

File ID Number	11-2942
Introduction Date	1-11-12
Enactment Number	12-0054
Enactment Date	1-11-12
By	TS



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

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

To: Board of Education
 From: Tony Smith, Superintendent
 Subject: **District Submitting Grant Agreement**

ACTION REQUESTED:

Approval and support by the Board of Education of District applicant submitting grant agreement for OUSD schools for fiscal year 2011-2012 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 agreement for OUSD schools for the 2011-2012 fiscal year were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	YES	Application	Oakland Unified School District, Family, Schools, and Community Partnerships (FSCP)	Support FSCP's management of volunteers/mentors	January 28, 2012 -June 30, 2012	Corporation for National and Community Service (CNCS)	\$8000.00 + 4 VISTA members

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: \$8000.00 + 4 VISTA members

RECOMMENDATION:

Approval and support by the Board of Education of District applicant submitting a grant agreement for OUSD schools for fiscal year 2011-2012 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:

OUSD Grants Management Face Sheet

Title of Grant: Americorps Vista	Funding Cycle Dates: January 28, 2012 –June 30, 2012
Grant's Fiscal Agent: (contact's name, address, phone number, email address) Corporation for National and Community Service, Gail Benton Shoemaker, State Program Specialist, 1301 Clay St, 365-South, Oakland, CA 94612 510-637-1750, GBentonShoemaker@cns.gov	Grant Amount for Full Funding Cycle: \$8,000 + 4 VISTA members (CNCS federally funded employees)
Funding Agency: Corporation for National and Community Service (CNCS) Americorps-VISTA	Grant Focus: Americorps-VISTAs to create systems for recruitment, training, and evaluation of Volunteers/Mentors.
List all School(s) or Department(s) to be Served: Family, Schools & Community Partnerships Dept	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will support FSCP's management of volunteer/mentors. VISTA members will recruit volunteers to impact student attendance at target sites with chronic absenteeism.
How will this grant be evaluated for impact upon student achievement? <small>(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 4.25% 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.)</small>	Volunteers/mentors will impact attendance of students served, increasing 10% attendance over 3 years. VISTA members will track volunteer placements and students served by those volunteers. VISTAs members will monitor attendance for students served by volunteers.
Does the grant require any resources from the school(s) or district? If so, describe.	20% FSCP Staff coordination time: Family & Community Engagement Specialist
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? <small>(If yes, include the district's indirect rate of 4.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</small>	No.
Will the proposed program take students out of the classroom for any portion of the school day? <small>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</small>	No.
Who is the contact managing and assuring grant compliance? <small>(Include contact's name, address, phone number, email address.)</small>	Raquel Jimenez, Family & Community Engagement Specialist 2111 International Blvd, Oakland, CA 94606 510-434-7766 ext 233 Raquel.Jimenez@ousd.k12.ca.us Gail Benton Shoemaker, State Program Specialist for CNCS (contact info above)

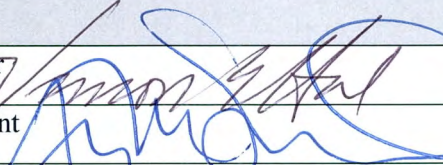
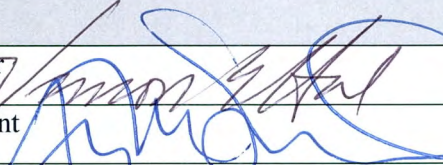
LEGISLATIVE FILE

File ID Number 11-2942
 Introduction Date 12-5-11
 Enactment Number 12-0054
 Enactment Date 1-11-12

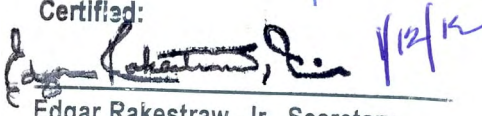
Applicant Obtained Approval Signatures:

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

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		10/31/11
Superintendent	Tony Smith		10/31/11

Certified:

 1/12/12

Edgar Rakestraw, Jr., Secretary
Board of Education

OAKLAND COUNTY BOARD OF SUPERVISORS
Office of Administrative Services
APPROVED FOR FORM & SUBSTANCE

By:  Attorney at Law



CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
AmeriCorps*VISTA

Project Number: 12VSPCA003

Agreement Number:

MEMORANDUM OF AGREEMENT

between

Oakland Unified School District
2111 International Blvd
Oakland, CA 94606-4903

EIN: 946000385

DUNS Number: 076554500

and

Corporation for National and Community Service
California State Office
11150 West Olympic Blvd.
Suite 670
Los Angeles, CA 90064-1815

Pursuant to Title I, Pub.L. 93-113,
the Domestic Volunteer Service Act
of 1973, as amended, 87 Stat. 394 hereinafter, the "Act"

This Memorandum of Agreement, hereinafter referred to as "the Agreement", between the two above-captioned parties: 1) Corporation for National and Community Service, hereinafter referred to as the "Corporation"; and 2) Oakland Unified School District, hereinafter referred to as the "Sponsor", sets forth the parties' understanding concerning the establishment and operation of a local project under the AmeriCorps*VISTA program, pursuant to Title I, Part A of the Domestic Volunteer Service Act, as amended, (42 U.S.C. 4951 *et seq.*), hereinafter referred to as "the Act". The primary purpose of this agreement is for the Corporation to provide the Sponsor with up to four (4) AmeriCorps*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems as specified in the Project Application. The Project Application is incorporated in this Agreement by reference.

