



File ID Number	19-0472
Introduction Date	4/24/19
Enactment Number	19-0582
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By	OS

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

April 24, 2019

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Preston Thomas, Network Superintendent, High School  
Matin Abdel-Qawi, Principal, Oakland High School

Subject: Grant Award - California Department of Education - Specialized Secondary Programs: Cohort 6 Planning - Oakland High School

**ACTION REQUESTED:**

Approval and acceptance by the Board of Education of Grant Award from the California Department of Education for the Specialized Secondary Programs: Cohort 6 Planning, in the amount of \$35,000.00, to support the RISE Business Leaders of Tomorrow Program, for the period of December 1, 2018 through June 30, 2020, 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 years, if any.

**BACKGROUND:**

Grant award for OUSD schools for the 2018-2020 fiscal years was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
19-0472	Yes	Grant	Oakland High School	To support the RISE Business Leaders of Tomorrow Program.	December 1, 2018 through June 30, 2020	California Department of Education, Career and College Transition Division	\$35,000.00

**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 application for the program listed in the chart by the school.

**FISCAL IMPACT:**

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

- Grants valued at: \$35,000.00

**RECOMMENDATION:**

Approval and acceptance by the Board of Education of the Grant Award for the RISE Business Leaders of Tomorrow Program at Oakland High School for fiscal year 2018-2020, 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

Grant Award Letter

## OUSD Grants Management Face Sheet



<b>Title of Grant:</b> Specialized Secondary Programs: Cohort 6 Planning	<b>Funding Cycle Dates:</b> December 1, 2018 - June 30, 2020
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Matin Abdel-Qawi, Principal, Oakland High School Oakland Unified School District 1023 MacArthur Boulevard, Oakland, CA 94610-3930 510-879-3676 <a href="mailto:Matin.Abdel-Qawi@ousd.org">Matin.Abdel-Qawi@ousd.org</a>	<b>Grant Amount for Full Funding Cycle:</b>  \$35,000.00
<b>Funding Agency:</b> Juan Delgado, Associate Governmental Program Analyst Career and College Transition Division California Department of Education 1430 N Street, Suite 4202 Sacramento, CA 95814-5901	<b>Grant Focus:</b> To support the RISE Business Leaders of Tomorrow Program.
<b>List all School(s) or Department(s) to be Served:</b> Oakland High School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will provide funding for the RISE Business Leaders of Tomorrow program. This program will serve newcomer students. The courses developed as a requirement of this grant are new and innovative and were co-constructed using student voice from a student-driven survey. These courses will honor students' assets and worldviews, while empowering and strengthening their autonomy. Through this grant, students will collaboratively engage in social entrepreneurship, apply learned principles, create and provide resources to the greater local community, all while exploring the world of local and global business.
How will this grant be evaluated for impact upon student achievement?  (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 3.98% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	The RISE teacher team will regularly review and analyze student achievement data (grades, GPA, attendance, etc.) as a way to evaluate the program's impact on student achievement. This will also happen through required reporting for the grant and also through the annual SPSA process, where the team reflects on program implementation through various cycles of continuous improvement.
Does the grant require any resources from the school(s) or district? If so, describe.	Yes, the grant will require the support of a fiscal analyst and operations role to help manage the budget, process orders, etc.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?  (If yes, include the district's indirect rate of 3.98% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No
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.)	No



Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Matin Abdel-Qawi, Principal Oakland High School Oakland Unified School District 1023 MacArthur Blvd., Oakland, CA 94610-3930 510-874-3676 <a href="mailto:Matin.Abdel-Oawi@ousd.org">Matin.Abdel-Oawi@ousd.org</a>
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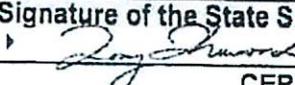
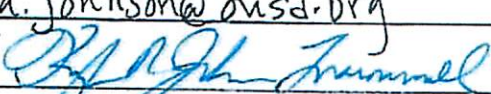
**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Network Superintendent	Lucia Moritz	x 	4/2/19
Department Head (e.g. for school day programs or for extended day and student support activities)	Sondra Aguilera	x 	4/2/19

