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## Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** June 29, 2022

**Subject** Expanded Learning Programs After School Program Master Contract 2022-2025 with East Bay Asian Youth Center

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**Ask of the Board**  Approve Services Agreement  
 Ratify Services Agreement

**Services** *Vendor will serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services, as described in the Master Contract, for the eleven OUSD school sites listed in Exhibit A.*

**Term** Start Date: 7/1/22 End Date: 7/31/25

**Not-To-Exceed Amount** \$14,359,606

**Competitively Bid** Yes  
If the Service Agreement was not competitively bid and the not-to-exceed amount is more than \$96,700, list the exception(s) that applies (requires Legal review/approval and may require a resolution): [Exception]

**In-Kind Contributions** *District staff monitor budgets and grant compliance requirements. District provides space and Custodial Services for after school programs.*

**Funding Source(s)** *Resource 6010 – After School Education and Safety (ASES) Program in the amount of \$6,147,567.00; Resource 4124 – 21<sup>st</sup> Century Program in the amount of \$1,448,539.00; Resource 2600 – Expanded Learning Opportunities Program (ELO-P) in the amount of \$6,763,500.00*

## **Background**

*The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment, and safe constructive alternatives for students in Kindergarten through ninth grade. The ASES program is defined within the language of SB 638 and Education Code (EC) sections 8482 and 8484.6.*

*The general purpose of the 21st Century Community Learning Centers (21st CCLC) program is to establish or expand community learning centers that provide students with academic enrichment opportunities along with activities designed to complement the students' regular academic program. California Education Code section 8421 further defines the purpose of the 21st Century High School After School Safety and Enrichment for Teens (ASSETS) program as (1) creating incentives for establishing locally driven after school enrichment programs that partner schools and communities to provide academic support and safe, constructive alternatives for high school pupils in the hours after the regular school day, and (2) assisting pupils in passing the high school exit examination for public school programs.*

*The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. "Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.*

*This agency has demonstrated experience and capacity in serving in the after school lead agency role. This organization successfully met all of the requirements of OUSD's Request for Qualifications process for issuance of contracts for after school programs and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office. The school Principal and their team have selected this agency from a list of approved lead agency partners.*

## **Attachment(s)**

- Expanded Learning Programs After School Program Master Contract 2022-2025 with East Bay Asian Youth Center
- Request for Proposal 21-104ASP and Vendor Bid Materials

**Expanded Learning Programs  
After School Program Master Contract 2022-2025  
Between Oakland Unified School District and**

East Bay Asian Youth Center

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1. **Intent.** This Memorandum of Understanding (“MOU”) establishes the Oakland Unified School District’s (“OUSD”) intent, contingent upon OUSD’s receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with East Bay Asian Youth Center (“AGENCY”) to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at the OUSD school sites identified in the Scope of Work(s) to be incorporated into this MOU by reference. A summary of Agency after school programs to be offered during the school year (“SUMMARY”) is attached hereto as Exhibit A. Summer programs will be selected through a Scope of Work at a later date, based on OUSD needs and site availability, and subject to Board approval. Identification of summer programs is anticipated in February of each year and after-school providers will be assigned to OUSD schools to facilitate summer programming.
2. **Scope of Work.** The Scope of Work consists of the approved Annual Budget Tool and Annual Expanded Learning Opportunity Program Planning Tool, templates of which are attached hereto as Exhibit B. There shall be a Scope of Work for each separate school site served by AGENCY. The term of the Scope of Work shall not exceed one year. OUSD and AGENCY shall ensure that a Scope of Work is executed for each identified school site no later than 30 days prior to the date on which services under that Scope of Work are scheduled to begin. By approving this Master Contract, and the Scope of Work templates and Summary attached hereto as Exhibits A and B, the OUSD Board of Education (“BOARD”) delegates to the Executive Director of Community Schools and Student Services (“CSSS Executive Director”) the authority to approve and amend individual Scopes of Work for after school programs during the school year without further Board action required. Any Scopes of Work or amendments that will exceed the approved amounts in the SUMMARY require Board approval.
3. These services will be funded by one or more of the following grants:
  - California Department of Education (“CDE”) After School Education and Safety Program (“ASES”)
  - US Department of Education 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)
  - US Department of Education 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (“ASSETS”)
  - Expanded Learning Opportunities - Programs (“ELO-P”)
  - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth (“OFCY”) After-School Initiative funds that shall be utilized as matching funds to CDE ASES and 21<sup>st</sup> CCLC funds.
  - Private grants
4. **Term of MOU.** The term of this MOU shall be July 1, 2022, through July 31, 2025.
5. **Termination and Suspension.**
  - 5.1. **Termination for convenience by OUSD.** The BOARD may at any time terminate this MOU or any Scope of Work entered into pursuant to Section 2 of this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. The OUSD After Schools Program shall also annually review the AGENCY’S performance and bring recommendations to terminate the AGENCY to the Board.

- 5.2. **Termination for cause by OUSD.** In addition, OUSD may terminate this MOU or any Scope of Work entered for cause should AGENCY fail to perform any part of this MOU. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the BOARD, in which case this Agreement would terminate upon ratification of the termination by the BOARD or three (3) days after the notice was provided, whichever is later, unless the condition or violation ceases or satisfactory arrangements for the correction are made. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost for the services through the end of the Term identified in Section 3.
- 5.3. In the event of termination or suspension, AGENCY must, upon request, follow all transition protocols and actively participate in the transition process, attend all transition meetings, promptly turn in all keys and key fobs, transfer custody of all records, and inventory of all after-school supplies.
- 5.4. **Suspension.** If OUSD, at its sole discretion, develops health and/or safety concerns related to the AGENCY's provision of services, then the CSSS Executive Director may, upon approval by OUSD legal counsel, issue a notice to AGENCY to suspend the Agreement or Scope of Work, in which case AGENCY shall stop providing services under the Agreement until further notice from OUSD. OUSD shall compensate AGENCY for services satisfactorily provided through the date of suspension. During the period of suspension, OUSD may procure services from another agency.
- 5.5. **No Premature Termination by AGENCY.** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change. In the event AGENCY ceases to provide required services prior to the end of the MOU term, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost through the end of the Term identified in Section 4. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
6. **Compensation.** Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education after school grant funds and subject to grant funding levels, the ASES, and 21st CCLC, and ELO-P grant award amount for the school sites listed above, funding projection is based on three year grant totals for each school site identified in Exhibit A. The three year not-to-exceed amount for this MOU is \$ 14,359,606.00 . AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:
- 6.1. **Total Compensation.** Subject to the provisions of 6.2 Positive Attendance and the provisions of 6.3 Administrative Fee and subject to AGENCY compliance with MOU requirements, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. Funding will be contingent on CDE grant allocations. Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and training and in continuous quality improvement efforts.
- 6.2. **Positive Attendance.** Payment for services rendered related to the ASES, 21st CCLC, ASSETS, and ELO-P grants shall be based on actual student attendance rates (\$10.18 a day per student through ASES, 21st CCLC, ASSETS and ELO-P.), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$10.18



a day for ASES, 21st CCLC, ASSETS, and ELO-P per student. Documentation of attendance must be submitted through the OUSD's Aeries student information system in order for invoices for payment of services for the ASES, 21st CCLC, ASSETS, and ELO-P grants to be processed. Attendance is due by the 10th day of the following month. In the event that any school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), and AGENCY provides programming remotely pursuant to Section 7.4.5 of this MOU, AGENCY shall calculate attendance based on student participation in AGENCY's remote programming.

- 6.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on a quarterly review of monthly invoices and attendance for services rendered related to the ASES, 21ST CCLC (Core Grant), ASSETS, and ELO-P for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of an additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 6.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance-based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 6.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 6.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASEP and 21<sup>st</sup> Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 6.4. **AGENCY Administrative Fees.** AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASES and 21<sup>st</sup> CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P programs.
- 6.5. **Program Budget.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for each school year during the Term of this Agreement and will not exceed the budget reflected in Exhibit B for each Scope of Work.
- 6.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD and AGENCY, before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

**6.7. Program Fees.** The intent of the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. The fee structure must be identified within the Scope of Work approved by both parties prior to charging any program fees. AGENCY shall provide the OUSD After School Programs Office with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. Any site receiving 21<sup>st</sup> Century Community Learning Center (CCLC) and ASSETS must report all fees collected (i.e.- registration fees, family fees, application fees, etc.) to OUSD After-School Program Office for CDE reporting.

7. **Services.** AGENCY will serve as lead agency at the OUSD school sites identified in the annual Scope of Work , will be responsible for operations and management of the ASES, 21<sup>st</sup> CCLC, ASSETS, ELO-P, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2022-2023 through 2024-2025. This shall include the following required activities:

7.1. **Student Outcomes.** AGENCY shall achieve the student outcomes as described in the grant application narrative and articulated in documents from the program evaluation team, both of which are incorporated herein. AGENCY agrees to develop school specific outcomes, as defined in partnership with the principal. AGENCY recognizes that the principal is the chief decision maker for after school and summer programs, and ensures that school site objectives are met.

7.1.1. **Alignment with Single Plan for Student Achievement (“Site Plan”).** AGENCY will ensure the after school program aligns with objectives of OUSD and OUSD school sites identified in the “School Site List and Annual Grant Amounts” attached hereto as Exhibit A which are designed to ensure the success of students as articulated in the Site Plan(s). AGENCY will work in partnership with the school principal(s) to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

7.1.2. **Alignment with LCAP.** AGENCY will ensure the after-school program aligns with objectives LCAP Goal 2: Focal student groups demonstrate accelerated growth to close our equity gap and should be supportive of other LCAP goals, as identified in the Annual Expanded Learning Opportunity Program Planning Tool within the Scope of Work.

7.1.3. **Continuous Quality Improvement (CQI).** AGENCY must fully engage in continuous quality improvement (CQI) processes and complete the following steps of the CQI cycle each year, and timely submit corresponding CQI deliverables to the After School Programs Office:

- beginning of year self-assessment using Truth, Hope, Change, Curiosity tool
- planning with data (using self-assessment and other program data as available)

- development of quality action plan with SMART goals for program improvement
- progress check for program quality e.g. quality coaching

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Agency staff (Site Coordinators and other agency staff) are also required to participate in any OUSD sponsored CQI training provided by the OUSD After School Programs Office.

7.2.**Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASES and 21<sup>st</sup> CCLC and ASSETS, and ELO-P funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.

7.3.**Enrollment.** At each OUSD school site identified in the “School Site List and Annual Grant Amounts” attached hereto as Exhibit A, and for which there is a Scope of Work, AGENCY will enroll sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

#### 7.4.**Program Requirements**

7.4.1. **Program Hours.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components. ELO-P funding can be used to support intercession programming and before-school care.

7.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2022–2023 through the 2024-2025 school years. AGENCY will close the ASES, 21<sup>st</sup> CCLC and ASSETS, and ELO-P program(s) no more than a maximum of 3 days in each of the 2022-2023 through the 2024-2025 school years for staff professional development, as permitted by Education Code. Programs that receive 21<sup>st</sup> CCLC Supplemental or ELO-P grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

7.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P grants for students identified at each of the schools listed in the “School Site List and Annual Grant Amounts” attached hereto Exhibit A. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines understanding that:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and

recreation/physical fitness activities as core components of the after-school program, and summer program if summer program is provided.

- **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- **Equitable Access Programming.** AGENCY shall include a component for students at all schools site receiving Equitable Access funding to support full access to program components.
- **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental and/or ELO-P grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of activities may be implemented based on local student needs and interests, and district guidelines for summer programming. If summer services will be added, a separate Scope of Work will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.
- **Elementary and Middle School Sports League Activities.**  
All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off-site practices and games, are subject to the field trip policy high-risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Elementary and Middle School Sports Release of Liability and Assumption of Risk prior to participation. The Elementary and Middle School Sports Release of Liability and Assumption of Risk template will be provided to the AGENCY by OUSD prior to the beginning of each school year.

7.4.3.1. Super Snacks/Snack/Supper/Beverages: AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:

7.4.3.1.1. Provide meals and beverages that meet State and Federal standards;

7.4.3.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the super snack/snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;

7.4.3.1.3. Provide all supplies including utensils, napkins, forks, required;

7.4.3.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;

7.4.3.1.5. Provide annual training to AGENCY.

7.4.3.2. Each AGENCY participating in the Nutrition Services super snack/snacks/supper/beverage program shall:

7.4.3.2.1. Attend annual training. In the event that the person responsible for super snack or snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;

7.4.3.2.2. Complete After School Super Snack, Snack, and Supper Menu Production Worksheets (MPW) on a daily basis;

7.4.3.2.3. Ensure meal count is accurate;

- 7.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;
  - 7.4.3.2.5. Return leftovers to the cafeteria;
  - 7.4.3.2.6. Ensure that only students are served and receive food from the program;
  - 7.4.3.2.7. Ensure that meals are not removed from campus
  - 7.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 7.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
- 7.4.3.3.1. MPW not completed and submitted by the next business day;
  - 7.4.3.3.2. Super Snacks and Snacks are ordered and not picked up
- 7.4.3.4. In addition to any applicable liability associated with audit findings, AGENCY will be charged OUSD's current meal costs that OUSD is unable to claim due to AGENCY's failure to comply with program requirements: The current costs for the 2021-2022 school year are below; these amounts may change throughout the life of the agreement.
- 7.4.3.4.1. Super Snack: \$3.66
  - 7.4.3.4.2. Supper: \$3.66
- 7.4.3.5. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.
- 7.4.3.6. In accordance with guidance provided by the California Department of Education, in the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), OUSD may fulfill its above-described obligations to provide after-school meals, snacks, and/or beverages through a "grab-and-go" meal distribution program, in which case AGENCY shall not be responsible for distributing after-school meals, snacks, and/or beverages.
- 7.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20 for elementary, middle, and high school programs, with no more than 20 youth for each qualified, adult staff supervisor. TK-K programs must operate on a 1:10 staff to youth ratio.
- 7.4.5. **Remote Provision of Services.** In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.
- 7.5.**Data Collection.** AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:
- 7.5.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:
- Financial reports
  - Activity reports
  - Outcomes reports: behavioral and academic

- Staff Qualifications

7.5.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintain required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years following the termination of this Agreement for auditing purposes.

7.5.3. **Use of Enrollment Process.** AGENCY will use OUSD online and paper After School Program Parent Permission packet, including early release waiver, for all after-school participants. Forms will be provided to AGENCY by OUSD prior to the beginning of each school year. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUS enrollment packet, in advance of distribution.

7.5.4. **Maintain a Clean, Safe, and Secure Environment.** AGENCY shall maintain clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, supervision, training, and security policies and protocols sufficient to ensure staff, student, and family member safety.

7.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator(s) to complete and/or update and submit an annual after school safety plan(s) by mid-October each year which aligns with and is part of each school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

#### 7.7. **Incident and Injury Reporting, Crisis Response and Training; Accident Insurance**

7.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after-school program participants, visitors, or staff must be reported via email to OUSD's incident reporting email address identified in the Incident and Injury Reporting and Crisis Response Protocols by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians due to OUSD student accidents during the after-school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

7.8. **Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.

7.9. **Relationships.** AGENCY will maintain six essential collaborative relationships to ensure partnerships towards effective program implementation:

- Administration, faculty, and staff of each school site covered by this MOU (Exhibit A)
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth

- Community organizations and public agencies

7.10. **Licenses.** AGENCY shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

7.11. **Loss of Standing as Qualified Organization:** Failure to ensure MOU requirements are fulfilled may result in loss of good standing as a qualified organization and/or termination of the partnership.