The Agreement provides for the assignment of up to four (4) AmeriCorps*VISTA members(s) supported by the Corporation.

I. GENERAL PROVISIONS

1. Duration of This Agreement

This Agreement is for one year, and shall become effective on the date of 11/06/2011 after execution of this Agreement. The date of execution of this agreement is the date that the final signatory for either party signs and dates this Agreement. This Agreement is subject to performance of the terms as set forth in this Agreement, below in Part II. Activity on the project shall be deemed

to have begun on 11/06/2011 and shall end thereafter on 11/17/2012, unless terminated sooner by either or both of the parties.

2. Status of VISTA Members During Service

a) AmeriCorps*VISTA members are eligible for all benefits and coverages provided to them under the Domestic Volunteer Service Act of 1973 (the Act), including the "income disregard" provisions as set forth at 42 U.S.C. § 5044 of the Act; the Federal Employees Compensation Act (FECA); and the Federal Tort Claims Act (FTCA).

b) AmeriCorps*VISTA members shall not be considered employees of the Sponsor. AmeriCorps*VISTA members are deemed employees of the federal government only for those limited purposes identified at 42 U.S.C. § 5055 of the Act.

II. RESPONSIBILITIES OF THE PARTIES

1. Corporation Responsibilities. The Corporation will:

- a. Assign AmeriCorps*VISTA members to the Sponsor, and at the discretion of the Corporation, assign replacements for any AmeriCorps*VISTA members who resign, transfer to other projects or are terminated.
- b. Provide technical assistance to the Sponsor in planning, development, and implementation of the project.
- c. Submit the project description to the Governor for review.
- d. Process and give final selection to member applications submitted by Sponsor.
- e. Provide VISTA candidate in-processing and pre-service orientation at AmeriCorps*VISTA program expense, and may provide assistance or support for in-service training of VISTA members.
- f. Subject to the availability of funds, conduct training for the Sponsor's AmeriCorps*VISTA supervisor(s), and pay such costs associated with such training.
- g. Provide a relocation allowance, as appropriate, for AmeriCorps*VISTA members having to relocate in order to serve.
- h. Provide AmeriCorps*VISTA members with subsistence allowances in accordance with the AmeriCorps*VISTA policies and procedures.
- i. Enroll AmeriCorps*VISTA members in the AmeriCorps Health Benefits Program.
- j. Provide a child care subsidy for children of AmeriCorps*VISTA members that qualify for the benefit in order for such AmeriCorps*VISTA members to participate in the AmeriCorps*VISTA program.

- k. Enroll AmeriCorps*VISTA members, who so request, in the AmeriCorps*VISTA life insurance program.
- l. Periodically review and assist the Sponsor's use of AmeriCorps*VISTA members to achieve the objectives and perform the task(s) specified in the Project Narrative.
- m. Promptly respond to written requests by the Sponsor to remove any AmeriCorps*VISTA member from the project in accordance with the Corporation's policies and procedures.
- n. Provide the Sponsor timely information concerning applicable Corporation and AmeriCorps*VISTA regulations, policies and procedures.
- o. Provide to AmeriCorps*VISTA candidate and members information regarding volunteer discrimination complaint procedures, and grievance procedures, as provided in federal law, applicable regulations at 45 CFR Part 1211, and the AmeriCorps*VISTA Member Handbook.
- p. Provide education awards through the National Service Trust, for those not selecting the end-of-year stipend payment.

2. Sponsor Obligations. The Sponsor will:

- a. As mutually agreed with the Corporation, assist in the recruitment of applicants to become AmeriCorps*VISTA members.
- b. Arrange and be responsible for providing in-depth on-site orientation and training for all incoming AmeriCorps*VISTA members at the beginning of their service.
- c. Assist in the provision of pre-service, early service, and in-service training, as specified in the Project Narrative.
- d. Operate the project in accordance with the provisions of the Act, applicable program policies and regulations, and other Federal laws, regulations, and policies which are, or become, applicable to the program.
- e. Operate the project in accordance with the project application, including the budget that states the Sponsor's reimbursement to the Corporation for the subsistence allowances of all AmeriCorps*VISTA members assigned to the Sponsor who are subject to cost-share.
- f. Engage in best efforts to accomplish the goals and objectives set out for the AmeriCorps*VISTA

members in the Project Narrative, and comply with the Assurances included within the Project Application (Narrative).

