacramento, CA 95814

RE: Oakland Unified School District's Refugee Student Assistance Grant Application 2013

To whom it may concern –

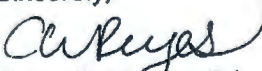
I am writing you to in support of the Oakland Unified School District's application for the Refugee School Impact Grant.

Oakland International High School is a unique school in the district, serving the needs of newly arrived immigrants in preparation for college. We are an alternative education school focused on English language instruction. Our students have immigrated from over 33 countries and collectively speak more than 40 languages other than English. Approximately one third of our students are newly arrived refugees. For this reason, our school administration and staff has consistently, since our inception, worked directly with the district's Refugee and Asylee Student Assistance Program to ensure that the transition, language support and supplemental service needs of our refugee students and families are met.

The OUSD refugee program has partnered with OIHS to provide summer intervention programs to support language development, academic skill-building, and social integration. These programs have also included enrichment in art, physical health and job training to support newcomers to become active members in their communities and to build language in an out of the classroom context. In addition, the Refugee & Asylee Student Assistance Program staff have collaborated with OIHS staff to organize culturally responsive parent meetings that meet the needs of our refugee population. Working in conjunction with the Refugee Office, we have organized staff home visits and community walks for teachers hosted by our refugee parents. The Refugee & Asylee Student Assistance Program has supported our student body by providing bus passes, enrollment assistance, translation support, and linkage to social services. The program has also been incredibly supportive of our Full Service Community School initiative, providing seed funding for our expanded partner offices and parent resource center, and co-funding a Community School Program Manager position that works jointly between the OUSD Refugee program and our high school. The refugee program has linked the school to partner organizations such as Refugee Transitions, the IRC, Asian Community Mental Health, and Soccer Without Borders, that provide services to our refugee students on- and off- site. The district refugee program staff members are not strangers on campus or to our students. Our students know Ms. Langan and Ms. Lauren; they are their friends, advocates, and advisors.

I urge you to support the Refugee Impact Grant for OUSD so that the district can continue this invaluable program. The services provided make a meaningful impact on our students & families. If you have any questions, please contact me at [Carmelita.Reyes@ousd.k12.ca.us](mailto:Carmelita.Reyes@ousd.k12.ca.us).

Sincerely,

  
Carmelita Reyes, Principal



Appendix I

REFUGEE SCHOOL IMPACT GRANT  
ASSURANCE FORM  
PROGRAM YEAR 2012-13

I certify that the information in this Assurance Form is accurate and complete.

- Our RSIG program will identify and provide educational services to eligible refugee students as defined in 45 Code of Federal Regulations Sections 400.43, 401.2, 400.208 and other relevant statutes; and will maintain copies of federal documentation as described in State Letter 00-17 verifying eligibility of participants and make these copies available for review and/or audit by the United States (U.S.) Department of Health and Human Services, Administration for Children and Families (DHHS/ACF), the federal Office of Refugee Resettlement (ORR), and the California Department of Social Services (CDSS).
- Federal funding is available for a state's expenditures for assistance and services to a family unit which includes a refugee parent or two refugee parents and one or more of their children who are non-refugees, including children who are U.S citizens. Federal funding is not available for a state's expenditures for assistance and services provided to a non-refugee adult member of a family unit or to a non-refugee child or children in a family unit if one parent in the family unit is a non-refugee. Further information on eligible RSIG participants and acceptable documentation is available at: <http://www.acf.hhs.gov/programs/orr/about/whoweserve.htm>
- Our RSIG program will collaborate, and maintain records of collaboration, with the County Refugee Coordinator, one voluntary agency, and three service providers. We will also regularly attend the local refugee forum meeting if one meets in our area. The records will be available for review and/or audit by DHHS/ACF, ORR, and/or CDSS, and/or the representatives or designees of these departments.
- Our RSIG program will maintain complete documentation of program activities and expenditures. The records will be available for review and/or audit by DHHS/ACF, ORR, and/or CDSS, and/or the representatives or designees of these departments.

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described above. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California. In addition, I certify that, to the best of my knowledge, the information contained in this application is complete and correct.

Curtiss Sarikay  
Printed Name of Authorized Representative or Designee

Associate Superintendent  
Title

Curtiss Sarikay  
Signature of Authorized Representative or Designee

2/4/2013  
Date

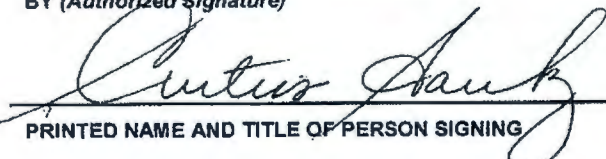
Oakland Unified School District  
Name of Applicant

Appendix J

Debarment and Suspension Certification

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

GRANTEE/BIDDER ORGANIZATION NAME Oakland Unified School District	FEDERAL ID NUMBER 94-6000385
BY (Authorized Signature) 	DATE EXECUTED 2/4/2013
PRINTED NAME AND TITLE OF PERSON SIGNING Curtiss Sarikey, Associate Superintendent	TELEPHONE NUMBER (Include Area Code) 510-273-1500
GRANTEE/APPLICANT ORGANIZATION'S MAILING ADDRESS 746 Grand Avenue, Oakland, CA 94610	

The grant recipient named above hereby certifies that to the best of his/her knowledge and belief that he/she and their principals or affiliates or any sub-contractor utilized under the Refugee School Impact Grant, are not debarred or suspended from federal financial assistance programs and activities nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. The applicant also certifies that it or any of its sub-contractors are not listed on the Excluded Parties Listing System (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, and 44 CFR Part 17).