## 8. **Field Trip Policy. FIELD TRIPS, OFF-SITE EVENTS, AND OFF-SITE ACTIVITIES:**

8.1. AGENCY shall provide each Site Administrator and the OUSD Expanded Learning Office with a schedule of all after-school program field trips and/or off-site events and/or off-site activities, on a template to be provided by OUSD, by the first day of each semester, and a schedule of all summer field trips and/or off-site events and activities by the first day of the summer program, if AGENCY is providing summer services.

8.2. All field trips and off-site events/activities must be approved in advance by OUSD; AGENCY representatives, including staff and subcontractors, may not take students off-site for events, activities, and field trips without OUSD's approval. AGENCY shall submit OUSD's Field Trip request form to the after school site coordinator, agency director, and site administrator to seek approval. AGENCY shall comply with OUSD policy and regulations regarding Field Trips.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event prior to the trip taking place, AGENCY shall cancel the trip/activity and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or OUSD Expanded Learning Office when it is prohibited by law.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event after the trip/activity has taken place, AGENCY shall immediately terminate the AGENCY staff or subcontractor organizing the trip, and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or OUSD Expanded Learning Office when it is prohibited by law.

8.3. AGENCY hereby certifies that after-school and any summer program staff and/or subcontractors will comply with OUSD board policy and regulations, and the procedures in Sections 8.3, 8.4, 8.5, and 8.6, for all field trips, off-site events and off-site activities.

8.3.1. **Licenses Permission Slips/Acknowledgement.** Field trip/excursion permission slip must be signed by parent(s)/guardian(s) of all student participants and an acknowledgment must be signed by all adult chaperones both of which shall include the following information:

8.3.1.1. a full description of the trip and scheduled activities

8.3.1.2. student/adult participant health information

8.3.2. **"Notice of Waiver of All Claims:** Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of



California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion.”

8.3.3. After school and summer program staff or subcontractors leading trip must have a written list of students attending the trip.

8.3.4. No student shall be prevented from making a trip due to lack of sufficient funds.

8.3.5. After school and summer program staff or subcontractors leading the trip shall have a sufficient first aid kit in their possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.

8.3.6. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of the trip and any needed revisions to the supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with the physician’s instructions.

8.3.7. **Supervision**

8.3.7.1. AGENCY Executive Director must review and approve the supervision plan.

8.3.7.2. Trip as structured is appropriate to age, grade level, and course of study.

8.3.7.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after-school program staff, students, and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after-school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading the trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students’ activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.

8.3.7.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.

8.3.7.5. Adult: Student Ratio is at least 1:10 or higher if swimming or wading or high-risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.

8.3.7.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).

8.3.8. **Transportation Requirements:** The AGENCY after-school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY’s own equipment, contract to provide transportation, or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians’ written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation

arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 per occurrence/\$2,000,000 aggregate General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

8.3.9. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.

8.3.10. Vendor is licensed to provide all proposed activities.

8.3.11. All after-school program student participants on field trips, off-site events, or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

#### **8.4. Additional Requirements for High Risk, Overnight, or Out of State Trips:**

##### **8.4.1. Definition of High-Risk Activities**

8.4.1.1. Because of concerns about the risk to student safety, the after-school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after-school or summer program trips, events, and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has medical or accident insurance coverage:

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling

- Rodeo
- Target Shooting
- Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)
- Other activities determined by the school principal to have a high risk to student safety

8.4.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.

8.4.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.

8.4.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after-school program trips. Chaperones shall act in accordance with district policies, regulations, and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.

8.4.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test is negative shall thereafter be required to take a tuberculosis test every four years or sooner if deemed necessary by AGENCY.

8.4.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s), and students in advance of the trip to discuss trip and safety-related procedures, itinerary and questions.

8.4.5. Sleeping arrangements and night supervision are safe and appropriate.

8.4.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:

- Facility
- Program

### 8.5. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading

8.5.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.

8.5.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratios and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

#### 8.5.3. Swimming Activities

8.5.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of the trip and a tracking system is designed to ensure they do not enter the pool or swim area.

8.5.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after-school program staff before the trip is scheduled.

- 8.5.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 8.5.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.
- 8.5.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.
- 8.5.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 8.5.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 8.5.3.8. Staff and chaperones assigned to supervise students must wear swimsuits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.
- 8.5.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.
- 8.5.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

**8.6. Additional Requirements for trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities**

- 8.6.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the OUSD Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver, on a form to be provided by the OUSD to AGENCY prior to the beginning of each school year, executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age
  - 8.6.2. Should AGENCY fail to provide an original, properly completed, signed, and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers, and agents from all claims and actions resulting therefrom.
  - 8.7. In the event that a field trip cannot proceed as planned for any reason (including but not limited to the closure of the field trip destination in response to COVID-19), AGENCY shall provide alternative programming to students (including remote programming, in the event that the school site at which AGENCY has agreed to provide programming is closed).
9. **Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASES, 21st CCLC, ASSETS, & ELO-P grant funds contracted to AGENCY by OUSD for the fiscal year 2021-2022. AGENCY will function as a sub-recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub-recipient guidelines for the federal 21<sup>st</sup> Century Community Learning

Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

9.1. **Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.

9.2. **Disputes.** AGENCY shall make all records related to ASES, 21ST CCLC, ASSETS, and ELO-P available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

## 10. Invoicing

10.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.

10.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21<sup>st</sup> Century Core Grant, 21<sup>st</sup> Century Direct Access, or 21<sup>st</sup> Century Family Literacy funds.

10.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form, to be provided by OUSD to AGENCY prior to the beginning of each school year, for regular invoice submission.

10.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. **(Exhibit C)**

10.5. **Submission of Invoices for ASES, 21<sup>st</sup> Century, and ELO-P Grants.** For services rendered related to the ASES, 21<sup>st</sup> CCLC, ASSETS, ELO-P grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASES, 21ST CCLC, ASSETS, and ELO-P grants, with a cumulative total for 2022-2025 not to exceed the amount identified in Section 6, and in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD Expanded Learning Office via Salesforce Community invoicing tool. AGENCY will also submit the required OUSD invoicing and staff qualifications form via the Salesforce Community. OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.

11. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are

lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.

## 12. Changes

12.1. **Agency Changes.** AGENCY may, at any time, request in writing changes to the Scope of Work. . In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written request shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in an amended Scope of Work and signed by OUSD prior to AGENCY's implementation of such changes; changes that increase the proposed budget may require prior approval by the BOARD.

12.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2022-2023 through the 2024-2025 fiscal years to reflect additional changes resulting from such legislation.

## 13. Conduct of Consultant

13.1. **Staff Requirements.** AGENCY must comply with all Federal and State employment and labor laws. AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:

13.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense Mandated Reporter training equivalent to that set forth in California Education Code section 44691(b) to all AGENCY agents at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

13.1.2. **Tuberculosis Screening.** AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, AGENCY agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the AGENCY agent shall obtain an x-ray of the lungs. At his/her discretion, AGENCY agent may choose to submit to the examination instead of the risk assessment.

13.1.3. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.

- 13.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalent and one of the following: (a) an AA degree; or completion of 48-semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on-site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching, and preparation time to enable staff and agent performance to meet the goals of the ASES/21<sup>st</sup> Century after-school grant program and provide a safe and secure program.
- 13.2. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests, the removal of any AGENCY related persons, employees, representatives, or agents from the OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after-school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 13.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit F is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of a change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 13.4. **Drug-Free / Smoke-Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees, and or subcontractors.
- 13.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).



**13.6. Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance, and participation in after-school programs. In order to have safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents. AGENCY employees shall undergo training around appropriate interactions with students in child development setting.

**13.7. Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after-school programs that support a positive school climate.

**14. Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers, and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs, and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands, and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers, or agents are actively or passively negligent, but shall not apply to any loss or liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers, or agents in accordance with the terms of the preceding paragraph.

**15. Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance and shall require each subcontractor to do the same:

**15.1. Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence / \$2,000,000 aggregate.

**15.2. Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.

**15.3. Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment, and supplies of AGENCY. If any OUSD property is leased, rented, or borrowed, it shall also be ensured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commences under this MOU. If at any time said policies of insurance lapse or become canceled, OUSD may immediately terminate this agreement. The acceptance by OUSD of the above-

required insurance does not serve to limit the liability or responsibility of the insurer or AGENCY to OUSD. (Exhibit D).

16. **Legal Notices.** All legal notices provided for under this MOU shall be sent via email to the email address set forth below, or personally delivered during normal business hours, or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY at the address set forth below.

**OUSD**

Name: Martha Pena  
Site/Dept: 922/Community Schools & Student Services  
Address: 1000 Broadway, Suite 150  
City, ST Zip: Oakland, CA 94607  
Phone: 510-879-2457  
Email: martha.pena@ousd.org

**AGENCY**

Name: David Kakishiba  
Title: Executive Director  
Address: 2025 East 12<sup>th</sup> Street  
City, ST Zip: Oakland, CA 94606  
Phone: 510-533-1092  
Email: junji@ebayc.org

Notice shall be effective when received if personally served or emailed or, if mailed, three days after mailing. Either PARTY must give written notice of a change of mailing address or email.

17. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
18. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
19. **Program Books and Supplies.** Supplies can be purchased by OUSD and by the Lead Agency. A Lead Agency cannot exceed \$2,500 in supply purchases. Supplies to be used in both the school day and after-school program must be jointly funded, with a maximum of 50% applied to ASES/21st. All supplies purchased with grant funding are and remain the property of OUSD and must remain at the site.
20. **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/>

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On behalf of our respective institutions or organizations, we hereby execute this Memorandum of Understanding.

**OAKLAND UNIFIED SCHOOL DISTRICT**

830.44 6/30/2022

President, Board of Education Date

State Administrator

Superintendent

[Signature] 6/30/2022

Secretary, Board of Education Date

DocuSigned by: Andra Bustamante 6/1/2022

Executive Director Date  
Community Schools and Student Services Dept.

DocuSigned by: Sondra Aguilera 6/1/2022

Chief Academic Officer Date  
Continuous School Improvement

**AGENCY**

DocuSigned by: David Kakishiba 6/1/2022  
Agency Signature Date

David Kakishiba, Executive Director  
Print Name, Title

**Attachments:**

- **Exhibit A.** School Site List and Annual Grant Amounts
- **Exhibit B.** Scope of Work Template and Budget Tool Template
- **Exhibit C.** Procedure for Invoicing & Attendance
- **Exhibit D.** Certificates of Insurance
- **Exhibit E.** Statement of Qualifications
- **Exhibit F.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

Legislative File ID: 22-1488

*MOU template approved by OUSD Office of the General Counsel May 2022*

Exhibit A  
 Schools Sites Supported Under this Agreement and Annual Grant Amounts  
 After School Programs (Not Summer School)

After-School Sites:

School Site Name:	Projected After-School Enrollment Numbers:	Projected Three Year Grant:
Dewey Academy	178	\$1,363,500.00
Edna Brewer Middle	150	\$1,210,448.52
Franklin Elementary	157	\$1,244,633.67
Frick United	150	\$1,210,488.52
Garfield Elementary	206	\$1,514,757.12
Lincoln Elementary	189	\$1,420,597.47
Manzanita Community School	123	\$1,057,836.39
Manzanita SEED Elementary	123	\$1,057,836.39
Oakland High	98	\$763,500.00
Roosevelt Middle	336	\$2,305,599.45
Urban Promise Academy	150	\$1,210,488.52
	Total:	\$14,359,606.05

Exhibit B

Blank Template of PPT and Budget Tool

**INSERT HERE**



# 22-23 OUSD Expanded Learning Programs -After-School Program

## ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2022-2023

### ASES, 21st Century, and ELO-P After-School Program Plan

@

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION			
School Site Name: <input style="width: 100%;" type="text"/>	School Type: <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary (TK-5)</li> <li><input type="checkbox"/> Elementary/Middle (TK-8)</li> <li><input type="checkbox"/> Middle (6-8)</li> <li><input type="checkbox"/> High School (9-12)</li> <li><input type="checkbox"/> - Alternative High School</li> <li><input type="checkbox"/> - Continuation High School</li> <li><input type="checkbox"/> - Comprehensive High School</li> </ul>		
CDS Code: <i>(This is a 14-digit code, search <a href="#">here</a>)</i>		Expanded Learning Lead Agency:	
Principal Name:		Principal Signature and date:	
Lead Agency Signatory Name:		Lead Agency Signature and date:	
Executive Director, Community Schools & Student Services:		Executive Director, CSSS Signature and date:	

SECTION 2: PROGRAM OPERATIONS	
Average Daily Attendance, Program Dates, Minimum Days & Enrollment	
<p>To be compliant with grant requirements, the after-school program must commence immediately upon the conclusion of the regular day, operate a minimum of 15 hours/week, and be open until at least 6:00 pm on every school day for elementary and middle schools (EC 8483). Programs are required to operate all 180 days of the school year. Programs must begin to operate on the first day of school and run until the last day of school.</p>	
Projected daily attendance for 2022-2023 school year program.	
Program Operations for the 2022-2023 school year. First Day: August 8, 2022 Last Day: May 25, 2023	
<b>UPDATED ED CODE:</b>	Per CDE Education Code Section 8483.7(c) allows programs to closed for a <b>maximum of 3 days during a calendar year (not a school year)</b> for staff development. Families and school site personnel must be notified of these program closure dates in advance, and the lead agency must maintain and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets. <b>This should be uploaded no later than 5 business days after the closure day.</b>
Identify the three days (if any) your program plans to close this year for PD. The program must be open all other days of the school year. (Updates for any date changes are due September 2022).	
1st: <input style="width: 100%;" type="text"/>	2nd: <input style="width: 100%;" type="text"/>
3rd: <input style="width: 100%;" type="text"/>	
<p><b>Minimum Days.</b> When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming. <b>There is an expectation already established for the 36 weekly minimum days, however, if the school is planning on more than these and 10 extra days for report card conferencing you should discuss how the staffing fees for these extra days will be funded in partnership with the school day.</b></p>	
Projected Number of Minimum Days for School Year 2022-2023: <input style="width: 100%;" type="text"/>	
Please note that the grants from CDE do not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, the school-site should help identify additional funds to support these additional hours of programs?	

**SECTION 3a: PROGRAM MODEL. Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

Which of the following program models will your site operate as for 2022-2023? [\(If you choose Extended Day, please explain why using this link.\)](#)

Program Model:	Please only select <b>ONE</b> of the options below
	<input type="checkbox"/> Traditional After-school <input type="checkbox"/> Extended Program <input type="checkbox"/> Blended/Hybrid

<p><b>Traditional After-School:</b> Voluntary program, open to all students, with enrollment priorities targeting certain students.</p> <p><b>Extended Day Program:</b> After-school-program classes offered to an entire group of students from targeted grades and/or for all students of the school after the end of the regular bell schedule. (Note: extended day classes must not appear on the school bell schedule)</p> <p><b>Blended/Hybrid:</b> A combination of some extended day and some traditional after-school programming. (If you are conducting a blended/hybrid program, please use the section below to explain your program model type.)</p>	<p style="text-align: center;"><b>Which grade levels will be served by this program?</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">TK</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>K</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>1</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>2</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>3</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>5</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>6</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>7</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>8</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>9</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>10</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>11</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>12</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	TK	<input type="checkbox"/>	K	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>	10	<input type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>
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12	<input type="checkbox"/>																												

**ENROLLMENT PROCESS & TIMELINE**

**Instructions:**

Please navigate to the folder for your school. Once inside the folder, click the pencil button in the top right corner. After the dropdown list appears, select 'Upload or Import'. Next, click on the drag or browse window and upload the Enrollment Timeline file. Please name your file in this format: SchoolName\_EnrollmentTimeline

**Please check the box below after completing the above instructions**

Enrollment Timeline has been uploaded to the Program Plan folder

*Important dates to include in your timeline*

**April - June:** Spring enrollment for 2022-2023 programs.  
 Families will be notified of 2022-2023 after-school enrollment before the **last day of school, May 27, 2022.**  
 After-school programs begin on the **first day of school** when enrollment is at a minimum 75% capacity.