- g. Provide on-the-job transportation and other project support as specified in the Project Narrative and paragraph 3 ("Joint Responsibilities") of this Part of the Agreement.
- h. Supervise the AmeriCorps*VISTA members as described in the Project Narrative and paragraph 3 ("Joint Responsibilities" of this Part of the Agreement).
- i. Provide all AmeriCorps*VISTA members grievance rights and procedures in accordance with the Corporation's regulations at 45 CFR Part 1211, and the currently operative AmeriCorps*VISTA Member Handbook.
- j. Maintain such records and accounts, and make such reports and investigations concerning matters involving AmeriCorps*VISTA members and the project as the Corporation may require. The Sponsor agrees to retain such records as the Corporation may require for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the Corporation for the purpose of litigation, audit or examination.
- k. If circumstances require, the Sponsor will advance up to \$500.00 to any AmeriCorps*VISTA member in case of any emergency (e.g., critical illness or death in the immediate family) to be reimbursed by the Corporation when the Sponsor and AmeriCorps*VISTA member have completed and submitted an AmeriCorps*VISTA Payment Voucher, CNS Form V-531. The Corporation will not be responsible for the reimbursement of these funds unless the AmeriCorps*VISTA Payment Voucher form is submitted to the State Program Director.
- l. To the maximum extent practicable, consult with and use the people of the community to be served by AmeriCorps*VISTA members in planning, developing, and implementing the project.
- m. Report to the appropriate Corporation State Office, within 24 hours, the unscheduled departure of AmeriCorps*VISTA members, and otherwise keep the Corporation timely informed of unscheduled changes of status and conditions of AmeriCorps*VISTA members, such as arrests, hospitalization,

and absence without leave.

n. Submit Project Progress Reports within the required time frame.

o. Submit on-assignment training plans to the appropriate Corporation State Office at least thirty (30)

days in advance of the proposed starting date of such training. On-assignment training must occur

and be completed within the first two to four weeks of an AmeriCorps*VISTA member's assignment to the Sponsor.

p. Provide information to subrecipient project sites ("subrecipients") (see paragraph 6 of this Part,

"Delegations and Subcontracting") on the conditions of AmeriCorps*VISTA member service and

execute written agreements with subrecipients, as needed ("subrecipient agreements"). The subrecipient agreements are intended to insure the Sponsor's compliance with the requirements of

the Project Application and with this agreement between the Corporation and the Sponsor. Each

such subrecipient agreement shall, at a minimum, contain the following four elements:

(i) **Statement of work.** The subrecipient agreement shall include a description of the work to be

performed, a schedule for completing the work, and a budget. These items shall be in sufficient

detail to provide a sound basis for the sponsor to monitor performance under the agreement effectively.

(ii) **Records and reports.** The subrecipient recipient shall specify in the agreement the particular

records the subrecipient must maintain and the particular reports the subrecipient must submit in

order to assist the recipient in meeting its recordkeeping and reporting requirements.

(iii) **Other program requirements.** The subrecipient agreement shall require the subrecipient to

carry out each activity in compliance with all Federal laws and regulations described in sections 4, 5, 7, 8, and 9 of this part of the Agreement.

(iv) **Suspension and termination.** The subrecipient agreement shall specify that termination of that

agreement may occur if the subrecipient materially fails to comply with any its term.

- q. Ensure that the Sponsor's AmeriCorps*VISTA Supervisor(s) participate(s) in AmeriCorps*VISTA supervisory orientation provided by the Corporation.
- r. Make every reasonable effort to ensure that the health and safety of AmeriCorps*VISTA members are protected during the performance of their assigned duties. The Sponsor shall not assign or require AmeriCorps*VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- s. By the effective date of this Agreement, the Sponsor must certify that it has conducted a self-evaluation of its compliance with Section 504 of the Rehabilitation Act of 1973, including that it has taken all reasonable measures to ensure that its facilities and all participating project sites (i.e., subrecipients) are accessible to qualified persons with disabilities, promote their equal participation, and do not otherwise discriminate against such persons based on disability.
- t. Return the Sponsor Verification Form to the Corporation State Program Office within five (5) workdays of receipt. The Sponsor must indicate actual departure date(s) of AmeriCorps*VISTA member(s) who leave prior to completion of service date(s). The Sponsor must sign and return the form to the Corporation State Program Office even if no AmeriCorps*VISTA members left/leave during the pay period covered by the form.
- u. In the event of a locally- and/or nationally- declared disaster, and with direction from the Corporation, be responsible for providing AmeriCorps VISTA members opportunities to participate in local and/or national emergency disaster relief efforts if needed. All AmeriCorps VISTA Program policies, terms and conditions remain in effect and benefits and protections afforded and provided to AmeriCorps* VISTA members and Sponsors shall continue while on special disaster relief assignment as if the AmeriCorps VISTA members are in traditional service at the originally assigned site.
- v. Allow AmeriCorps*VISTA members to participate in Days of Service, e.g., Martin Luther King, Jr. Holiday, National Volunteer Week, should activities be organized in the communities where the members are in service.
- w. Ensure that persons selected as AmeriCorps*VISTA members to serve at the Sponsor are not related by blood or marriage to project staff, sponsor staff, officers or members of the sponsor's Board of Directors, or responsible Corporation program staff.

3. Joint Responsibilities

- a. Sponsor has primary responsibility for recruiting AmeriCorps*VISTA members with support from the Corporation.
- b. The Sponsor and the Corporation will cooperate together in all in-service trainings, in accordance with all applicable Corporation policies.

4. Nondiscrimination

No person with responsibilities in the operation of the project shall discriminate against any AmeriCorps*VISTA member, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.

5. Sexual Harassment

Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As the recipient of federal financial assistance from the Corporation, the Sponsor and/or the Subrecipient, depending on the circumstances, are responsible for ensuring compliance with the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:

(1) Acts of "quid pro quo" sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the sponsor, its agents or supervisory employees should have known of the acts.

(2) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment.

(3) Acts of sexual harassment toward fellow AmeriCorps*VISTA members or non-employees, where the sponsor/grantee, its agent or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.