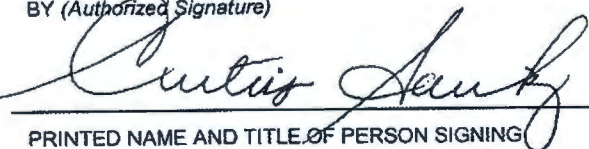


**Appendix K**

**DRUG-FREE WORKPLACE CERTIFICATION**

**CERTIFICATION**

*I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.*

GRANTEE/BIDDER ORGANIZATION NAME  <b>Oakland Unified School District</b>	FEDERAL ID NUMBER  <b>94-6000385</b>
BY (Authorized Signature)  	DATE EXECUTED  <b>2/4/2013</b>
PRINTED NAME AND TITLE OF PERSON SIGNING  <b>Curtiss Sarikey, Associate Superintendent</b>	TELEPHONE NUMBER (Include Area Code)  <b>510-273-1500</b>

GRANTEE/APPLICANT ORGANIZATION'S MAILING ADDRESS

**746 Grand Avenue, Oakland, CA 94610**

The grant recipient named above hereby certifies compliance with California Government Code Section 8355 and the federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701 *et seq.*, as amended), as defined at 45 CFR Subtitle A, Part 84, Section 82.100, in matters relating to providing a drug-free workplace. The above named grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The Grantee's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs.
  - (d) Penalties that may be imposed upon employees for drug abuse violations.

## Appendix K

3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement.
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the grant.
  - (c) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
4. Notify the agency in writing within 10 calendar days after receiving notice under paragraph (3) (c) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.
5. Take one of the following actions, within 30 calendar days of receiving notice under paragraph (3) (c) with respect to any employee who is so convicted:
  - (a) Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.



Appendix L

NONDISCRIMINATION CLAUSE

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

Curtiss Sarikey, Associate Superintendent

OFFICIAL'S NAME

DATE EXECUTED

2/4/2013

Alameda County

EXECUTED IN THE COUNTY OF

PROSPECTIVE GRANTEE'S SIGNATURE

Associate Superintendent

PROSPECTIVE GRANTEE'S TITLE

Curtiss Sarikey

PROSPECTIVE GRANTEE'S LEGAL NAME

1. During the performance of this grant, Grantee and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Grantees and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provision of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
2. This Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the grant.

ORGANIZATION NAME

Oakland Unified School District

## Appendix M

### PRIVACY, SECURITY, AND CONFIDENTIALITY

If, in the course of carrying out this work, the Grantee gathers or processes personal (private) information, Grantee must provide written assurance that the data will be managed in accordance with all applicable federal and California state privacy laws including, but not limited to: Family Educational Rights and Privacy Act of 1984 (20 U.S.C. Sec. 1232g), and Children's Online Privacy Protection Act (COPPA), and California Education Code sections 49069 to 49079. Examples of personal information include, but are not limited to: name, telephone, e-mail account, address, date of birth, immigration status, and social security number.

There are civil and criminal actions that may be invoked for unauthorized disclosure of information from confidential records. (California Penal Code section 11140-11144, 13301-13303, Civil Code section 1798, Chapter 709, Statute of 1997 define civil and criminal actions for unauthorized disclosure of information from confidential records.) Grantee shall instruct all employees with access to confidential and sensitive information regarding: (1) the confidential nature of the information, and (2) the sanctions against unauthorized access, use, or disclosure found in the California Civil Code section 1798.55, and the Penal Code section 502.

In addition, the Grantee will be expected to demonstrate that it has taken specific steps to ensure the data are kept secure and confidential as evidenced by, at a minimum, the following:

- Each and every employee, subcontractor or other person who has access to personal information is required to sign a statement that they understand that the information is personal and they will take steps to ensure that unauthorized personnel do not gain access to personal data.
- Personal data, while being transmitted electronically, must be encrypted.
- Any repository for the data will be locked and have access restricted to those personnel that have a legitimate need to access the data and have signed a confidentiality agreement.

Any security breach must be reported to the California Department of Social Services (CDSS) immediately within 24 hours of initial detection of any unauthorized access, use, and disclosure of information. Notification shall be reported by telephone or email to:

Information Security Officer  
916-654-0910  
[iso@dss.ca.gov](mailto:iso@dss.ca.gov)

CDSS considers mailing information (including e-mail address) to be personal (private). As such, if the Grantee asks a person for his or her mailing information, the Grantee must make it clear to the person providing the information whether the information will be shared with any organization other than CDSS and the Grantee. In addition, the Grantee will provide the person providing the mailing information an "opt-out" (i.e. the person can elect to not have his or her mailing information shared with organizations outside of CDSS and the Grantee).