**August - September:** new school year enrollment of families for remaining program slots.  
 The remaining program slots will be filled by **September 30, 2022**, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year  
 All programs must maintain **waitlists** for grades 7-12 after program slots are filled. There should be no waitlists for grades



TK-6 as funding is provided through ELO-P to eliminate waitlists for those grades. CDE and OUSD have established district-wide guidelines for Target Population and Enrollment in ASES and 21st Century After School Programs. With these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community. Make sure to include a description of 1-3 enrollment priorities that will be made public and why.

**\*\*This may look different for High School and Continuation schools based on alternative schedules and intercession. Please include the items above that are applicable to your schedule and recruitment process. Describe how your school will identify and recruit students beginning of Spring 2022. Indicate how families will be notified of 2022-2023 enrollment before the last day of school.**

<b>SECTION 3b: GOLDEN TICKET</b>
<p><a href="#">Who can receive the Golden Ticket?</a></p> <p>Per federal statute, California Education Code and Oakland Unified School District policy, any students identified by the OUSD Transitional Student and Family Unit can receive a <i>Golden Ticket</i>. Transitional students are by definition:</p> <ul style="list-style-type: none"> <li>- Any OUSD student who is a homeless youth, as defined by the federal <b>*McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 1143a)</b>, who is in foster care, or is designated as an unaccompanied minor.</li>   <li>- Any OUSD student who identifies as a newcomer, refugee or as an asylee. <b>*Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.)</b> <ul style="list-style-type: none"> <li>- Establishes the definition of homeless used by schools</li> <li>- Ensures that children and youth experiencing homelessness have immediate and equal access to public education</li> <li>- Provides for educational access, stability, and support to promote school success</li> <li>- Needed to address the unique barriers faced by many homeless students</li> </ul> </li> </ul>

<b>SECTION 4: PROGRAM COMPONENTS (The descriptions below should reflect site's specific needs)</b>	
<p>CDE requires that programs must provide a safe environment and include an <b>educational component</b> that provides tutoring and/or homework assistance; and an <b>educational enrichment</b> component, which may include, but not limited to STEAM, recreation, prevention and other Social Emotional Learning (SEL) activities (EC Section 8482.6); and provide opportunities for <b>physical activity</b>. (EC Section 8483.3[c][7]) <u>The description below should reflect site-specific needs.</u></p>	
<input type="checkbox"/> I am aware of and will implement the required educational component listed above.	
<p><b>Educational and Literacy Component</b> that includes tutoring/homework assistance in the core subject (language arts, math, history/social science etc) Make sure to include how you will integrate SIPPS (k-5) and/or Reading with Relevance (6-12).</p>	<p><b>Describe how the after-school program will provide the educational &amp; literacy component.</b></p>

**Respond Below:**

<p><b>Homework assistance in the core subjects (language arts, math, history /social science, etc.)</b></p>
<p>How are students building academic skills? How is social-emotional academic development being integrated? (Include specific strategies for creating a <a href="#">safe &amp; supporting environment through encouragement and active engaged learning.</a>)</p>

**Respond Below:**

Educational Enrichment Component that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)

How does the expanded learning program choose which educational enrichment activities are offered? (Include specific strategies designed to foster [skill-building](#), [youth voice and leadership](#) and [diversity, access and equity](#).)

**Respond Below:**

Physical Activity is other than recess that is structured and supervised with a warm-up, structured physical activities, and a cool down. (This should happen for all students in the program.)

Please check here if you want to partner with Oakland Athletic League to provide organized sports in the **elementary** program.

CDE expects **Elementary** programs to offer 30-60 minutes of developmentally appropriate, **daily physical activity** (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) **This is not 'free play' or recess.** (We understand Middle and High will vary based on sports programs and scheduling. Please explain how the after-school program will address physical activity in your program, including type, frequency, and target population. All students should have the opportunity for physical activity).

- Plan and evaluate (review fitness test results, track minutes, etc.)
- Include a variety of activities throughout the year

Describe how the after-school program will provide [structured physical activity](#) for all participants. (Include specific strategies to promote [healthy choices and behaviors](#).)

**Respond Below:**

Family Engagement/Literacy Component that includes literacy activities and other educational services that engage adult family members of students.

Describe how the expanded learning program provides opportunities to promote literacy and/or other educational services to adult family members of students?

**Respond Below:**

1. Complete the program schedule form or upload your program schedule.

a. **Make sure your program schedule includes:**

- i. **Any before care offered for TK- 6th grade**
- ii. **Class/Activity title i.e. African Dance, not just enrichment**
- iii. **Day and time offered**

b. Complete this form to design the program component [attached template](#) to describe program components then link them into this document. Program component description link: linked to the [spreadsheet](#) create a drop-box option (a) CDE--academic, enrichment, physical activity "use the same title".

*\*In the fall, sites are required to resubmit updated program schedules. This schedule should be clearly aligned with the supports identified in section 4.*

#### Academic Alignment with School Day and [District Priorities](#)

Please provide a short narrative that identifies how the expanded learning program will support school goals aligned with district student learning goals in the appropriate grade level box below.

- Collaborate with the school site administrator and consult the School Site Plan to align with the school day.
- Consult the descriptions below for the District's priorities for elementary, middle, and high school.

#### [OUSD Student Learning Goals:](#)

- 1- All students build **relationships** to feel connected and engaged in learning
- 2- All students continuously grow towards meeting or exceeding standards in **English Language Arts**
- 3- All students continuously grow towards meeting or exceeding standards in **Math**
- 4- English Learner students continuously develop their language, reaching **English Fluency** in 6 years or less
- 5- All students grow a year or more in **Reading** each year
- 6- All Students graduate college-, career-, and community-ready

**How will the expanded learning program further these OUSD Learning Goals?** (Choose 2-3 to focus on for the 2022-23 School Year)

### **Respond Below:**

#### SECTION 5: CONTINUOUS QUALITY IMPROVEMENT (Alignment with CDE and OUSD)

To increase the effectiveness of a program, it is critical to engage in an ongoing continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

This cycle of improvement revolves around twelve critical standards—the [Quality Standards for Expanded Learning in California](#)—which were developed in partnership between the California Department of Education's (CDE) After School Division and the California Afterschool Network (CAN) Quality Committee.

#### POINTS OF SERVICE Quality Standards & PROGRAMMATIC Quality Standards

Fill out this [Google Form](#) to identify where your program is with's quality standards. [Google Form](#)

#### Resources:

- [Definitions: CDE Quality Standards](#)
- [Unpacked: CDE Quality Standards & CQI Spectrum](#)
- [Scoring Key: CDE Quality Standards & CQI Process](#)

**PROGRAM SELF-ASSESSMENT TRUTH \* HOPE \* CHANGE \* CURIOSITY (TH3C)**

Indicate which stakeholders who participated in the Program Self-Assessment in 2021-2022

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Internal evaluator     | <input type="checkbox"/> External evaluator  | <input type="checkbox"/> School administrator  |
| <input type="checkbox"/> District administrator | <input type="checkbox"/> Certificated staff  | <input type="checkbox"/> Classified staff      |
| <input type="checkbox"/> Program director       | <input type="checkbox"/> Site coordinator    | <input type="checkbox"/> Site-level/line staff |
| <input type="checkbox"/> Parents/guardians      | <input type="checkbox"/> Students            | <input type="checkbox"/> Community partners    |
| <input type="checkbox"/> Advisory group         | <input type="checkbox"/> Other stakeholders: |  |

**TRUTH**

What is currently happening in the program? Use data to identify the truth about 1-2 self-selected aspects of the program.

[Please use this template to help you identify your truth.](#)

**Respond Below:**

**HOPE**

Given what was shared in the **Truth** section, what is the vision for the program as identified by students, families, parents, staff, and site support team?

**Respond Below:**

**CHANGE**

What shifts are needed to realize the **Hope** identified above and what steps are needed to make those shifts happen? (ie: Program components, leadership, organizational management, or fiscal)

**Respond Below:**

**CURIOSITY**

What questions or inquiries need consideration when exploring the "shifts"? What supports or resources are needed to make the "shifts" happen?

**Respond Below:**

**CELEBRATE**

In terms of the current school year, what are some grows or glows (ie. small or big wins) that happened for the program?

**Respond Below:**

**Section 6: The Expanded Learning Opportunities Program (ELO-P)** provides funding for after-school and summer school enrichment programs for transitional kindergarten through sixth grade.

**\*\*\*High school programs do not need to complete this section.\*\*\***

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. The Legislature intends that expanded learning programs are pupil-centered, results-driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

**ELO-Program Elements:**

- Offer 9 Hours of Programming (School day hours count toward the 9 hours)
- Support TK-6th
- 175 school days & 30 days intersessions
- TK/K staff ratio 10:1
- Must offer the program to all students
- Parallel ASES Compliance Reporting
- Support [LCAP Goals](#)
- Support Unduplicated Students (UDS) - [CDE Definition](#) of UDS.
  - 2021-2022 School [Site UDS numbers](#)
- ELO-P funding **can not** be used to provide school day supports

**Expanded Learning Priorities**

- Offer Expanded Learning Programming to TK-K students
- Offer Expanded Learning Programming to **ALL** students (Prioritize targeted students - foster youth, unhoused, newcomer, etc)
- Integrated Academic and Enrichment based Summer Learning programming

**TK - Kinder Programming (10:1 student to Staff Ratio) - \$3,500/per student/per year**

Please Indicate below which partner will support TK-K After-School Care:

- Expanded Learning Provider
  OUSD School Staff
  Early Childhood Staff

**Program Information:**

# Students Served by ExLO Provider (Minimum of 10 students)	X	\$3,500	Total:	\$0.00
# Students Served by OUSD/ ECE staff	(OUSD staff paid based upon the current ET/OT contracted amount)			
# Additional Staff				
If a staff has been identified, please add their name(s):				
# Additional Facilities (classrooms)				

Expanded Learning Program Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

List Activities Below:

---

*Please briefly describe which LCAP Goal(s) this program will support: [LCAP Metrics.](#)*

---

**Provide Expanded Learning Opportunities for ALL unduplicated students - (20:1 student to Staff Ratio) - \$10.18/per child/per day**

Please Indicate below which staff or partner will support increasing student enrollment:

- Expanded Learning Provider
  OUSD School Staff

**Program Information:**

# Students on the waitlist (not funded through ASES or 21st CCLC)	x (\$10.18) x (180/days)	Total:	\$0.00
---	--------------------------	--------	--------

List Activities Below:

<input type="checkbox"/> Before School Care <input type="checkbox"/> OAL Sports <input type="checkbox"/> RJ Program <input type="checkbox"/>	<input type="checkbox"/> Other:
---	---------------------------------

*Please briefly describe which LCAP Goal(s) this program will support: [LCAP Metrics.](#)*

---

Total ELO-P Funding	
\$0.00	TK-K Expanded Learning Programs
\$0.00	Access to Expanded Learning Programs for ALL
<b>\$0.00</b>	<b>Total Services</b>

Total Additional students (non ASES/21st)	
	Total TK-K
	Total Additional Students
0	Total Additional Students

**SECTION 7: Facilities**

(a) Plan with the school site administrator which rooms and outside spaces the expanded learning program will use Monday - Friday from the start of the program to 6. Make sure to include bathrooms and snack areas.

(b) Lead Agency Director, will go into [Facilitron website to complete facilities usage requests](http://Facilitron website to complete facilities usage requests) no later than May 15, 2022. Visit Facilitron website at: [www.facilitron.com/dashboard/login](http://www.facilitron.com/dashboard/login)

\*NOTE: If using the school kitchen during the program, there needs to be an **additional approved Facilitron request**. A Nutritional Services (NS) staff member must supervise the proper use of the kitchen equipment and clean up afterward. Program using the kitchen will need to pay for the NS staff member's time during the kitchen use, similar to custodian services. The staff's hourly rate will determine the rate of pay.

Indoors (specify room numbers and space names)			Outdoors		
Room Number & Name of Space	# of Students	Hours to be used	Room Number & Name of Space	# of Students	Hours to be used

In addition, choose up to 5 other dates the program will use space outside of normal program hours. This includes any Saturdays or intercession activities. Please specify which space will be needed (IE: showcases, events and family engagement). Be advised any additional dates/spaces used outside of these dates, the lead agency will be responsible for facilities cost.

Name of Event	Potential Date	Number of Students	Hours of Use/Room Numbers



**SECTION 8a: PROGRAM FEES**

Will this expanded learning program charge program fees for 2022-2023  Yes  No

If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency boxes must be initialed.

Principal	Lead Agency	ASSURANCES
		Our program <b>will not turn away</b> any eligible students from program participation due to the inability to pay program fees. We understand that the California Education Code prohibits program fees from being a barrier to program participation
		Our program will <b>communicate</b> in writing and verbally to parents/guardians that an eligible child will not be turned away from program participation due to the inability to pay.  Per CDE, our programs will communicate in writing and publically to parents/guardians program fee expectations in language parents can understand. <b>This should be included in your enrollment applications, posted in your school (publicly accessible), parent handbooks and any marketing materials. Ensure that all documentation is accessible to families. This means they should be translated into the major languages used by the families in your school.</b>
		Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or community members (i.e. communication letter, meetings agenda, etc.).
		Our program shall not charge a fee to a family for a child if the program once notified that the child is a <b>homeless youth</b> , as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 1143.a), <b>or for a child who the program knows is in foster care</b> . Fees can not be charged to any unduplicated student.
		Our program will provide <b>receipts</b> to parents/guardians for each payment made.
		The lead agency will <b>manage funds</b> raised by program fees according to standard accounting practices and will provide quarterly Income Statements to the Principal and OUSD Expanded Learning Office detailing the amount collected from program fees and expenditures. This will be turned in quarterly.
		<b>The Use of Fees:</b> Any fees collected by programs shall be used for program activities, services for students, and program administrative costs. CDE guidance calls for all programs to "keep accurate records of fees collected, and fees should be tracked separately from the grant funds received." Keep documents in the event of an annual financial audit and/or Federal Program Monitoring (FPM). Families who receive free and reduced lunch should be prioritized for no cost program admission.

**SECTION 8b: PROGRAM FEES (Continued)**

Describe how the school/program plans to collect program fees and who will be exempt from paying fees or receiving a reduced fee?

Describe how all fees collected will be used for expanded learning programming.

Describe how fees will be communicated to school leaders/school community.