6. Delegation and Subcontracting

The Sponsor is prohibited from delegating or assigning any of its obligations or duties contained in this Agreement, with the exception of delegation or assignment to subrecipient project sites. AmeriCorps*VISTA members may be assigned by the Sponsor to perform duties with other public or private non-profit agencies or organizations ("project sites") as described in the Project

Narrative and in accordance with written subrecipient agreements.

7. Supplemental Payments Prohibited

Monetary subsistence allowances provided to AmeriCorps*VISTA members are designed to permit AmeriCorps*VISTA members to live at or below the economic level of the persons served, as required by law. Sponsor is strictly prohibited from supplementing these allowances and must assure that others, such as any participating subrecipient project sites, do not do so.

8. Prohibitions of Use of Corporation Assistance By Sponsor

The Sponsor agrees that no AmeriCorps*VISTA member assigned to the Sponsor, and no other federal financial assistance provided by the Corporation, under this Agreement, shall be used to assist, provide or participate in:

a. Partisan and non-partisan political activities associated with a candidate, including voter registration.

b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.

c. Labor or anti-labor organization or related activities.

d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

9. The Sponsor further agrees not to:

a. Carry out projects resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities, or providing voter transportation to the polls.

b. Assign AmeriCorps*VISTA members to activities that would result in the hiring of or result in the displacement of employed workers, or impair existing contracts for service.

c. Accept or permit the acceptance of compensation from AmeriCorps*VISTA members or from beneficiaries for the services of AmeriCorps*VISTA members.

d. Approve the involvement of any AmeriCorps*VISTA members assigned to it in planning, initiating, participating in, or otherwise aiding or assisting in any demonstration whatsoever.

10. Amendments

This Memorandum of Agreement may be amended at any time, in writing, executed by authorized representatives of the Sponsor, and the appropriate Corporation State Director and the appropriate Corporation Executive Officer. In addition all parties agree to amend this Agreement as required by paragraph 16. of this Part, "Increases in AmeriCorps*VISTA Members Allowances During This Agreement."

11. Severability

If any provision of this Agreement is construed as illegal or invalid, this will not affect the legality or validity of any of the other provisions contained in this Agreement. The illegal or invalid provision will be deemed stricken and deleted from the Agreement to the same extent and affect as if it never existed, but all other provisions will continue in effect.

12. Notices

All notices and communications required to be given to the Corporation by the Sponsor, except as specifically provided in paragraph 15 of the part, shall be directed to the Corporation State Program State Program Specialist at the State Program Office Address provided below. All notices to be given to the Sponsor by the Corporation shall be directed to Raquel Jimenez at: 2111 International Blvd
Oakland, CA 94606-4903.

In the event that any of the parties or addresses named in the above paragraph change, written notice to all other parties must be provided immediately. Such written notice should include the Agreement number and Sponsor EIN.

13. Termination, Suspension, Or Non-Renewal

Right to Terminate with Notice. The Sponser or the Corporation may terminate this Agreement at any time by giving at least thirty (30) days notice in writing of its intent.

Material Failure or Threatened Material Failure. The Corporation may terminate or suspend this Agreement in accordance with applicable terms and procedures set forth at 45 CFR Part 1206 or 42 U.S.C. § 4953(g).

14. Order of Precedence

In the event of inconsistencies or conflicts between the Project Narrative and the Agreement, this Agreement shall govern.

15. Increases in AmeriCorps*VISTA Payment Amounts During the Term of This Agreement

The parties to this Agreement are cognizant of the likelihood of future area-based "cost-of-living" increases to subsistence allowances, to which AmeriCorps*VISTA members would be entitled, in the course of their service at the Sponsor. The parties specifically intend that their respective obligations to pay, or reimburse amounts paid to, AmeriCorps*VISTA members shall reflect and be adjusted to account for such general increases, in accordance with the Act and the Corporation's regulations and procedures.

In witness whereof, the parties whose signatures appear below attest to having the authority to enter into this Agreement and agree that this Agreement will become effective on the aforementioned date. (The Sponsor and Corporation for National and Community Service staff must sign the Memorandum of Agreement even though single signatures only are required for grant agreements.)

OFFICIAL SIGNATURE SHEET

The parties whose signatures appear below attest to having the authority to enter into this Agreement and agree that this Agreement will become effective on the aforementioned date.

Sponsor

Corporation for National and Community Service

By: Maria Santos
(Sponsor Signature)
Name: Maria Santos
Title:
Date: 10-28-11

By: _____
(State Director signature)
Name: Kristen Haggins
Title: State Program Director
Date: _____

Address: Oakland Unified School District
2111 International Blvd
Oakland, CA 94606-4903

Address: California State Office
11150 West Olympic Blvd.
Suite 670
Los Angeles, CA 90064-1815

Phone: (510) 434-7766 233
Jody London 1/12/12
Jody London
President, Board of Education

Phone: (310) 235-7421

Eugene Nakasatani, Jr. 1/12/12
Eugene Nakasatani, Jr., Secretary
Board of Education