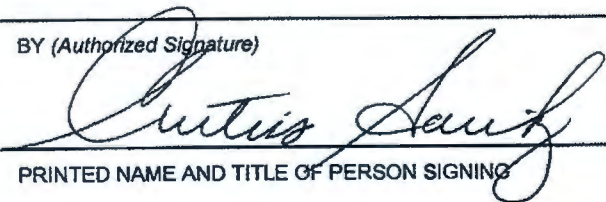
## Appendix N

### CERTIFICATION REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds.

- (1) For agreements with Contractors who are state entities not under the authority of the Governor, or cities, private firms or agencies which are receiving in excess of \$100,000 in federal funds from CDSS to perform services. By signing this Agreement the Contractor certifies that to the best of his or her knowledge and belief that:
- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with their federal grant or agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - c. The Contractor shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.
- (2) This certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and not more than \$100,000 for each such failure.

GRANTEE/BIDDER ORGANIZATION NAME  <b>Oakland Unified School District</b>	FEDERAL ID NUMBER  <b>94-6000385</b>
BY (Authorized Signature)  	DATE EXECUTED  <b>2/4/2013</b>
PRINTED NAME AND TITLE OF PERSON SIGNING  <b>Curtiss Sarikey, Associate Superintendent</b>	TELEPHONE NUMBER (Include Area Code)  <b>510-273-1500</b>
GRANTEE/APPLICANT ORGANIZATION'S MAILING ADDRESS  <b>746 Grand Avenue, Oakland, Ca 94610</b>	



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

February 27, 2013

## Refugee School Impact Grant AWARD ANNOUNCEMENT

The California Department of Social Services (CDSS), Refugee Programs Bureau (RPB) is pleased to announce the tentative list of school districts successful in receiving funding under the Refugee School Impact Grant (RSIG) for federal fiscal year 2012-13 under the Request for Application (RFA) issued on January 7, 2013:

Tentative RSIG Grantees	Funding Amount
Cajon Valley Unified School District, San Diego County	\$150,000
Grossmont Union High School District, San Diego County	\$150,000
Oakland Unified School District, Alameda County	\$150,000
East Side Union High School District, Santa Clara County	\$138,000
Glendale Unified School District, Los Angeles County	\$132,000
San Juan Unified School District, Sacramento County	\$120,000
Sacramento City Unified School District, Sacramento County	\$100,000
State Administration Cost	\$60,000
<b>TOTAL</b>	<b>\$ 1,000,000</b>

The CDSS was successful in attaining funding for the first of a two-year funding cycle under the RSIG, which is funded by the United States (U.S.) Department of Health and Human Services, Office of Refugee Resettlement. The CDSS had been awarded \$1,000,000 for the first year covering September 15, 2012 through August 14, 2013. Only school districts in the following counties are eligible to submit an RFA: Alameda, Los Angeles, Orange, Sacramento, San Diego, and Santa Clara.

The RSIG's primary focus is to assist refugee school age students who have been in the U.S. three years or less to improve their academic performance and social adjustment to schools through such activities as supplemental English language instruction, after-school tutoring programs focused on helping refugee students



understand and complete assignments, after-school/summer programs that support remedial work or promote school readiness, and parental involvement programs.

During the last grant cycle (2010-12), the California RSIG Program provided services to over 4,700 refugee students in five school districts in four counties (Santa Clara, Sacramento, Oakland, and Alameda) which were awarded \$1,900,000 in federal funding. Refugee students were provided with English language instruction; after school programs designed to assist student in completing assignments; educational counseling; and assistance with remedial school work, translating, and understanding new technologies. As a result, 92 percent of RSIG students improved regarding completing grade level requirements; 62 percent of students improved in their English scores; and 53 percent of RSIG students improved their math scores.

Under the RSIG RFA, an applicant who was not selected to receive funding may file an appeal of the tentative grant award decisions for the RSIG RFA. The appeal must be sent by registered mail and postmarked no later than **5:00 PM, March 6, 2013** (five business days after the announcement of the tentative RSIG grantee awards). Only non-funded applicants that met the technical requirements of the RFA and were scored by the CDSS may file an appeal.

All RSIG application information is considered public record unless exempted in the Information Practices Act of 1977 and the California Public Records Act (CPRA). Due to privacy laws, personal information will be redacted from all public records prior to public review in order to protect the privacy rights of individuals. As part of the CPRA, the public, including all applicants, have the right to inspect and/or obtain copies of the RSIG applications and the scoring instrument used in selecting the final RSIG grantees, subject to any exemptions under the CPRA.

Please refer to the RSIG RFA document for detailed information on the appeal and CPRA processes at the following webpage:

<http://www.cdss.ca.gov/refugeeprogram/res/pdf/RFA/2012RSIG-RFA.pdf>

If you have any questions, please contact Ms. Thuan Nguyen, Chief, RPB, at (916) 654-4356 or [Thuan.Nguyen@dss.ca.gov](mailto:Thuan.Nguyen@dss.ca.gov).

Sincerely,

***Original signed by***

STAN CAGLE, Chief  
Child Care and Refugee Programs Branch