**Instructions:**

Please navigate to the folder for the school. Once inside the folder, click the pencil button in the top right corner. After the dropdown list appears, select 'Upload or Import'. Next, click on the drag or browse window and upload your Enrollment Timeline file. Please name your file in this format: SchoolName\_DocumentName

Please check the box below after completing the above instructions

**A copy of written evidence of the program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes) has been uploaded into the Program Plans folder**

# OUSD EXPANDED LEARNING PROGRAMS

## Partner Assurances & Agreements 2022–2023

<u>School Site</u>	
<u>Lead Agency</u>	<u>Date</u>
<u>Name of Expanded Learning Program</u>	<u>Expanded Learning Site Coordinator Name (if known at this time)</u>

Expanded Learning Safety and Emergency Planning

1. The 2022-2023 Comprehensive School Site Safety Plan includes the **Expanded Learning Emergency Plan**. The Site Administrator and the Expanded Learning Program (ExLO) Site Coordinator will update the Expanded Learning Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response.

Indicate all actions that will occur to ensure after school program safety and alignment with school day procedures for emergency preparedness and emergency response:

<input type="checkbox"/>	The Site Administrator and ExLO Site Coordinator will meet at beginning of the school year to update the Expanded Learning Emergency Plan collaboratively.
<input type="checkbox"/>	Site will share the Comprehensive School Site Safety Plan with an expanded learning partner.
<input type="checkbox"/>	School day and expanded learning programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
<input type="checkbox"/>	Expanded learning staff will participate in site-level faculty safety trainings.
<input type="checkbox"/>	School will provide expanded learning staff with access to disaster supplies and other resources in case there is an emergency after school.
<input type="checkbox"/>	Site Administrator and ExLO Site Coordinator will meet regularly to review expanded learning incidences and update safety plans as needed.
<input type="checkbox"/>	The completed Expanded Learning Emergency Plan will be submitted to the Expanded Learning Programs Office by 10/1/22.
<input type="checkbox"/>	Other:

2. List the training and resources the school will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

3. Principal and Site Coordinator have reviewed the OUSD Expanded Learning Emergency/Crisis 1st Level Response Notification Protocol and understand expectations regarding communication and incident reporting when an issue involving after school safety

Yes   
No

**Facility Keys**

It is critical that the Expanded Learning Coordinator has access to facility keys in order to ensure safety after school should a lockdown or lockout be needed. Will the expanded learning Program **have access to facility keys** for all areas where expanded learning programming occurs?

Yes  No

If no, indicate how the school campus will be secured if a crisis should occur during after school hours and if lockdown is necessary:

**Culture Keeper Staffing**

**Check One:**

- Site will utilize expanded learning and/or school day funds to pay Extra-time/Over-time (ET/OT) for an ExLO Culture Keeper.
- Site does not need a Culture Keeper,
- Site does not have the resources to fund an ExLO Culture Keeper.

## 2022-23 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

Site Name:		ASES		21CCCLC Core		21CCCLC Equitable Access		ELOP		OFCY Match Funds	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Site #:		Resource 6010, Program 1553		Resource 4214, Program		Resource 4124, Program		Resource 2600, Program 1553					
Average # of students to be served daily (ADA):	0	OUSD	Lead Agency	OUSD	Lead Agency	OUSD	Lead Agency	OUSD	Lead Agency	Lead Agency	Lead Agency	OUSD	Lead Agency
<b>TOTAL GRANT AWARD</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>				<b>0.00</b>	<b>0.00</b>
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL,</b>													
	OUSD Indirect (5.00%)	0.00		0.00		0.00		0.00					
	OUSD ASPO admin, evaluation, and training/technical assistance costs	0.00		0.00		0.00		0.00					
	Custodial Staffing and Supplies at 3.5%	0.00		0.00		0.00		0.00					
<b>TOTAL SITE ALLOCATION</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>					
<b>CERTIFICATED PERSONNEL</b>													
1120	Quality Support Coach/Academic Liaison	0.00		0.00		0.00		0.00				0.00	
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)	0.00		0.00		0.00		0.00				0.00	
1120	Certificated Teacher Extended Contracts- ELL supports												
1120	Certificated Teacher Extended Contracts- math or ELA academic											0.00	
	<b>Total certificated</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		0.00	0.00	0.00	<b>0.00</b>
<b>CLASSIFIED PERSONNEL</b>													
2205	Site Coordinator (list here, if district employee)	0.00	0.00									0.00	0.00
2220	SSO (optional)	0.00		0.00		0.00						0.00	
		0.00											
		0.00											
	<b>Total classified</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BENEFITS</b>													
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)	0.00		0.00		0.00		0.00					
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)	0.00		0.00		0.00		0.00					







Exhibit C (1)



**PROCEDURE FOR INVOICING & ATTENDANCE**  
**Oakland Unified School District**  
**Comprehensive After School Programs**

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The following procedures are required in submitting invoices that utilize ELO-P, 21<sup>st</sup> Century and/or ASES funding:

- ◆ All ELO-P, 21<sup>st</sup> Century and/or ASES attendances and invoices must be submitted via the OUSD/Expanded Learning Salesforce Community.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ All attendance must be entered into Aeries Student Information System and all copies of sign-in/sign-out sheets must be uploaded into the site's deliverable Google folder.
- ◆ To maintain invoicing consistency so that all necessary information is included, please use the attached invoicing format. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template **MUST** be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including a number of hours worked and the hourly rate. **Failure to fully complete an invoice according to these specifications may result in a delay of payment.**
- ◆ All invoices should cover only one calendar month, i.e. the 1<sup>st</sup> through the 30<sup>th</sup> or 31<sup>st</sup>.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- ◆ Invoices and attendance for the month are due in the After School Programs Office no later than 5:00 p.m. on the 10<sup>th</sup> of the following month.
- ◆ **Invoices should be accompanied by one Invoicing and Staff Qualifications form per school site.**

If there are any questions regarding the invoicing process, please contact our office at (510) 879-2888.



Exhibit C (2)

## PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS OUSD CERTIFICATED TEACHERS

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The following procedures are required in submitting fiscal forms for Paid In-service/Extended Time for OUSD employees utilizing the 21<sup>st</sup> Century and/or ASES funding:

### Paying OUSD Certificated Employees (Teachers)

- ◆ Extended Contract teachers should submit a “Request for Extended Contract” form to After School Programs Office IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All ELO-P, 21<sup>st</sup> Century and/or ASES Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers on extended contracts is \$38.50/hr.**
- ◆ Once the Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.
- ◆ Timesheets should be submitted to the After School Programs Office no later than the last working day of any month for payment at the end of the following month.

If there are any questions regarding these documents or procedures, please contact our office at (510) 879-2888.

Exhibit C (3)



**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)  
for OUSD CLASSIFIED EMPLOYEES**

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**The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing ELO-P, 21<sup>st</sup> Century and/or ASES funding:**

**Paying OUSD Classified Employees (SSOs, Custodians, Instructional Aides, etc.)**

- ◆ Complete Informed K-12 OUSD ET/OT Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All Culture Keeper ET/OT forms must be submitted electronically to Culture Keeper Coordinator
- ◆ Any other ET/OT forms for 21<sup>st</sup> Century and ASES classified staff must be routed to school Principal, who should then route to After School Program Office. ET/OT forms must be delivered to the After School Programs Office no later than each classified payday for payment on the following payday.
- ◆ *Rate varies depending on employee's hourly rate*

If there are any questions regarding these documents and procedures, please contact our office at (510) 879-2888.

Exhibit D

Certificates of Insurance and Additional Insured Endorsement

**INSERT HERE**



EASTBAY-11

SGONZALEZ

### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services Inc. 3000 Executive Parkway Suite 300 San Ramon, CA 94583	CONTACT Rocky Stein PHONE (A/C, No, Ext): (925) 415-5152 FAX (A/C, No): (951) 231-2572 E-MAIL ADDRESS: cal.cpu@hubinternational.com
INSURED  East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606	INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Insurance Alliance of California, Inc 01184 INSURER B: Oak River Insurance Company 34630 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
TR		INSR	WD		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		X	202155188	6/1/2021	6/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 IMPROPER SEXUAL \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			202155188	6/1/2021	6/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS		X	202155188-UMB	6/1/2021	6/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	EAWC216849	6/1/2021	6/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA  
 Policy Number: 2021-55188 | Effective Dates: 06/01/2021 - 06/01/2022  
 Sexual Abuse or Molestation - \$1,000,000 Each Claim / \$2,000,000 Aggregate

Oakland United School District, City of Oakland, its Council members, directors, officers, agents, employees and volunteers are Additional Insured with regard to General Liability when required by written contract, per the attached endorsement CG2026 12/19.

<b>CERTIFICATE HOLDER</b>  Oakland United School District Attn: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

POLICY NUMBER: 2021-55188  
Named Insured: East Bay Asian Youth Center

COMMERCIAL GENERAL LIABILITY  
CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

POLICY NUMBER: 2020-55188  
Named Insured: East Bay Asian Youth Center

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED -- DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



EASTBAY-11

SGONZALEZ

### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services Inc. 3000 Executive Parkway Suite 300 San Ramon, CA 94583	CONTACT Rocky Stein NAME PHONE (A/C, No, Ext): (925) 415-5152 FAX (A/C, No): (951) 231-2572 E-MAIL ADDRESS: cal.cpu@hubinternational.com
INSURED East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606	INSURER(S) AFFORDING COVERAGE INSURER A : Scottsdale Indemnity Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
	NAIC # 15580

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers		EK13378183	5/14/2021	5/14/2022	Ret: 0 Each Claim 1,000,000
A	Employment Practices		EK13378183	5/14/2021	5/14/2022	Retention \$7,500 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA  
Policy Number: 2021-55188 | Effective Dates: 06/01/2021 - 06/01/2022  
Sexual Abuse or Molestation - \$1,000,000 Each Claim / \$2,000,000 Aggregate

For Information Purposes Only.

<b>CERTIFICATE HOLDER</b> Oakland United School District Attn: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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AGENCY CUSTOMER ID: EASTBAY-11

SGONZALEZ

LOC #: 1

## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY HUB International Insurance Services Inc.	License # 0757776	NAMED INSURED East Bay Asian Youth Center 2028 E 12th St Oakland, CA 94606
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:  
Oakland Unified School District Supervisors, the individual members thereof, and all officers, agents, employees and volunteers are Additional Insured with regard to General Liability, when required, by written contract, per the attached endorsement CG2026 04/13.

Exhibit E

Statement of Qualifications

**INSERT HERE**



## East Bay Asian Youth Center

### Statement of Qualification

EBAYC is a 501(c)3 non-profit youth development organization dedicated to supporting young people to be safe, smart, and socially responsible. Our work is intentionally focused on helping young people develop the relationships, knowledge, skills, values, and aspirations they need to succeed in life. Our work with young people is long-term commitment. We provide young people a neighborhood-based continuum of supports and opportunities from elementary school through young adulthood.

EBAYC serves 2,500 young people each year through our Expanded Learning programs and intensive case management services. EBAYC program strategies resulted in higher school attendance rate and lower school suspension rate. Over the course of four decades, EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

#### Our Vision

EBAYC envisions young people growing to be life-long builder of a just and compassionate multi-cultural society.

#### Our Mission

EBAYC builds supportive relationships with young people to empower them to be safe, smart, and socially responsible.

#### Our Theory of Change

If EBAYC provides intensive support to hard-to-reach young people most impacted by poverty, violence, and trauma; organizes families to increase public investments to improve young people's lives; transform schools into neighborhood based youth and family services centers; Then EBAYC would advance its mission.



March 15, 2022

Community Schools & Student Services  
Oakland Unified School District  
1000 Broadway  
Oakland, CA 94607

This letter describes the East Bay Asian Youth Center (EBAYC) policy for tuberculosis testing, fingerprinting and child abuse and neglect reporting.

EBAYC conducts its own background check on all employees and volunteers. EBAYC employees are not permitted to come into contact with students at any OUSD school sites until EBAYC receives their negative TB test results, fingerprint clearance and re-arrest records from the State of California - Department of Justice, and from the Federal Bureau of Investigation pursuant to Section 11105.3 of the California Penal Code and Section 15660 of the California Welfare and Institutions Code. No EBAYC employees who have been convicted of a violent or serious felony may come into contact with students. EBAYC will include the employees' ATI numbers on the invoices to OUSD, and will make available to OUSD the TB test results upon demand.

EBAYC employees fully comply with the California Child Abuse and Neglect Reporting Act guidelines to report suspicions of possible child abuse and neglect to the appropriate reporting agencies.

Sincerely,

H. Nhi Chau  
Deputy Director of Strategic Development

## EXHIBIT F

### Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 13.3 of the Memorandum of Understanding between AGENCY and Oakland Unified School District (“OUSD”), this Agreement (“Agreement”) allows for the employment of the EMPLOYEE, \_\_\_\_\_, for distinct and separate employment roles with OUSD and with AGENCY. These two employment positions do not overlap in duties, hours, or control by the respective employers, OUSD or AGENCY. As used in this Agreement, “Parties” means Employee, OUSD, and AGENCY.

1. Employment Position. OUSD shall provide Employee with a written document describing the position that Employee shall perform for OUSD. AGENCY shall provide Employee with a written document describing the position that Employee shall perform for AGENCY. None of the duties performed for either employer shall interfere or conflict with their responsibilities for the other employer.
2. Hours of Work. OUSD shall inform Employee of the hours of work for the OUSD employment position. AGENCY shall inform Employee of the hours of work for the AGENCY position. None of the work hours shall be overlapping. Employee shall not work any hours beyond the regular working hours for either OUSD or AGENCY unless express written approval is given by the Employer for whom the extra hours are being worked.
3. Control & Supervision – OUSD Employment. During the employment position and working hours performed for OUSD, EMPLOYEE will devote their full services to OUSD and shall not engage in any work that conflicts with or compromises EMPLOYEE’s best efforts to OUSD. EMPLOYEE shall be supervised by designated OUSD personnel and OUSD will provide the information, tools, and equipment necessary for such employment. OUSD shall control all aspects of the employment relationship for the work performed for OUSD. EMPLOYEE shall not use the information, tools, or equipment of OUSD in performing the work for AGENCY, without OUSD’s express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. AGENCY shall not have any control or supervision over EMPLOYEE during the EMPLOYEE’s OUSD work hours.
4. Control & Supervision – AGENCY Employment. During the employment position and working hours performed for AGENCY, EMPLOYEE will devote their full services to AGENCY and shall not engage in any work that conflicts with or compromises EMPLOYEE’s best efforts to AGENCY. EMPLOYEE shall be supervised by designated AGENCY personnel and AGENCY will provide the information, tools, and equipment necessary for such employment. AGENCY shall control all aspects of the employment relationship for the work performed for AGENCY. EMPLOYEE shall not use the information, tools, or equipment of AGENCY in performing the work for OUSD, without AGENCY’s express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. OUSD shall not have any control or supervision over EMPLOYEE during the EMPLOYEE’s AGENCY work hours.
5. Workers Compensation Liability Insurance. As required by California and federal law, each employer shall maintain workers compensation liability insurance for Employee’s behalf for the employment position for which EMPLOYEE is employed by each of them.
6. Wages. OUSD is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the OUSD employment position. OUSD shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position, and AGENCY agrees to indemnify, defend, and hold harmless OUSD from any such claim. Similarly, AGENCY is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.