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

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 10/24/11	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 11VS129839	4. DATE RECEIVED BY FEDERAL AGENCY: 10/24/11	FEDERAL IDENTIFIER:
5. APPLICATION INFORMATION		
LEGAL NAME: Oakland Unified School District DUNS NUMBER: 076554500	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Raquel Jimenez TELEPHONE NUMBER: (510) 434-7766 233 FAX NUMBER: (510) 434-7767 INTERNET E-MAIL ADDRESS: raquel.jimenez@ousd.k12.ca.us	
ADDRESS (give street address, city, state, zip code and county): 2111 International Blvd Oakland CA 94606 - 4903 County:	6. EMPLOYER IDENTIFICATION NUMBER (EIN): 946000385	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	7. TYPE OF APPLICANT: 7a. State Education Agency 7b. Local Education Agency	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.013 10b. TITLE: VISTA State	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Oakland Unified School District, City of Oakland, CA	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: OUSD Volunteer / Mentor Project Program Type: Support Grant Cost Share: <input type="checkbox"/> 11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 01/03/12 END DATE: 06/30/15	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="CA 009"/> b.Program <input type="text" value="CA 009"/>	
15. ESTIMATED FUNDING: Year #: <input type="text" value="1"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
a. FEDERAL \$ 8,000.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
b. APPLICANT \$ 25,801.68		
c. STATE \$ 0.00		
d. LOCAL \$ 0.00		
e. OTHER \$ 91,080.00		
f. PROGRAM INCOME \$ 0.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
g. TOTAL \$ 124,881.68	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Maria Santos	b. TITLE:	c. TELEPHONE NUMBER: (510) 879-8156
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/24/11

Narratives

Executive Summary

Oakland Unified School District - Americorps VISTA

Volunteer / Mentor Project Concept Paper

Executive Summary

Oakland students, across the board, but most especially poor children, are not achieving success in school or in life in acceptable numbers. The Oakland Unified School District (OUSD) serves more than 38,000 students, of whom 68% were enrolled in the Free/Reduced Meals Program in 2009. The dropout rate as reported by the California Department of Education for the 2008-2009 school year was 40%, the highest percentage in Alameda County. Of the 15 cities that make up Alameda County, the Oakland is the city of residence for 47.8% of adult parolees and home to 44.5% of the juveniles on probation and home detention. We will need to reach and engage students early and support their learning more effectively as they move into adolescence by providing them with a broader range of positive adult role models. These positive adult role models must include parents and family members but will include members of the business community among other willing and interested residents of the region. OUSD, the City of Oakland, America's Promise in Oakland, Be A Mentor, and other partners propose to substantially increase the number of volunteers and mentors in our schools in a three-year improvement and implementation plan. We are requesting 4 VISTAs to build system-wide capacity for recruitment and development/training of volunteers. VISTAs will also create an evaluation system for measuring impact of volunteer programs toward progress in district's graduation and attendance goals. We believe that once improved systems and structures are in place, and the existing collaborative of volunteer & mentor organization partners is strengthened, the existing OUSD staff will be able to support the success of volunteer/mentors in the future.

Summary of Accomplishments

In June of 2011, the OUSD Board of Education unanimously approved a Five-Year Strategic Plan for Full Service Community Schools. Under this plan, the new Department of Family, Schools, and Community

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Partnerships has created an Inter-agency Advisory to advise the school district on student, family, and community engagement programs and strategy, including our volunteer/mentor infrastructure and programming in service of full service community schools. This Advisory will specifically advise on Americorps/VISTA assignments to build systems for volunteers/mentors in alignment with the Mayor's Mentoring Forum, and Oakland's Promise Alliance.

OUSD has also entered into official partnership with Be A Mentor, to house a central volunteer database and online volunteer application process. Americorps/VISTA will allow OUSD to build systems for volunteer/mentor recruitment, communication, training, and evaluation.

Need

Statement of Need

State in measurable and quantifiable terms the specific poverty-related need(s) identified by the community(ies) that the Volunteer/Mentor VISTA Project will address, including the number of low-income people directly affected by the problem(s). If your program will operate at multiple sites.

Demonstrate a need in each community you propose to serve.

Oakland students, across the board, but most especially poor children, are not achieving success in school or in life in acceptable numbers. The Oakland Unified School District (OUSD) serves more than 38,000 students, of whom 68% were enrolled in the Free/Reduced Meals Program in 2009. The dropout rate as reported by the California Department of Education for the 2008-2009 school year was 40%, the highest percentage in Alameda County. Of the students who graduate, fewer than 40% meet the course requirements to go on to a four-year college. Overall, 52% of OUSD 2nd graders score proficient or advanced in English Language Arts and 63% in mathematics, but by the 11th grade only 26% of the students who have not already dropped out are proficient in English Language Arts. In math, only 20% of the 11th graders are enrolled in Summative High School Mathematics, and, of them, only

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38% score proficient or advanced. If we look at the socioeconomically disadvantaged student, the results are even grimmer. Low SES students also start with promise -- 55% of the 2nd graders score proficient or advanced in ELA, but by the 11th grade only 22% are proficient or advanced. In math, 58% low SES 2nd graders are proficient or advanced and by the 11th grade only 13.2% are enrolled in Summative Math and 32% of them score proficient or advanced. These challenges for low-income students are exacerbated by community factors such as living in violent neighborhoods, exposure to gangs and criminal elements of the community, lower parental education levels, and other stressors. The Oakland Fund for Children and Youth has identified 12 "high stress police beats" in the city where children and youth are disproportionately at risk for adverse outcomes -- educationally and in terms of disparities in health, economic well-being, contact with the justice system, and family disruption. □