**Grant Office Obtained Approval Signatures:**

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

### Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Matin Abdel-Qawi, Superintendent Oakland Unified School District 1023 MacArthur Boulevard Oakland, CA 94610-3930				<b>CDE GRANT NUMBER</b>			
				<b>FY</b> 18	<b>PCA</b> 23112	<b>Vendor Number</b> 61259	<b>Suffix</b> 60
<b>Attention</b> Matin Abdel-Qawi, Superintendent				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>		<b>COUNTY</b>	
<b>Program Office</b> Accounting Office				<b>Resource Code</b> 7370	<b>Revenue Object Code</b> 8590	01	
<b>Telephone</b> 510-874-3676						<b>INDEX</b>	
<b>Name of Grant Program</b> Specialized Secondary Programs: Cohort 6 Planning						0615	
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$35,000		\$35,000		12/01/2018	06/30/2020	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
<p>I am pleased to inform you that you have been funded for the RISE Business Leaders of Tomorrow at Oakland High School.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">             Juan Delgado, Associate Governmental Program Analyst              Career and College Transition Division              California Department of Education              1430 N Street, Suite 4202              Sacramento, CA 95814-5901           </p>							
<b>California Department of Education Contact</b> Tony Quirarte				<b>Job Title</b> Education Programs Consultant			
<b>Email Address</b> tquirarte@cde.ca.gov					<b>Telephone</b> 916-319-0388		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 					<b>Date</b> February 8, 2019		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b> Kyla Johnson-Trammell				<b>Title</b> Superintendent			
<b>Email Address</b> kyla.johnson@ousd.org					<b>Telephone</b> 510-874-8200		
<b>Signature</b> 					<b>Date</b> 2/19/19		

**Grant Award Notification (Continued)**

The following conditions apply:

1. The grant award will be processed upon receipt of the signed Grant Award Notification (AO-400). This AO-400 must be signed by the superintendent or an authorized official and returned within **10 working days**.
2. All approved program funds must be expended within the dates designated and for the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. Expenditures for supplies and equipment must be completed by June 30, 2020. **No extensions of this grant will be allowed.**
3. The grantee is required to use these funds to plan and implement the Specialized Secondary Program (SSP) as described in the approved planning grant application with any required or requested changes. Prior written approval is required for any program or budget changes. Line item transfers in excess of 25 percent of each original line item budget amount may not be made without written approval from the SSP Associate Governmental Program Analyst (AGPA) in the High School Innovations and Initiatives Office (HSIIO). These funds may not supplant current fixed costs. Expenditures shall comply with all applicable provisions for federal, state, and local rules, regulations, and policies relating to the administration and accounting for public school funds.
4. The grantee must limit administrative indirect costs to the rate approved by the California Department of Education (CDE) for the applicable fiscal year in which the funds are spent.
5. Upon receipt of the required certifications, scheduled payments of grant funds will be as follows:
  - The first 75 percent of the funds will be released upon completion and return of the AO-400. Please allow approximately four weeks for processing.
  - The final 25 percent of the funds will be released after the End-of-Project (EOP) Financial Expenditure Report has been received and all reporting and submission requirements, including the posting of curriculum, have been met. A comprehensive and detailed course outline for both courses developed through this SSP grant must be posted on the CTE Online SSP Group Page by April 19, 2019. Failure to comply with all reporting, submission, and posting requirements will result in a billing from the CDE for the entire amount of any grant funds paid.
  - The EOP Financial Expenditure Report is due July 31, 2020, after all funds have been expended. The EOP includes a narrative of expenditures. Failure to submit a final EOP Financial Expenditure Report with a budget narrative within 60 days of the end of the grant period will result in a billing from the CDE for the entire amount of any grant funds paid and possible reduction of any subsequent years' grant(s).
6. The End-of-Year Report is a requirement of this grant and is due April 17, 2020. Guidelines will be mailed separately.
7. Grant recipients are required to send at least one of the identified SSP teachers to the annual statewide SSP Convening held in conjunction with the Educating for Careers Conference scheduled for March 3-5, 2019, in Sacramento.
8. If the grantee terminates its participation in the program, the grantee shall submit a final expenditure report within 30 days and return the unexpended funds upon receipt of a billing from the CDE. Supplies and equipment purchased with these funds will be redirected to other programs.
9. Grantees are required to accommodate SSP mentors in the performance of their required duties, including scheduling site visits during the regular school day and responding to communications.
10. Grantees must adhere to all communicated due dates for the posting of the incremental development of the required curriculum.

If you have any questions regarding the SSP program requirements of the grant, please contact Tony Quirarte, Education Programs Consultant, HSIIO, by phone at 916-319-0388 or by email at [tquirarte@cde.ca.gov](mailto:tquirarte@cde.ca.gov). If you have questions regarding the fiscal requirements of the grant, please contact Juan Delgado, AGPA, HSIIO, by phone at 916-319-0472 or by email at [jdeltgado@cde.ca.gov](mailto:jdeltgado@cde.ca.gov).