7. No Joint Employer Relationship. The Parties acknowledge and agree that it is not their intent to create any joint employer relationship and, instead, each employment relationship is separate and distinct as set forth in this Agreement. Notwithstanding, EMPLOYEE understands and agrees personnel information may be exchanged between OUSD and AGENCY.
8. Termination. Subject to any applicable employment laws, any Party may terminate this Agreement or any employment relationship created under this Agreement with two weeks written notice to the other Parties.
9. Litigation. This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
10. Integration/Entire Agreement of Parties: This Agreement and the Memorandum of Understanding between AGENCY and OUSD from which this Agreement stems, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by all Parties.
11. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
12. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
13. Employment Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement or employment of EMPLOYEE until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to EMPLOYEE absent formal approval. This Agreement shall be deemed to be approved when it has been signed all Parties and employment of EMPLOYEE has been approved by the Governing Board.

OAKLAND UNIFIED SCHOOL DISTRICT

- 
- President, Board of Education
  - Superintendent or Designee

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Secretary, Board of Education

AGENCY

---

EMPLOYEE

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# OAKLAND UNIFIED SCHOOL DISTRICT

*Community Schools, Thriving Students*

**Request for Proposal (RFP) 21-104ASP**

**EXPANDED LEARNING  
FOR AFTER SCHOOL PROGRAMS**

\* Submit proposals and all questions/inquiries to:

**OAKLAND UNIFIED SCHOOL DISTRICT**

**Attention: Martha Pena**

**1000 Broadway, Suite 150**

**OAKLAND, CA 94607**

**\*\* Organizations will need to Pre-Register with the OUSD Expanded Learning Office to receive access to an assigned Google Folder for submission. \*\***

email: [martha.pena@ousd.org](mailto:martha.pena@ousd.org)

phone: (510) 879-2457

**Proposals Due:**

**6/30/2021 at 2:00 PM**

THE TERMS AND CONDITIONS OF THIS CONTRACT ARE GOVERNED BY  
THE CALIFORNIA EDUCATION AND PUBLIC CONTRACT CODES.



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

# Expanded Learning Lead Agency Request for Qualifications

EXPANDED LEARNING OFFICE

[WWW.OUSD.ORG](http://WWW.OUSD.ORG)



## **OUSD RFQ Application Submission Instructions and Deadline**

**All applications must be completed, submitted electronically, and received by June 30, 2021 by 5:00 pm (PST)\*:**

1. Organizations will need to [Pre-Register with the OUSD Expanded Learning Office](#) to receive access to an assigned Google Folder.
2. The complete RFQ application, the signature pages and required supporting documentation in Appendix III must be uploaded into their assigned Google Folder.\*\*
3. All uploaded files must be converted to a PDF format and made accessible to OUSD. Any files missing could result in a disqualification from the current RFQ process.

*\* Applications submitted after 5:00 pm (PST) on June 30, 2021 will not be considered.*

*\*\* Applications submitted by facsimile, telephone or electronic mail will not be accepted.*

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*This RFQ document and additional materials referenced within can be accessed at the OUSD website: [www.ousd.org/afterschool](http://www.ousd.org/afterschool). Select the “2021 Lead Agency Request for Qualifications” link under “Afterschool Programs.” Any updates on the RFQ process will be posted here and you may sign up for our mailing list, so applicants are encouraged to visit the webpage.*



## B. Schedule

Event	Date	Info
<b>RFR Process 2021 Announced</b>	May 4, 2021	Save-the-Date
<b>RFQ Digital Application Released</b>	May 25, 2021	
<b>RFQ Bidders' Conference (Virtual)</b>  <b>RFQ Office Hours</b>	Session 1: June 2, 2021 @ 10am Session 2: June 2, 2021 @ 4pm	Register using link below: <ul style="list-style-type: none"> <li>■ <a href="#">Session 1: 10:00 am – 11:30 am</a></li> <li>■ <a href="#">Session 2: 4:00 pm – 5:30 pm</a></li> </ul>
<b>RFQ 101 for New Organizations</b>	June 9, 2021, @ 4:00 pm	<ul style="list-style-type: none"> <li>■ <a href="#">Session Registration Link</a></li> </ul>
<b>Google Folder Registration</b>	June 15, 2021	<ul style="list-style-type: none"> <li>■ <a href="#">Google Folder Registration</a></li> </ul>
<b>RFQ Submission Dates</b>	June 30, 2021 by 5:00 pm (PST)	Digital application date/time stamped
<b>Lead Agency Status Notifications</b>	Aug 20, 2021	
<b>Deadline to Appeal Decision</b>	Aug 27, 2021	
<b>Status Notification Publicized</b>	September 3, 2021	
<b>School Site/Lead Agency Matching Process</b>	Sept 3 - Dec 1, 2021 (tentative)	
<b>OUSD MOU Approval Season</b>	May/June 2022	
<b>Lead Agency Service Contract</b>	July 1, 2022 - June 30, 2025	



**What is an RFQ?** An RFQ (Request for Qualifications) is a qualifications-based selection process, in accordance with Public Contracts Code section 20111.5. It is a request by OUSD Dept. of Expanded Learning for non-profit organizations to submit their qualifications to be considered an OUSD approved primary contractor/expanded learning program provider for district school-site based expanded learning after-school program services, after which OUSD will determine which providers are qualified and award contracts based on that determination.

**What is a Bidders Conference?** A bidder's conference is an informational meeting open to the public that the OUSD Dept. of Expanded Learning hosts upon releasing the RFQ. The bidder's conference is designed to give interested and eligible non-profit youth-serving organizations the opportunity to receive information regarding the RFQ process for OUSD expanded learning programs. This event is designed to provide clarity to non-profit organizations who are interested in applying. Organizations will consider whether they are positioned to demonstrate the capacity to facilitate comprehensive expanded learning after-school program services with fidelity.

## C. Required Supporting Documentation

To support RFQ responses and verify organizational qualifications, the following documentation is required. The *Application Questions* in Appendix II will directly reference these documents and ask for an elaboration of the information these documents provide. These documents do not count towards the 10-page limit for the RFQ application described in Appendix II. Additionally, please label all supporting documents clearly according to this list:

- 1) One (1) sample Expanded Learning Program weekly schedule -  
Please list all activities with a short description of each activity
- 2) Program budget pertaining to the program schedule (see Application Question 2 in Appendix II for details)
- 3) Profit and loss statement and/or Copy of 2020 990 Tax Form
- 4) Copy of Monitoring Reports and/or other external evaluations of the program (maximum of 1)
- 5) Organizational chart of agency that illustrates how the OUSD Expanded Learning Program is to be supported administratively and programmatically (indicate specific names next to titles of staff whenever possible)



- 6) Copy of organization's 501(c)(3) letter
- 7) Bank Statements to show proof of operating cash reserves (see Application Question 2 in Appendix II for details)
- 8) Job description for Site Coordinator and Program Instructor
- 9) Copy of IRS Letter Certifying Tax Exempt Status
- 10) Proof of "Active" status with the office of the California Secretary of State
- 11) Board Roster and Minutes – Include the current board roster indicating officers and affiliations as well as Minutes from the 2020-2021 school year.
- 12) Signed Letter of Agreement (see Section N)
- 13) Most recent audited financial statements within 2 years and summary of the audit findings
- 14) Letters of Reference (maximum of 2)
- 15) Documents demonstrating fulfillment of minimum qualifications (see Section M)
- 16) Certificate of current insurance



## D. Introduction and Overview

The Oakland Unified School District (OUSD) Department of Expanded Learning invites interested nonprofit organizations to respond with their qualifications to serve as an Expanded Learning Program Provider in designing, planning, administering, and operating effective, high-quality expanded learning programs. Programs must support and align with the OUSD's goal of ensuring that every student graduates college, career, and community ready. Eligible providers will be committed to OUSD's strategic plan and shared citywide goals. Lead Agency partners will invest in providing expanded learning supplemental programs that complement the regular school day program and support the OUSD priorities for student achievement, health, and well-being. Oakland Unified School District's (OUSD) mission is to build a Full-Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers every day. Expanded Learning supports this mission while holding our values of equity, joy, and liberation for youth and adults with the express purpose of interrupting inequity, examining biases, and creating inclusive and just conditions for all students to achieve equally high outcomes.

Select Lead Agencies will commit to working in partnership with school sites and the OUSD Expanded Learning Office (ExLO). Through the RFQ process, OUSD seeks organizations who demonstrate the capacity to work within the established OUSD model of school and community partnerships and various funding sources' parameters. Organizations must be fiscally sound with the capacity to leverage other resources to provide students with high quality expanded learning programming: after-school and summer youth development experiences that complement and support school district and city priorities for student success and well-being.

Community organizations that serve as a Lead Agency are an integral part of our OUSD Full Service Community Schools and make an impactful contribution toward strengthening our district, expanded learning system, and community.

### Term of the List of Qualified Agencies

This Request for Qualifications (RFQ) for Expanded Learning & Summer Program Lead Agency will result in a list of OUSD vetted lead agencies with which OUSD will enter three-year master contracts. From the list of contracted agencies, school site administrators may select an OUSD approved expanded learning program provider. An organization being placed on the approved Lead Agency list and entering a master contract with OUSD does not guarantee an assignment at an OUSD school site.

The selection of the expanded learnings & summer program Lead Agency is at the discretion of the school site administrator (Principal). School site administrators will select a Lead Agency from the list of approved after-school providers by assessing the quality/capacity of the current expanded learning program, identifying program goals, and considering any other factors relevant to the school site. Supplemental school programs will be chosen by the district. Yearly



program plans are created through a partnership between the Lead Agency and school site administrators to ensure both parties are meeting overall program expectations.

Once selected to serve at a given school, a Lead Agency will continue there, subject to continuing annual approval of the school site administrator and District.

## Overview of OUSD Expanded Learning Programs

OUSD Expanded Learning Programs strive to create and sustain "safe haven" environments where Oakland children and youth can access expanded learning opportunities and integrated education, health, cultural, and enrichment programs outside of school hours or the regular school year. OUSD Expanded Learning Programs operate in elementary, middle, and high schools across the city of Oakland.

When programming is conducted in-person, over 8,000 students across 73 schools participate in OUSD expanded learning programs that operate Monday - Friday until 6:00 pm. Students who participate in expanded learning programs every day receive an additional 540 hours of learning by the end of the school year, equivalent to 90 additional days of school. In these valuable after-school hours, students engage in youth development activities that foster their physical health, social-emotional learning/well-being, and support their academic achievement in school. In order to meet these goals, the quality and success of the District's expanded learning programs is critical.

These expanded learning and summer programs are aligned with efforts in Oakland to improve young people's educational outcomes, including Oakland's investment in the Kids First! Legislative initiative goal to "Help Children and Youth Succeed in School and Graduate High School" and the Oakland Unified School District's Full Service Community Schools initiative that seeks to provide health, education, and social services to youth, their families and the community.

OUSD expanded learning and summer programs offer critical support to schools, students, and their families. In addition to providing children and youth with sanctuary, quality expanded learning programs to support students academically and socially, OUSD expanded learning programs serve a large proportion of youth who typically benefit from additional learning support, including students from low-income households (75%) and English Learners (31%). Additionally, approximately 25% of OUSD after-school participants are African American and 45% are Latino.

OUSD seeks community partners whose organization mission and vision closely align and support the District's strategic plan and vision for Full Service Community Schools.

High quality expanded learning programs must satisfy the various grant funding requirements—detailed further below and in the MOU—and provide additional opportunities for youth to practice the academic and social skills they need to succeed. OUSD expanded learning programs provide youth with a mix of academic support, recreational/physical, and enrichment activities. Within these broad categories, expanded learning providers work collaboratively with school partners to develop a balance of activities that meet the unique interests and needs of the student population and support the goals and priorities of the school



community for student achievement and well-being. Below are examples of the mix of after-school activities offered in OUSD Expanded Learning Programs.

SAMPLE AFTER-SCHOOL ACTIVITIES BY CATEGORY

CATEGORY	ACTIVITIES
Academic Support	Academic Enrichment Learning, Tutoring, Expanded Library Services, Supplementary Education Services, Homework Support, Credit Recovery, Reading & Literacy, Math, Science
Recreation/ Physical Activity	Cooperative Games, Dance, Martial Arts, Yoga, Intramural Sports, Sports Leagues, Mindfulness
Enrichment	Arts and Cultural Activities, Health and Nutrition Education, Substance Abuse & Drug Prevention, Violence Prevention, Counseling & Character Education
College and Career	Career & Job Training, Entrepreneurial Education, Technology/Telecommunications Training, Community Service & Service Learning, Internships and Apprenticeships
Leadership Development	Peer Mentoring, Peer Tutoring, Youth-Led Community Service
Science Technology Engineering & Math	Gardening, Coding, Robotics, Making, Forensics, Cooking
Outdoor Education	Community Mapping, Hiking, Backcountry Camping, Kayaking, Bicycling

## E. Funding

OUSD Expanded Learning Programs are currently primarily funded through grants from the California Department of Education (CDE). CDE provides funds to school districts that collaborate with community partners to provide safe and educationally enriching alternatives for children and youth during non--school hours. The funds are awarded to specific school sites through a competitive process. The base grants that CDE awards to OUSD for after-school programs represent three funding sources:

- After-School Education & Safety (ASES) for elementary, middle, and K-8 schools are state funds. ASES grants are three-year renewable funding sources.
- 21st Century Community Learning Center (21st CCLC) grants for elementary,



middle, and K-8 schools are federal funds. 21st CCLC grants are awarded based on a highly competitive application process, and last for five years.

- 21st Century After-School Safety and Enrichment for Teens (ASSETS) grants for high schools are federal funds. 21st Century ASSETS grants are awarded based on a highly competitive application process, and last for five years.

OUSD directly applies for these grant funds from the California Department of Education, and grant funds are received and managed by the school district. OUSD contracts a portion of grant funds to Lead Agencies to operate expanded learning programs in close partnership with schools.

In addition to state grants, the City of Oakland's Oakland for Children and Youth have a long partnership with OUSD to support expanded learning programs. OUSD is looking for Lead Agencies that can competitively apply for OFCY's comprehensive after-school strategy. OFCY funding is awarded on a three-year grant cycle; therefore, schools and lead agencies are required to develop long-term partnerships that last over the course of the three-year OFCY grant cycle. 2021-2022 school year will be the third and final year of the OFCY grant cycle from 2018. As such, Lead Agencies will be able to apply for 2022 - 2025 OFCY funding. OFCY RFP is anticipated to be released in winter 2021 for programming starting in the 2022 school year.

Additionally, Lead Agency partners leverage other funding and resources to support high quality programs, including private grant dollars, AmeriCorps grants, volunteers, and other in-kind resources. Leveraging additional resources on behalf of the expanded learning programs is an essential function of the Lead Agency partner because of the reality that state and federal expanded learning grant dollars alone are often inadequate to run a high-quality program. ASES and 21<sup>st</sup> Century grant dollars are currently awarded at a rate of:

- ASES: \$8.88/student/day for K-8 students
- 21<sup>st</sup> Century: \$7.50/student/day for K-8 students
- 21<sup>st</sup> Century ASSETS: \$10/student/day for high school students

## Other considerations for the allocations of funds

- Distance/Remote/Hybrid Programming:
  - During a state or national emergency CDE could expand learning programs to have the flexibility to provide adaptive services that best meet the needs of our students and communities and are required by OUSD, Region 4 ACOE and CDE.
- Other considerations for the allocations of funds are that:
  - OUSD elementary and middle school ASES grants can only be used to provide expanded learning programming daily (180 days) immediately after the school



- day and facilitate programming for at least 15 hours a week until at least 6:00 pm.
- OUSD High School ASSETS base grants can be used to operate programs before school, after school, weekends and during summer/intersession in accordance with grant guidelines.
  - Some sites may also receive 21<sup>st</sup> Century related grants including Supplemental funding (to support summer programming).
  - ASES and 21<sup>st</sup> CCLC grant funds are intended to complement, but not supplant, other funding provided by OUSD, school sites, or community partners.
  - ASES and 21<sup>st</sup> CCLC Grant funds are inadequate to cover the true cost of running a high quality expanded learning program. OUSD and its Lead Agency community partners are committed to leveraging additional funding and resources to match grants provided by the California Department of Education.
  - ASES/21st Century grants are attendance-based grants.