Of the 15 cities that make up Alameda County, the Oakland is the city of residence for 47.8% of adult parolees and home to 44.5% of the juveniles on probation and home detention. African Americans comprise only 17% of the county youth population, but they constitute 65% of the juvenile institution commitments, many of them coming from Oakland. Although the total number of homicides in the city has declined over the last few years, according to the OUSD School Police there were 15 homicides of school-age youth each year in 2008 and 2009. □

All of the negative statistics presented above include a disproportionately high percentage of African American and Latino youth. Compared with a white child born in the Oakland Hills, an African American child born in west Oakland is: 1.5 times more likely to be born premature; 7 times more likely to be born into poverty; 2.5 times more likely to be behind in vaccinations; 4 times less likely to read at grade level by Grade 4; likely to live in a neighborhood with 2 times the concentration of liquor stores and more fast food outlets; 5.6 times more likely to drop out (or be pushed out) of school; as an adult, he will be 5 times more likely to be hospitalized for diabetes, 2 times as likely to die of heart disease, 3 times more likely to die of a stroke, and 2 times as likely to die of cancer. Born in west Oakland, an African American child can expect to die almost 15 years earlier than a White child born in the Oakland Hills. □

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The best antidote to the needs presented above is an excellent education, but the Oakland community will have to do a better job of reaching students and personalizing their schooling experiences to achieve this goal. We will have to reach and engage parents early as active participants in the academic lives of their children regardless of their own school histories. We will also need to reach and engage students early and support their learning more effectively as they move into adolescence when we lose so many of them. □

To provide students with a more engaging school experience, to personalize and improve learning, and to provide students with a broader range of positive adult role models, OUSD, the City of Oakland, America's Promise in Oakland, Be A Mentor, and other partners propose to substantially increase the number of volunteers and mentors in our schools. □

We will work together to revise and improve structures to bring volunteers and mentors into an organized and coherent system in classrooms across the District. VISTA will provide the initial human resources to create volunteer/mentor recruitment, communication, training and evaluation systems in OUSD. As a result of greater individualized support from adults and an increase in students' comprehension of academic material and school success, there will be fewer disaffected youth who disengage and drop out of school.

Strengthening Communities

Strengthening Communities □

1. Describe current activities your organization and other organizations are undertaking to address the problems identified in your need statement. Describe how the proposed project will complement this work. □

OUSD plans to transform itself into a "full service community school" (FSCS) district. FSCS leverage the full range of community resources to support education, and the public schools become a resource to the community as well. OUSD is working to form regional networks of schools that work in a cooperative fashion to engage the broad community of CBOs, faith-based, and business organizations. □

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OUSD has a long tradition of working with volunteers. In the last two years, via our partnership with Be A Mentor, we have implemented an online organizational tool for screening volunteers and mentors. □ This year, Superintendent Smith established an African American Male Achievement Initiative (AAMAI) that has issued the call for volunteers and mentors to work with African American male students to counter their vastly disproportionate representation in chronic absenteeism, truancy, course failure, and dropout. □

Newly elected Oakland mayor, Jean Quan has committed to finding mentors for the 2,000 most at-risk youth in the City especially in the police beats the highest levels of crime and violence. Her focus is on the youth exiting juvenile detention or incarceration; youth aging out of foster care, and chronic truants. □

Oakland's Promise Alliance (OPA), embraced by Mayor Quan, is also a key partner as we work to reduce dropouts in Oakland. OPA's new strategic plan calls out four priority areas of action. 1) Student tracking and intervention; 2) School site support; 3) Research and policy; and 4) Community awareness. Our Project addresses strategies 1, 2, and 4. □

Funded by the City, OUSD established a satellite office at the Alameda County Juvenile Justice Center (JJC). Partnering with Probation and the Juvenile Court, we are able to identify the best school placements and enroll that student in schools, alert the schools, and, in many cases, assign a CBO case managers to facilitate the students' reentry. □

□

2. Describe how the new infrastructure or organizational capacity created by your project will address the needs of the community and bring individuals and, ultimately, the community out of poverty. □

The volunteer/mentor program will increase school and district capacity to recruit volunteers and mentors, efficiently intake and train, and support this force of individuals so that they maintain relationships with students longer and effectively use their skills and energy to improve student attendance. VISTAs will set up systems in each region and high school network to recruit, train and

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evaluate volunteers/mentors. They will also set up social learning space for volunteers/mentors to share successes and challenges in their direct work with children, youth, and families. VISTAs will set up system for acknowledging and celebrating the contributions of volunteers/mentors towards higher attendance on their school sites. Volunteers/mentors will have made significant contribution toward district's 5-year goal of reducing drop out rate in half, and increasing positive attendance to 98%.

3. How will you involve the community to ensure the sustainability of the proposed project?

Through the Department of Family, Schools, and Community Partnerships (FSCP), the inter-agency Family and Community Engagement Advisory involves core CBO partners, district leadership, youth leaders, parent leaders, and school site family liaison staff in planning and decision making related to family and community engagement programming and capacity building. The Advisory will also specifically advise on our volunteer/mentor strategy and VISTA assignment/action plan.