***Sites that fail to meet calculated attendance will trigger California Department of Education intervention and funding levels may be reduced. Sites must earn 85% of attendance to be in good standing for full funding. Failure to achieve attendance targets may result in a Lead Agency being removed from the OUSD approved list of Lead Agencies.***

## F. OUSD Expanded Learning / Program Operation

We know in recent years, the field of education and expanded learning programs had to pivot due to global pandemic, power outage, wildfires, etc. Here in Oakland, approved Lead Agencies must be equipped and have organizational infrastructure to provide remote programs, hybrids, or any other configuration of programs mutually agreed upon in the MOUs.

In addition, in the spirit of OUSD's Full Service Community Schools vision, our approved expanded learning organizations partners work closely with schools and their principals to develop specific programmatic goals to provide holistic support and equitable learning opportunities for students. As school-day teachers focus on providing high quality instruction in the classroom, youth development workers provide high quality expanded learning opportunities to students during the after school and outside of regular school hours when youth are most vulnerable to crime, violence, and risky behavior.

**Below is an outline of operational requirements.**

*Please note that the below list of compliance requirements is not exhaustive. Lead Agencies are expected to know and comply with these and other district and state and federal requirements not listed here, including but not limited to state and federal laws and*



*requirements outlined in applicable OUSD Board policies and the Memorandum of Understanding (“MOU”) with OUSD which all Lead Agencies selected to serve a school site must sign and have approved by OUSD’s Governing Board. A sample MOU is attached as Appendix III. Please note this MOU is subject to change depending on District needs. Applicants are encouraged to review it for more program requirement specifics.*

## G. Base-line Expanded Learning Program Requirements

The goal of the expanded learning program is to support student success in school through academic support, social emotional development and educational enrichment. The school site administrator, working in partnership with the Expanded Learning Lead Agency, is an integral part of developing the expanded learning program components that are appropriate to support his/her school site goals articulated in the School Site Plan. All Lead Agencies are selected by Principals to collaborate on the development and implementation of the expanded learning program in compliance with State and Federal guidelines, and District requirements.

OUSD’s Expanded Learning Office goals align with grant requirements which aim to provide a comprehensive expanded learning program during the school year and/or summer program which consists of a balance of academic and enrichment activities, including daily physical activity components. The funds cannot be used to supplant school day activities.

An expanded learning program must include the following:

- To satisfy **ASES Funding**:
  - Educational and literacy component to provide tutoring and/or homework assistance,
  - Educational enrichment component and,
  - Daily physical activity/recreation component and
- To satisfy **21st CCLC E/M**:
  - Educational and literacy component to provide tutoring and/or homework assistance,
  - Educational enrichment component,
  - Physical activity/recreation component, and
- To satisfy **ASSETs**:
  - Educational and literacy component to provide tutoring and/or homework assistance,
  - Educational enrichment component,
  - Physical activity/recreation component, and

In addition, **all programs** must provide a nutritious snack or supper each day.



## Required Program Hours

- Elementary and Middle School After-School Programs must operate 5 days/week, for at least 15 hours/week, commencing immediately at the end of the regular school day and run until at least 6 p.m.
- High School After-School Programs must operate a minimum of 15 hours/week
- Summer School Programs need only comply with legislative or funder requirements
- OUSD's Expanded Learning Programs Office (ExLO) has established early release policies that must be implemented at each expanded learning and/or summer program. Further details of required hours and attendance expectations are located in the MOU.

## H. Staffing

Staff working in OUSD Expanded Learning Programs must meet the minimum requirements to be in compliance with the California Dept of Education Codes. Staff members who directly supervise students must meet the district's qualification for an instructional aide or provide documentation that confirms completing 48 college units or the equivalent of an AA college degree.

Programs must operate with a minimum staff to student ratio of 1:20. Unless otherwise advised due to the health and safety of the students. It is highly recommended that each expanded learning program have a Site Coordinator who is full-time and situated at the school site during the day. The California Education Code provides that "selection of the program site [coordinator] shall be subject to the approval of the school site principal." The Lead Agency must notify school principals of any expanded learning staff changes.

Oakland expanded learning programs share a basic staffing pattern across all sites, though specific staff duties may vary somewhat from site to site. The most common staffing plan includes a full-time Site Coordinator, a Quality Support Coach, and youth development workers. Many programs also work with additional *service providers for specific services, and some may rely on regular volunteer assistance as well*. At some sites, certificated teachers provide targeted academic assistance and academic enrichment activities for expanded learning participants through extended contracts.

## I. Enrollment, Attendance and Evaluation Documentation

Approved Lead Agencies will need to consider CDE Guidelines, OUSD Expanded Learning Office expectations, and site-level input (e.g. site administrator) when it comes to student enrollment consideration, attendance protocol, and programmatic evaluation.



- a. Enrollment: Approved Lead Agencies must be familiar with CDE guidelines of ASES, 21st CCLC, and ASSETs Programs when working with a unique population defined as foster youth, McKinney-Vento, and students qualify with free-reduced lunch status. Lead Agencies must prioritize enrollment for any child that is homeless, defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. Lead agency will work with the school site administrator to develop a written enrollment policy. The enrollment policy needs to include, but not be limited to, enrollment priorities, application process, and acceptance notification, waitlist procedures, behavior guidelines, parental expectations, student expectations, procedure for removing students from expanded learning programs, and so on. Approved Lead Agencies are required to provide the written enrollment policy to all families who apply for the program.
  
- b. Attendance: Approved Lead Agency is required to be aware of all required attendance submission protocol and procedures to ensure good standing status with the Expanded Learning Office and CDE. All attendance documentation shall be closely monitored, and managed for accuracy by the Site Coordinator and/or occasional audit request by the district and CDE. This includes accurate completion and daily maintenance of student sign in/out sheets, weekly inputting of attendance data into the OUSD online system, and monthly submission of scanned electronic attendance records to OUSD ExLO. Lead Agencies are also responsible for conducting internal audits of attendance records to ensure that program sites maintain accurate, verifiable data on student attendance. All program records must be maintained for five years for auditing purposes.

## J. Contract and Payments

Agencies that are approved through the process described in this RFQ must enter a 3-year master contract with the District. They may not begin operating at a school site unless the District and agency have executed a contract on the District's template. The District's Board of Education will likely approve these master contracts during the June/August 2022 Board meeting.

Although the master contract will last for 3 years, note that agencies and sites will be matched in 1-year relationships, as they are currently.

In late winter/early Spring of each year, all Lead Agencies must initiate and engage in annual program planning with school leadership at each program site. Lead Agencies will submit a program plan and budget for the upcoming school year to the OUSD EXLO and





Board of Education for approval, at the beginning of each school year.

Invoices are processed on a cost reimbursement basis for actual expenditures incurred. Due to the timing of OUSD contracting and fiscal procedures, Lead Agency partners must operate with a 2-3 month reserve covering the full cost of the agency's OUSD expanded learning program implementation. Typically, there are delays to the initial payment of agency invoices at the beginning of each school year.

## K. Guidelines for Charging Fees

The intent of ASES and 21st CCLC grants, which aligns with OUSD values, is to establish local programs that offer academic support and enrichment to students in need of such services regardless of a families inability to pay.

Both the CDE and OUSD discourage charging fees as that could exclude students in need from attending and taking advantage of the expanded learning program. ASES and 21st Century grants do not prohibit charging fees for expanded learning programs; however, programs which choose to charge fees, will need to collaborate with a Site Administrator to create and submit the program's fee structure for approval in accordance with the terms in the MOU. In addition, all 21st Century and ASSETS grants will be required to report any fees collected (i.e.- registration fees, family fees, application fees, etc.). Fees collected could be deducted from the 21st CCLC grant amount received by the California Department of Education (CDE).

Programs that opt to charge program fees may not prohibit any family from participating due to financial circumstances. All program materials related to outreach and enrollment must state clearly that no child will be denied services due to inability to pay.

## L. RFQ Process

Any agency that is interested in serving in the OUSD Expanded Learning Lead Agency role for the 2022 - 25 school year and/or beyond must successfully complete the Lead Agency RFQ process and earn *highly recommended* or *conditionally recommended* status, detailed below. Therefore, an organization that does not successfully complete the Lead Agency RFQ process or does not earn a *highly recommended* or *conditionally recommended* status will not be contracted with OUSD to serve in the Lead Agency role in the 2022-23 school year. If the OUSD ASPO moves forward with the adoption of an annual RFQ as anticipated, organizations that are not selected during this year's RFQ process will have the opportunity to qualify as a Lead Agency for future school years beyond 2025. Additionally, any agency that participated in the 2022 RFQ and earned *highly recommended* or *conditionally recommended* status does not have to submit a new RFQ for three years.



Organizations that submit an RFQ by the deadline will be assessed based on their RFQ responses, an interview between the community organization and the RFQ Review Team, and any additional supporting materials requested by the RFQ Review Team to determine the organization's qualifications to serve in the Lead Agency role. Applications that have the potential to earn the *highly recommended* or *conditionally recommended* status and require additional information will be invited for an interview with the RFQ Review Team.

Organizations completing this 2021 RFQ process will be assessed and scored into one of the following three categories:

- 1) **Highly Recommended:** Community organization has adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill *all* Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFQ. This *highly recommended* status will be valid for up to 3 years, depending on the organization's successful results in OUSD's annual Lead Agency evaluation process.
- 2) **Conditionally Recommended:** Community organization has adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill *most, though not all*, of the Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFQ. Organizations receiving this *conditionally recommended* status will be provided with specific feedback from the RFQ Review Team on areas of responsibility where the organization has not adequately demonstrated effective capacity. This *conditionally recommended* status will be valid for up to one year. Within that year, the community organization will be asked to provide the OUSD EXLO with additional evidence of its ability to fulfill all Lead Agency responsibilities, including documentation of the organization's efforts to improve based on feedback from the RFQ Review Team. At the end of this first conditional year, the community partner will be re-assessed by the OUSD EXLO team and re-categorized as *highly recommended*, *conditionally recommended*, or *not recommended*. Re-assessment will include results of the annual Lead Agency evaluation process, if the organization is currently serving as a Lead Agency.
- 3) **Not Recommended:** Community organization has not adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill most of the Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFQ. Organizations receiving this *not recommended* status will not be included in the list of qualified community organizations that will be shared with Principals and stakeholders. An organization receiving this *not recommended* status may submit another Lead Agency RFQ at a future date when the OUSD ASPO opens up a new RFQ cycle, if the organization has made significant improvements in strengthening its capacity to serve in the Lead Agency role. Organizations can appeal by following the instructions in the appeals process described in Appendix V.

OUSD will notify an agency of its determination by August 22, 2021 via email. If OUSD determines that an agency is Not Recommended, the agency shall have the opportunity to contest that determination. Additional details regarding this process are contained in Section L.

The school site administrator may choose a new Lead Agency, or may choose to continue to work with the same Lead Agency on an annual basis; subject to the District's annual availability of funds, satisfactory contractor performance with respect to meeting targeted attendance goals,





the contractor's ability to provide a quality program that supports school and district objectives, community partner evaluation criteria set forth by the District, and/or any other factors relevant to the school site. Beginning in 2021, OUSD will implement a new annual evaluation process to assess each community partner's effectiveness in fulfilling Lead Agency responsibilities.

## M. Minimum Qualifications

Applicants may respond to **one or more of the** following Lead Agency categories:

Lead Agency: Elementary School

Lead Agency: Middle School (including K-8)

Lead Agency: High School

OUSD is seeking applications from established community organizations that currently possess 501(c)(3) status and adequate fiscal reserves to cover at least 2 months of general operating expenses as a Lead Agency partner. Grant funds sub-contracted to Lead Agency partners do not cover the full cost of running a full comprehensive expanded learning program in Oakland; thus, organizations choosing to serve in the Lead Agency role must be financially stable and demonstrate the capacity to leverage other resources in support of youth programming.

A demonstrable experience in operating a comprehensive expanded learning program is strongly preferred, but all organizations must provide acceptable documents demonstrating two (2) years of experience in the following areas:

- Providing program services to the students in the service category (ies) being applied for. Specifically, evidence of a positive track record of the capacity to effectively coordinate the entirety of a school's afterschool and/or extended learning year-long program as well as successful collaboration with the school site administrator, faculty and staff.
- Agency administrative capacity to comply with compliance and fiscal policies of the OUSD and CDE, including: agency administration manual; fiscal and personnel policies; attendance records; cost allocation plans, etc.
- Hiring, retention, and provision of professional development of appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age appropriate manner with a focus on youth development strategies.
- Capacity to effectively engage a large number of diverse students on an ongoing basis who



demonstrate the desire and enthusiasm to participate in the program at a very high and consistent rate. Additionally, the agency can illustrate specific examples and strategies it has developed that actively engage parents and family members throughout the school year.

- Maintaining collaborative relationships with school site leadership in the development and implementation of a quality expanded learning program that supports the district's and the school's goals.

Organizations that apply for the Lead Agency role must be able to comply with all requirements outlined in the standard OUSD Expanded Learning Lead Agency MOU (see Appendix IV for sample of current year MOU) should it be chosen as Lead Agency. For example, while a copy of the organization's current insurance coverage is required with this application, should the organization be chosen, it will need to attain the level of insurance outlined in the MOU.

## N. Application Submission Contents

**Failure to provide any of the following information or forms may result in an application being disqualified.**

A Complete Lead Agency Application will consist of all the following required items:

- 1) **Proposal Cover Sheet** (see Appendix I for sample, a copy will also be included in the RFQ [Google Folder](#) once an organization registers)
- 2) **Letter of Agreement** (no more than one (1) page): A one-page letter signed by the person authorized to obligate the proposing agency to perform the commitments contained in the application. The letter should state that the proposing agency is willing and able to perform the commitments contained in the application.
- 3) **Written Responses to Application Questions** (no more than 10 double-spaced pages in response to the four (4) titled sections that appear in Appendix II [Application Questions](#)), signed under penalty of perjury,
- 4) **Supporting Documents**, listed in (Appendix III).
- 5) **Boilerplate Checklist:** "Expanded Learning Program and Services Agreement"  
- Submission of the Signed Boilerplate Checklist (Appendix IV) will constitute a representation by your firm that it has read all of the clauses contained in the OUSD Lead Agency Memorandum of Understanding. The sample contract for the services detailed in this RFQ (Appendix IV, version for Fiscal Year 21-22),



and that your firm is willing to comply with OUSD contracting requirements.

- 6) **Sample Program Schedule and Summary:** Based on the sample program budget in question (2), please provide a sample program schedule along with a short description of each activity. No more than (2) pages.

## O. Application Submission Details

Applications must be received by, **June, 30, 2021**

All applications will be submitted electronically:

- Organizations will need to [Pre-Register with the Expanded Learning Office](#) and receive access to a Google Folder.
- The complete RFQ application as well as signature pages and required supporting documentation will need to be uploaded into their assigned Google Folder.

*\*\* Applications submitted after 5:00 pm on June 30, 2021 will not be considered.*

*\*\* Applications submitted by facsimile, telephone or electronic mail will not be accepted.*

### FORMAT

All submissions must be on the RFQ Application Form, typed using an easy to read 12-point font such as Arial or Times New Roman and one inch margins. All submissions must be double-spaced. All submissions must answer all four (4) titled sections below in no more than 10 pages total. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)



## P. Evaluation and Selection

For all applications, the completion of the application will be assessed first; applications that do not submit complete documentation demonstrating the capacity to meet the minimum requirements will not have the application reviewed.

Applications demonstrating the capacity to meet minimum requirements will have their qualifications evaluated and scored by an RFQ Review Team made up of individuals with expertise in the relevant subject matter for which the application is submitted.

### Evaluation Rubric

Performance Area	Expectations for Highly Recommended Lead Agencies
<p><b>Organizational Capacity and District Alignment</b>  (25 Points)</p>	<ul style="list-style-type: none"> <li>• Agency has a clear mission and vision that complements OUSD’s vision for community schools and college, career, and community ready students.</li> <li>• Agency can clearly articulate how expanded learning partnership with Oakland schools makes sense for their organization, and why they are well positioned to engage in partnership with OUSD.</li> <li>• Agency has extensive experience serving the Oakland community and/or in communities of similar demographics, assets, and challenges.</li> <li>• Agency has extensive experience working in partnership with school sites and district leaders.</li> <li>• Agency has organizational experience in the hiring, retention, and provision of professional development to appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age appropriate manner with a focus on youth development strategies.</li> <li>• Agency has the capacity to serve OUSD’s diverse student demographics.</li> </ul>
<p><b>Fiscal Management and Resource Development</b>  (25 Points)</p>	<ul style="list-style-type: none"> <li>• Agency has accurate documentation that highlights how the Lead Agency will allocate funds to run quality expanded learning programs based on grant requirements detailed in the funding description. i.e. 1:20 ratio etc.</li> <li>• Agency has a strong budget template that clearly illustrates staffing costs, a salaried full time coordinator, supplies, administrative costs and additional contributions to enhanced programming.</li> <li>• Agency clearly describes how they will secure additional funding to match the contracted funds.</li> <li>• Agency is able to clearly describe its systems, structures and processes to ensure sound fiscal management of grant funds and how to comply with grant-related record keeping for auditing purposes.</li> <li>• Agency has audited financial statements and can produce accurate fiscal reports upon request.</li> </ul>



<p><b>Agency Infrastructure</b> (25 Points)</p>	<ul style="list-style-type: none"> <li>• Agency has an organizational chart that supports successful program implementation and clearly describes agency staffing systems, and processes that will ensure that all Lead Agency responsibilities will be fulfilled effectively and with fidelity.</li> <li>• Agency has designated administrative systems and procedures in place to ensure that expanded learning programs are operating in full compliance of requirements set forth by OUSD and the California Department of Education (CDE).</li> <li>• There is clearly at least one designated manager/director level staff person in the agency that is the primary point of contact for the OUSD expanded learning partnership. This individual regularly participates in all district expanded learning collaborative meetings, required professional development, and is regularly present at program sites to support the site coordinator and the school partnership.</li> <li>• Agency shows capacity to hire and support a clearly designated coordinator at each school site to facilitate and maintain active collaboration with the school site administrator and other school faculty.</li> </ul>
<p><b>Youth Development Expertise and District Alignment</b> (25 Points)</p>	<ul style="list-style-type: none"> <li>• Agency’s program model clearly supports youth development. Agency provides descriptions of successes and challenges serving Oakland youth.</li> <li>• Agency has strong systems and processes in place to support ongoing Continuous Quality Improvement (CQI), including: structured development plans;</li> <li>• Agency utilizes district opportunities, other partners and the greater community to continuously innovate and grow their youth development practices to better serve the community.</li> </ul>

Applicants must agree to abide by all OUSD policy requirements as outlined in the Appendix IV Boilerplate MOU checklist. The list of “Approved Expanded Learning Lead Agencies” will be utilized by school site Principals for a period of up to three (3) years pending funding availability to select a Lead Agency to administer the after-school program on his/her school site.

## Q. Terms & Conditions for Receipt of Applications

### Errors and Omissions by Applicant

Applicants are responsible for reviewing all portions of this RFQ, and promptly notifying the District, in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the District promptly after discovery, but in no event later than five working days prior to the date for receipt of applications. Modifications and clarifications will be made by addenda as provided below.

### Change Notices



The District may modify the RFQ prior to the application due date by issuing Change Notices, which will be posted on the Afterschool Programs page of the OUSD website. The applicant shall be responsible for ensuring that its application reflects any and all Change Notices issued by the District prior to the application due date regardless of when the application is submitted. Therefore, the District recommends that applicants consult the website frequently, including shortly before the application due date, or sign up for our mailing list (<https://www.ousd.org/Page/12206>) for updates to ensure they have downloaded all Change Notices.

### Failure to Object to Errors and Omissions in Application

Failure by the District to object to an error, omission, or deviation in the application will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

### Financial Responsibility

The District accepts no financial responsibility for any costs incurred by applicants in responding to this RFQ. Submissions of the RFQ will become property of the District and may be used by the District in any way deemed appropriate.

### Proposer's Obligations Under the Conflict of Interest Laws and Board Policies

A proposer must be aware that if the proposer will enter into a contract with the District, proposer/contractor shall be responsible to comply with conflict of interest laws and Board policies, which are briefly summarized in Section 11.4 ("Conflict of Interest") of the attached Appendix IV ("OUSD After-School Lead Agency MOU" sample contract). It is the responsibility of a contractor to comply with the law and OUSD Board policies. Submission of an application signifies that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

### Reservations of Rights by the District

The issuance of this RFQ does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Reject any or all applications;
- Reissue a Request for Qualifications;
- Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the



applications;

- Procure any materials, equipment or services specified in this RFQ by any other means;
- Determine that no project will be pursued.

## No Waiver

No waiver by the District of any provision of this RFQ shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFQ.

## R. Standard Contract Provisions

Any agency selected from the *Expanded Learning Program Lead Agency Qualified List* by a school site Principal, and which chooses to enter into contract with the District, will enter into a contract substantially in the form of the Expanded Learning Lead Agency MOU, attached hereto as Appendix IV. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another qualified agency and may proceed against the original selectee for damages.



## APPENDIX I: RFQ Application

### 2021 OUSD Request for Qualifications Application (Template)

ASES, 21st CCLC, and ASSETS After-School Programs

Cover Sheet Template:

Organization Name			
Primary Contact Person:		Secondary Contact Person:	
Email:		Email:	
Telephone #:		Telephone #:	

Service Category: Check the grade levels your organization is interested in serving.	
	Elementary (TK-5)
	Elementary/Middle (TK-8)
	Middle (6-8)
	High School (9-12)
	Alternative High School
	Continuation High School
	Comprehensive High School

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.		Yes
		No
Are you currently an OUSD Approved Lead Agency Partner?		Yes
		No



**EXPANDED LEARNING**



Have you served as an OUSD Lead Agency partner before in past years?  If so, please identify the years and durations served.		Yes
		No
		# Years
Do you currently serve in the Lead Agency role for any other school districts besides OUSD?		Yes
		No
<b>If yes</b> , please list all school districts you have served.		
How many school sites does your organization have the capacity to serve as a lead agency?		# Sites
In the box below, please briefly explain your rationale for this number of sites?		

On behalf of \_\_\_\_\_ (Agency), I, \_\_\_\_\_ (name)  
 \_\_\_\_\_ (Position), declare under penalty of perjury under the laws  
 of the State of California that the foregoing is true and correct.

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



## APPENDIX II: Application Questions

After reading the RFQ narrative, please respond to all of the questions within all four (4) titled sections below in no more than 10 double-spaced pages in 12pt Font. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)

### 1. ORGANIZATIONAL CAPACITY (2-3 pages double space)

- OUSD's mission is to build a Full Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent educators, every day. Our vision is that all Oakland Unified School District students will find joy in their academic experience while graduating with the skills to ensure they are caring, competent, fully-informed, critical thinkers who are prepared for college, career, and community success. Please explain why your organization is uniquely positioned to engage in partnership with the OUSD Expanded Learning Office to serve students. What is your organization's mission and vision and how does it align with OUSD?
- Describe your experience and approach to serving the Oakland community and/or other communities with similar demographics, assets, challenges, etc. Discuss your background working with Oakland families and other community partners. (Reference the supporting documents required under Eligible Applicant Qualifications Appendix III to support your experience).
- OUSD Expanded Learning Office is looking for partners who can demonstrate the ability to collaborate with transparency and commit to shared decision making with Oakland students, families, site leaders and district leaders. Provide our office with clear examples of how your agency has or will approach working with stakeholders and engage in collaborative leadership.
- Describe your organization's strategy in hiring, retention, and providing professional development of appropriate qualified staff to provide services to OUSD students in a culturally appropriate manner. Please include artifacts to support your description. i.e. Job announcements.

### 2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT (2 pages)

- Using your organization's budget and profit and loss statement provided in the required supporting documentation, create a budget narrative showing how your agency would allocate funds to run a high-quality expanded learning program. These budgets will need to be based on the grant requirements detailed in the Funding description above (Section E.); including a required staffing ratio of 1:20 (or better). Utilize any of the following anticipated contract amounts to develop your budget.
- Your budget should also show secured leveraged funds and resources that you would



- contribute to the operational costs of running an after-school program.
- Elementary: \$133,000 to serve 84 students for 180 days of school year
    - (approx. 17 hours/week)
  - Middle school: \$177,000 to serve 112 students for 180 days of school year
    - (approx. 17 hours/week)
  - High school: \$250,000 to serve 140 students for 180 days
    - (approximately 15 hours/week)
  - Your budget must detail:
    - Staffing costs for service delivery, staff training, and prep time
    - Full time site coordinator
    - Any agency management-level staff who will be paid by grant funds for support of direct service programming
    - Supplies, materials, curriculum, books, field trips, etc.
    - Agency administrative costs not to exceed 4% of contracted amount Note:
      - Your budget does not need to include snack costs
  - Describe how your organization will secure additional funding to match the contracted funds from OUSD. The CDE requires that each ASES program provide cash or in-kind local funds totaling no less than one-third of the grant amount. Facilities or space usage may fulfill no more than 25 percent of the required local contribution (EC sections 8483.7[a][5] and 8483.75[a][4]). Allowable match includes cost of services provided by the local educational agency (LEA) and/or their subcontractors, using non-ASES funds. All ASES and 21st CCLC grantees are required to allocate a minimum of 30% of the grant amount. What additional grant dollars and resources will your agency secure to help cover the costs of running an OUSD expanded learning program? Indicate sources and dollar value of contributions already secured and resources already leveraged. Describe your funding strategies and potential funding opportunities.
  - Describe your organization's system, structures and processes to ensure sound fiscal management of grant funds, including expenditure reporting and payroll processes. How will your organization ensure compliant use of grant funds and proper maintenance of fiscal and other grant-related records for auditing purposes? Also discuss whether your organization has audited financial statements and the audit results secured within the last 2 years.

### 3. AGENCY INFRASTRUCTURE (2 Pages)

- Using an organizational chart, describe how the OUSD expanded learning program will be supported administratively and programmatically. Specifically, identify and describe the agency staffing, systems, and processes that will ensure each of the listed Lead Agency responsibilities will be fulfilled effectively.
- Describe the administrative systems and procedures your agency will put in place to ensure that your expanded learning program(s) is/are operating fully in compliance with



requirements set forth by OUSD and the CA Dept. of Education. (*Unless otherwise stated by CDE under extenuating circumstances all sites are required to*):

- Student ratio of 1:20 or better;
  - Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
  - Full time school Site Coordinator stationed at each school site during the day
  - 85% attendance documented by daily OUSD mandated attendance protocols
  - Professional record keeping and reproduction upon request for district audits
- Describe the role of the Site Coordinator who will be the primary point(s) of contact for the OUSD expanded learning partnership, and who will maintain active collaboration with the school site leadership. Describe how this individual will ensure strong partnership with OUSD, the partnering school site(s), and other community partners working within OUSD expanded learning programs.

#### 4. YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT (3 Pages)

- Describe how your organization's program model supports youth development. Cite prior noteworthy successes and challenges serving Oakland youth. How do you ensure each program is aligned with OUSD priorities? How does your program demonstrate that diversity, equity and inclusion are foundational in serving OUSD students?
- Please review the CDE's quality standards which are accessible on the [CDE Website](#). These standards identify organization, staff and programmatic touchpoints used by CDE to guide program quality. Please identify and discuss your agency's strengths and key areas for improvement in providing quality youth development programming.
- How does your organization ensure that all of your expanded learning staff have baseline knowledge and understanding of youth development best practices? What tools and training does your organization utilize to build the capacity of your staff and programs to create responsive high quality youth development practices?
- What types of data does your organization use to evaluate program quality? How has your organization used this information to inform program quality growth? Please share what indicators demonstrate that your organization is making the desired impact.



## APPENDIX III. Instructions for RFQ Application Submission:

Please use [this link to register to receive access to a Google RFQ folder](#). The Google folder will house the RFQ application and supporting documents that will need to be uploaded there. Access to this link will be available until June 15, 2021. Deadline for submission for a completed RFQ application and supporting documentation is June 30, 2021 by 5:00 pm.

Any documents submitted after the deadline will not be accepted or reviewed.

### Required Supporting Documentation Instructions:

All uploaded files will need to be in PDF format and accessible to OUSD. Any files missing could result in a disqualification from the RFQ process.