Recruitment and Development

We intend to learn and implement successful VISTA recruitment strategies from Bay Area Community Resources, one of our core after school program partners, and our neighbor Volunteer Engagement Manager at the San Francisco Education Fund. We will recruit VISTAs from October 24 - November 30, and train them in FSCP from January 27-February 9. Training will include an orientation to Full Service Community Schools, Strategic Plan Goals and Benchmarks for Year 1, FSCP Programs and Operations, Youth and Family Engagement Standards, Introduction to Organizing, Introduction to Race and Ethnic Studies in Education, Restorative Justice, and setting up introduction meetings with Regional and High School Network Executive Officers. VISTAs will begin assignments after the January 23-26, 2012 Pre-Service Orientation (PSO).

VISTA Assignment

The goal of the VISTA assignments is to:

Increase student attendance by 10% by increasing family involvement, youth engagement, and

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volunteers/mentors at target middle schools and high schools affected by chronic absence.□

VISTAs will create systems for volunteer/mentor recruitment, training, and evaluation. Activities will include visiting all school sites in their respective region/network, interviewing volunteer coordinators, assisting with recruitment, identifying training needs for volunteers at each school and coordinating trainings. Each VISTA will have a set of target schools, plus provide research for target populations: juvenile justice, chronic absenteeism, foster/transitional youth.□

VISTAs will assist family engagement liaisons and student engagement liaison with recruitment of volunteers at respective schools in their assigned region/network. Activities will include interviewing and meeting family liaison and student leadership coordinator (if any) at each school, to identify volunteer assignments for potential parent and college student volunteers to assist with family and youth engagement activities at school sites. VISTAs will identify training needs for family & youth engagement volunteers and coordinate trainings for family & youth engagement volunteers.□

VISTAs will set up system for collecting attendance data in relation to volunteer placements, and document systems they are creating.□

They will also assist with Volunteers/Mentors Recognition Ceremony and Coordinate Social Mixers/Events for Volunteers/Mentors. Activities will include meeting with FSCP administrative staff to plan events, and develop a coordinators' handbook for the annual organization of the recognition event.

Project Management

VISTAs will be housed in at OUSD Department of Family, Schools, Community Partnerships, within our Family and Community Engagement Unit. They will be supervised by Unit manager in the position of Family and Community Engagement Specialist, Raquel Jimenez. Ms. Jimenez is the currently serving in the role of project director for volunteers/mentors. VISTAs will be working closely with unit members, including four Regional Family Engagement Liaisons, and one Student Engagement Liaisons. Unit staff meetings will take place every 3 weeks, to share successes and troubleshoot challenges as a team with

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respect to volunteer/mentor systems development. Supervisor will hold bi-weekly one to one check-ins with all staff. VISTAs will receive weekly check-ins during first 3 months, then move to bi-weekly check-ins after 3 months. Unit goals, including our VISTA project goal and milestones will be posted on a display board in the FSCP Department for the public and colleagues to view. Public display will help hold us accountable to monitoring our progress weekly during our one to one check-ins.

Organizational Capability

Organizational Capacity

1. Address your organization's capacity to manage the proposed project including previous experience working with the community volunteers and/or national service participants. Was your organization previously assigned VISTAs? If so, specify the sponsoring organization (if different from your own), years and number of members. Briefly describe how the proposed service activity differs from what your members did previously. Also if your agency is currently receiving other CNCS resources, specify which program and the number of members.

OUSD currently works with community volunteers in many different capacities. Our aim is to organize and streamline the work we do across OUSD, creating a coherent and supported network with increased capacity.

OUSD is not currently a VISTA sponsor. Until June 2008 an entity known as HEROES, funded externally but physically hosted by OUSD, was a VISTA sponsor and deployed VISTAs who organized volunteers for the school district. We do not know the number or timeframe of HEROES' sponsored VISTA members. When HEROES ceased operations, the management of volunteers and mentors devolved to OUSD. OUSD currently gets benefits from the work AmeriCorps volunteers through Bay Area Community Resources, Aspiranet, University of California Berkeley and the Conservation Corps in regular school day and afterschool programs.

We will build on the existing OUSD and partner practices, but we expect VISTAs to both strengthen current system and build new systems. VISTAs will be working within the Department of Family,

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Schools, and Community Partnerships, supervised by the Family and Community Engagement Coordinator.

2. What resources are available to support the project? Identify the names of partner organizations. Is your organization able to contribute financially for all or some of costs related to VISTA(s) and Leader(s)? Please indicate if you are able to support a cost-share member (approximately \$10,000-\$12,000/year).

Our principal partners are the Mayor's Office, Oakland's Promise Alliance, and Be A Mentor. There are many volunteer and mentor organizations and other CBOs working in OUSD that are not currently members of the Advisory.

Our proposed OUSD volunteer budget for 2011-12 to provide \$20-40,000 local cost-share for VISTA members was not accepted by our Board, due to the state of education funding in California and its impact on our district 2011-12 budget. The Board also anticipates mid-year cuts, thus we are requesting full funding from Americorps for 4 VISTA placements.

Other

Family & Community Engagement Advisory Council Members:

Isabel Montoya, Student Director on Board of Education

Emma Paulino, Oakland Community Organizations

Katie Nunez Adler, Oakland Community Organizations

Anika Hardy, African American Male Achievement

Brenden Anderson, African American Male Achievement

Celia Davis, PTA

Sara Nuno, GO Public Schools

Yejide Ankobia, Restorative Justice Oakland (RJOY)

Susan Curry, Spanish Speaking Citizens Foundation

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Kim Miyoshi, Oakland Kids First

Nyeisha Dewitt, Oakland Promise Alliance

Kitty Kelly Epstein, Oakland Promise Alliance

Melia Franklin, Parent Leadership Action Network

Amber Valdez, Oakland Schools Foundation

Fela Thomas, Youth Together/One Land One People Youth Centers

Victoria King, Family Advocate at Madison Middle School

Valia Navarro, Family Coordinator at Arise

Dawn Edwards, Parent leader at Dewey Academy

Elia Espinoza, English Language Learner Advisory Council Member

Guadalupe Gomez, Parent Liaison at Skyline

Sue Pon, OUSD Family Literacy

Phyllis Hall, Family Resource Center Coordinator at Westlake Middle

Andrea Spearman, Parent leader at Manzanita

Charlene Johnson, District Parent Advisory Council and School Site Council Representative at Edna Brewer

Rodolfo Perez, Family Resource Center Coordinator at Greenleaf

Liz Torres, Parent Coordinator at East Oakland PRIDE

Cintya Molina, Family Engagement Coach

Action Plan

Service Category: Other Education

The community need statement

In Oakland, we understand truancy and poverty to be the root cause of our graduation and achievement gaps. Chronic absence is defined as missing 10% or more of the school year, for any reason. 10% is a tipping point where absenteeism has a negative short term and long term impact on student learning and graduation. In our high schools alone, 1/3 of our student population is absent from school on any given day.

Chronic absence is negatively impacting learning and graduation for our African American, Latino, and English Language Learning students, as well as our students who live in poverty, as just a sampling of statistics show:

' African American and Latinos graduate from OUSD high schools at a rate of 54% and 56%, respectively, compared with 79% for Asian Americans and 75% for white students.

' According to CST data, only 30% of Oakland's African American 3rd graders score proficient in English Language Arts. By the 8th grade, that rate is only 15%.

' On the California High School Exit Exam taken in 10th grade, only 24% of African American and 26% of Latino students passed the English Language Arts section in 2010, compared with 51% of Asian Americans and 78% of white students. On the same test in math, 17% of African Americans and 27% of Latinos passed, compared with 66% of Asian Americans and 73% of white students.

Chronic truancy is predictor of 3rd grade literacy and high school drop outs, according to researcher Hedy Cheng. In Oakland, we are partnering with Ms Cheng to intentionally interrupt chronic truancy by raising awareness through attendance campaigns, parent workshops, and education.

As OUSD moves toward a Full Service Community system of schools, volunteer deployment to sites with chronic absence is critical to assist with identifying causes to absenteeism and connecting families to appropriate services and interventions. For these efforts to be successful, and our larger strategic effort to establish full service community schools to cut the drop out rate in half by 2015, we need to create systems for volunteers and mentors.

Goal Statement:

Increase student attendance by 10% each year, for 3 years, by increasing family involvement, youth engagement, and volunteers/mentors at target sites in K-8 Regions and High School Network.

Performance Milestone :

Planned Period

of Accomplishment: June 2015

Milestone:

Create volunteer/mentor placement systems and follow up systems for tracking/communication, training, and evaluating volunteers.

Indicator/Evidence of Progress:

Creation of communication/tracking system

Creation of training system

Creation of evaluation system

Target :

3

How Measured:

Activity log

Description of Data Collection:

Documentation of systems electronically and hard copy (binders).

Performance Milestone :

**Planned Period
of Accomplishment:** May 2012

Milestone:

VISTAs will recruit volunteers/mentors to work with targeted populations.

Indicator/Evidence of Progress:

50 volunteers will be recruited for family and youth engagement placements across regions and high school network

Target :

50

How Measured:

Volunteer Record/Log

Description of Data Collection:

Vista member assigned in each region will keep volunteer record/log, calendar for trainings, as well as sign in sheets.

Performance Milestone : **Planned Period
of Accomplishment:** June 2015

Milestone:

Create social mixers and recognition event for volunteers/mentors to build community and share successes/challenges among volunteers/mentors

Indicator/Evidence of Progress:

Volunteers will participate in 20 mixers and 1 recognition event.

Target :

21

How Measured:

Sign-in sheet

Description of Data Collection:

Vista member will keep event sign in sheets.

Performance Milestone : **Planned Period
of Accomplishment:** June 2015

Milestone:

Program development work of VISTAs will improve attendance at target sites: 10% increase in ADA each year for children across sites impacted by volunteer/mentor programs.

Indicator/Evidence of Progress:

increase in attendance

Target :

10%

How Measured:

Activity log

Description of Data Collection:

Vista member assigned in each region will keep log of activity (see VADs) and attendance progress charts for children enrolled in volunteer/mentor programs

For Official Use Only

Required Documents

<u>Document Name</u>	<u>Status</u>
Articles of Incorporation	Not Applicable
Board of Directors	Not Applicable
Organizational Chart	Not Applicable
Supervisor's Job Description	Sent
Supervisor's Resume	Sent
Tax-Exempt Status Form	Not Applicable
Negotiated Indirect Cost Agreement	Sent
Advisory Council Members	Sent
Auditor's Statement Page	Not Applicable
Two Letters of Support	Not Applicable