#### **All files will need to be clearly labeled based on the list below:**

- One (1) sample Expanded learning program schedule with activity summary
- A sample budget pertaining to the program schedule and activity summary
- Profit and loss statement and/or copy of 2020 990 Tax Form
- Copy of Monitoring Reports and/or other external evaluations of the program (maximum of 1)
- Organizational chart of agency that illustrates how the OUSD Expanded Learning Program is to be supported administratively and programmatically (indicate specific names next to titles of staff whenever possible)
- Copy of organization's 501(c)(3) letter
- Bank statements to show proof of operating cash reserves (reference application question 2 in appendix II for details)
- Job description for site coordinator and program instructor
- Copy of IRS letter certifying tax exempt status
- Proof of "active" status with the office of the California Secretary of State Board roster and minutes – Include the current board roster indicating officers and affiliations as well as Board approved minutes from the 2020-2021 school year.
- Signed letter of agreement (as elaborated upon in Section N)
- Most recent audited financial statements within 2 years and summary of the audit findings
- Letters of reference (maximum of 2)
- Documents demonstrating fulfillment of minimum qualifications (outlined in Section 13)
- Copy of certificate of current insurance



## APPENDIX IV: OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist

1. Intent
2. Term of MOU
3. Termination
4. Compensation
  - 4.1. Total Compensation
  - 4.2. Positive Attendance
    - 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds
    - 4.2.2. Administrative Charges and Reconciliation
  - 4.3. OUSD Administrative Fees
  - 4.4. Agency Administrative Fees
  - 4.5. Program Budget
  - 4.6. Modifications to Budget
  - 4.7. Program Fees
5. Scope of Work
  - 5.1. Student Outcomes
    - 5.1.1. Alignment with Community School Strategic Site Plan
  - 5.2. Oversight
  - 5.3. Enrollment
  - 5.4. Program Requirements
    - 5.4.1. Program Hours
    - 5.4.2. Program Days
    - 5.4.3. Program Components
    - 5.4.4. Staff Ratio
  - 5.5 Data Collection
    - 5.5.1. Accountability Reports
    - 5.5.2. Attendance Reports
    - 5.5.3. Use of Enrollment Packet
  - 5.6. Maintain Clean, Safe and Secure Environment



- 
- 5.7. Meeting Participation
  - 5.8. Relationships
  - 5.9. Licenses
  - 6. Field Trip Policy. Field Trips, Off Site Events and Off Site Activities
    - 6.1. – 6.13.2., including, but not limited to:
      - 6.1. Licenses Permission Slips/Acknowledgement
        - 6.1.3. Notice of Waiver of All Claims
      - 6.5. Health Conditions/Medication
      - 6.6. Supervision
      - 6.7. Transportation Requirements
      - 6.11. Additional Requirements for High Risk, Overnight, Out of State Trips
      - 6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading
      - 6.13. Additional Requirements for Trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities
  - 7. Financial Records
    - 7.1. Accounting Records
    - 7.2. Disputes
  - 8. Invoicing
    - 8.1. Billing Structure
    - 8.2. Unallowable Expenses
    - 8.3. Invoice Requirements
    - 8.4. Submission of Invoices
    - 8.5. Submission of Invoices for ASESP and 21<sup>st</sup> Century Grants
  - 9. Ownership of Documents
  - 10. Changes
    - 10.1. Agency Changes
    - 10.2. Changing Legislation
  - 11. Conduct of Consultant
    - 11.1. Child Abuse and Neglect Reporting Act
    - 11.2. Staff Requirements
      - 11.2.1. Tuberculosis Screening



- 11.2.2. Fingerprinting of Agents
- 11.2.3. Minimum Qualifications
- 11.3. Removal of Staff
- 11.4. Conflict of Interest
- 11.5. Drug-Free/Smoke Free Policy
- 11.6. Non-Discrimination
- 12. Indemnification
- 13. Insurance
  - 13.1. Commercial General Liability
  - 13.2. Worker's Compensation
  - 13.3. Property and Fire
- 14. Litigation
- 15. Incorporation of Recitals and Exhibits
- 16. Counterparts
- 17. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- 18. All exhibits, with required forms and timelines

## [OUSD AFTER-SCHOOL LEAD AGENCY MOU SAMPLE CONTRACT](#)

The contract template that is currently being used by lead agencies can be accessed by clicking the following link. However, please be aware that we are in the process of revising the contract template in 2 main respects: (1) the revised contract will be a master contract between OUSD and the lead agency that does not specify the school site(s) where the agency is assigned, and (2) that master contract will last for 3 years (but note that agencies and sites will continue be matched in 1-year relationships, as they are currently). The other terms will be substantially similar to those in the current contract template.

All applicants are required to review the contract template currently in use, and sign the OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist of the RFQ (Appendix IV).

*Submission of this Signed Boilerplate Checklist will constitute a representation by your firm that it has read all the clauses listed in the OUSD Expanded Learning Lead Agency MOU contract sample (Appendix IV), is willing and able to comply with OUSD contracting requirements, and understands that the standard OUSD Expanded Learning Lead Agency MOU is subject to change annually.*






---

**Signature**


---

**Date**


---

**Name and Title of Signatory**


---

**Name of Organization**

## APPENDIX V: Appeals Process for Applicants

Any applicant may appeal to the Oakland Unified School District Community Schools Department if the determination that it is not prequalified. An appeal must be based on one or both of two following:

- **Unfair process** (e.g., the appellant’s proposal was treated differently than others, conflict of interest by OUSD Department of Expanded Learning staff, etc.)
- **Material error** (e.g., the appellant’s proposal was reviewed under the wrong funding strategy, failure to consider all application materials, incorrect application of evaluation rubric or some other mistake of fact occurred), or

The appellant must submit the appeal by August 27, 2021 (i.e., 5 business days after the Lead Agency Notification Date). If the appellant fails to file an appeal prior to the applicable appeals deadline, the appellant waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

An appeal must clearly state the facts that establish one of the above-referenced bases for appeal and how, as a result, the appellant’s proposal was affected negatively. The appeal will be considered and adjudged by the Executive Director of Community Schools Student Services, whose decision will be final. Appellant should submit the appeal and any supporting documents should be sent electronically by email to:

Andrea Bustamante, Executive Director  
Community Schools Student Services  
andrea.bustamante@ousd.org

Appellants will receive written notice of the outcome of their appeal by September 3, 2021. In the event that an applicant’s appeal is successful, the agency will be treated as all other prequalified agencies.



**2021 OUSD Request for Qualifications Application**  
*ASES, 21st CCLC, and ASSETS After-School Programs*

NOTE: PLEASE PRE-REGISTER TO RECEIVE TO ACCESS TO A GOOGLE FORM  
Cover Sheet:

Organization Name	East Bay Asian Youth Center		
Address, City, State	2025 E. 12th Street, Oakland, CA 94606		
Lead Contact's Name:	Nhi Chau	2 <sup>nd</sup> Leads Contact's Name	Gianna Tran
Email:	nhi@ebayc.org	Email:	gianna@ebayc.org
Telephone #:	510-533-1092 ext. 28	Telephone #:	

Service Category: Check the grade levels your organization is interested in serving.

- Elementary (TK-5)
- Elementary/Middle (TK-8)
- Middle (6-8)
- High School (9-12)
- Alternative High School
- Continuation High School
- Comprehensive High School

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.	<input checked="" type="checkbox"/> Yes	
	<input type="checkbox"/> No	
Are you currently an OUSD Lead Agency Partner?	<input checked="" type="checkbox"/> Yes	
	<input type="checkbox"/> No	
Have you served as an OUSD Lead Agency partner before in past years?	<input checked="" type="checkbox"/> Yes	
	<input type="checkbox"/> No	
If so, please identify the years and durations served.	24	# Years
Do you currently serve in the Lead Agency role for any other school districts besides OUSD?	<input type="checkbox"/> Yes	
	<input checked="" type="checkbox"/> No	
<b>If yes</b> , please list all school districts you have served.		
How many school sites does your organization have the capacity to serve as a lead agency?	10	# Sites
In the box below, please briefly explain your rationale for this number of sites?		
EBAYC intentionally reduces the number of school sites to 10 so that we may build and provide more comprehensive youth and family support services.		



## **APPLICATION QUESTIONS**

After reading the RFQ narrative, please respond to all of the questions within all four (4) titled sections below in no more than 10 double-spaced pages in 12pt Font. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)

Capacity

Fiscal

Infrastructure

Youth Dev. & Assessment

### **ORGANIZATIONAL CAPACITY (2-3 pages double space)**

- OUSD's mission is to build a Full Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent educators, every day. Our vision is that all Oakland Unified School District students will find joy in their academic experience while graduating with the skills to ensure they are caring, competent, fully informed, critical thinkers who are prepared for college, career, and community success. Please explain why your organization is uniquely positioned to engage in partnership with the OUSD Expanded Learning Office to serve students. What is your organization's mission and vision and how does it align with OUSD?
- Describe your experience and approach to serving the Oakland community and/or other communities with similar demographics, assets, challenges, etc. Discuss your background working with Oakland families and other community partners. (Reference the supporting documents required under Eligible Applicant Qualifications Appendix III to support your experience).
- OUSD Expanded Learning Office is looking for partners who can demonstrate the ability to collaborate with transparency and commit to shared decision making with Oakland students, families, site leaders and district leaders. Provide our office with clear examples of how your agency has or will approach working with stakeholders and engage in collaborative leadership.
- Describe your organization's strategy in hiring, retention, and providing professional development of appropriate qualified staff to provide services to OUSD students in a culturally appropriate manner. Please include artifacts to support your description. i.e. Job announcements.



## FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT (2 pages)

- Using your organization's budget and profit and loss statement provided in the required supporting documentation, create a budget narrative showing how your agency would allocate funds to run a high-quality expanded learning program. These budgets will need to be based on the grant requirements detailed in the Funding description above (Section E.); including a required staffing ratio of 1:20 (or better). Utilize any of the following anticipated contract amounts to develop your budget.
- Your budget should also show secured leveraged funds and resources that you would contribute to the operational costs of running an after-school program.
  - Elementary: \$133,000 to serve 84 students for 180 days of school year
    - (approx. 17 hours/week)
  - Middle school: \$177,000 to serve 112 students for 180 days of school year
    - (approx. 17 hours/week)
  - High school: \$250,000 to serve 140 students for 180 days
    - (approximately 15 hours/week)
- Your budget must detail:
  - Staffing costs for service delivery, staff training, and prep time
  - Full time site coordinator
  - Any agency management-level staff who will be paid by grant funds for support of direct service programming
  - Supplies, materials, curriculum, books, field trips, etc.
  - Agency administrative costs not to exceed 4% of contracted amount

Note: Your budget does not need to include snack costs
- Describe how your organization will secure additional funding to match the contracted funds from OUSD. The CDE requires that each ASES program provide cash or in-kind local funds totaling no less than one-third of the grant amount. Facilities or space usage may fulfill no more than 25 percent of the required local contribution (EC sections 8483.7[a][5] and 8483.75[a][4]). Allowable match includes cost of services provided by the local educational agency (LEA) and/or their subcontractors, using non-ASES funds. All ASES and 21st CCLC grantees are required to allocate a minimum of 30% of the grant amount. What additional grant dollars and resources will your agency secure to help cover the costs of running an OUSD expanded learning program? Indicate sources and dollar value of contributions already secured and resources already leveraged. Describe your funding strategies and potential funding opportunities.
- Describe your organization's system, structures and processes to ensure sound fiscal management of grant funds, including expenditure reporting and payroll processes. How will your organization ensure compliant use of grant funds and proper maintenance of fiscal and other grant-related records for auditing purposes? Also discuss whether your organization has audited financial statements and the audit results secured within the last 2 years.



## AGENCY INFRASTRUCTURE (2 Pages)

- Using an organizational chart, describe how the OUSD expanded learning program will be supported administratively and programmatically. Specifically, identify and describe the agency staffing, systems, and processes that will ensure each of the listed Lead Agency responsibilities will be fulfilled effectively.
- Describe the administrative systems and procedures your agency will put in place to ensure that your expanded learning program(s) is/are operating fully in compliance with requirements set forth by OUSD and the CA Dept. of Education. (Unless otherwise stated by CDE under extenuating circumstances all sites are required to):
  - Student ratio of 1:20 or better;
  - Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
  - Full time school Site Coordinator stationed at each school site during the day
  - 85% attendance documented by daily OUSD mandated attendance protocols
  - Professional record keeping and reproduction upon request for district audits
- Describe the role of the Site Coordinator who will be the primary point(s) of contact for the OUSD expanded learning partnership, and who will maintain active collaboration with the school site leadership. Describe how this individual will ensure strong partnership with OUSD, the partnering school site(s), and other community partners working within OUSD expanded learning programs.

## YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT (3 Pages)

- Describe how your organization's program model supports youth development. Cite prior noteworthy successes and challenges serving Oakland youth. How do you ensure each program is aligned with OUSD priorities? How does your program demonstrate that diversity, equity and inclusion are foundational in serving OUSD students?
- Please review the CDE's quality standards which are accessible on the [CDE Website](#). These standards identify organization, staff and programmatic touchpoints used by CDE to guide program quality. Please identify and discuss your agency's strengths and key areas for improvement in providing quality youth development programming.
- How does your organization ensure that all of your expanded learning staff have baseline knowledge and understanding of youth development best practices? What tools and training does your organization utilize to build the capacity of your staff and programs to create responsive high quality youth development practices?



- What types of data does your organization use to evaluate program quality? How has your organization used this information to inform program quality growth? Please share what indicators demonstrate that your organization is making the desired impact.



**Instructions for RFQ Application Submission:**

Please use this link to register to receive access to a [Google RFQ folder](#). The Google folder will house the RFQ application and supporting documents will need to be uploaded there. Access to this link will be available until June 15, 2021. Deadline for submission for a completed RFQ application and supporting documentation is June 30, 2021 by 5:00 pm. Any documents submitted after the deadline will not be accepted or reviewed.

**Required Supporting Documentation Instructions:**

All uploaded files will need to be in PDF format and accessible to OUSD. Any files missing could result in a disqualification from the RFQ process. All files will need to be clearly labeled based on the list below:

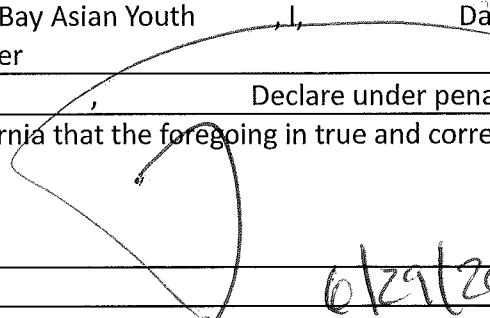
- One (1) sample Expanded learning program schedule with activity summary
- A sample budget pertaining to the program schedule and activity summary
- Profit and loss statement and/or copy of 2020 990 Tax Form
- Copy of Monitoring Reports and/or other external evaluations of the program (maximum of 1)
- Organizational chart of agency that illustrates how the OUSD Expanded Learning Program is to be supported administratively and programmatically (indicate specific names next to titles of staff whenever possible)
- Copy of organization's 501(c)(3) letter
- Bank statements to show proof of operating cash reserves (reference application question 2 in appendix II for details)
- Job description for site coordinator and program instructor
- Copy of IRS letter certifying tax exempt status
- Proof of "active" status with the office of the California Secretary of State
- Board roster and minutes – Include the current board roster indicating officers and affiliations as well as Board approved minutes from the 2020-2021 school year.
- Signed letter of agreement (as elaborated upon in Section N)
- Most recent audited financial statements within 2 years and summary of the audit findings
- Letters of reference (maximum of 2)
- Documents demonstrating fulfillment of minimum qualifications (outlined in Section 13)
- Copy of certificate of current insurance

On behalf of East Bay Asian Youth Center, I, David Kakishiba

Executive Director, Declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature:

Date:

  
6/29/2021

## I. ORGANIZATIONAL CAPACITY

Founded in 1976, the East Bay Asian Youth Center (EBAYC) is a 501(c)3 nonprofit organization based in Oakland with the **mission to support young people to be safe, smart and socially responsible. Our vision is for our young people to be lifelong builders of a just and compassionate multicultural society.** To that end, EBAYC provides trusted mentors, educational programs and grassroots policy work so that youth may realize their aspirations and personal paths to success. Our focus on social and emotional learning, diverse enrichment learning opportunities, college and career readiness, and parent engagement aligns with OUSD's full-service community school focus to support student academic achievement holistically.

EBAYC has over three decades of successful partnership with OUSD. In 1983, we first worked with OUSD to provide drop-in after school tutoring at Lincoln Elementary, and in the mid-1980's we partnered to build the "Roosevelt Village Center" which provided health, case management, and youth programming at Roosevelt Middle School. EBAYC assumed the formal "lead agency" role and initially provided expanded learning programs at five school sites in partnership with OUSD schools when the district received 21<sup>st</sup> Century Community Learning Center grants in the early 2000s. When OUSD expanded its After School Education and Safety Program (ASES) in 2007, EBAYC was invited to expand our school-based after school programs to additional sites. Today, we serve as the lead agency for fourteen (14) school-based after-school programs receiving ASES and 21<sup>st</sup> Century funds. We also serve as the Community Service Manager at Garfield Elementary and Oakland High School.

EBAYC **serves a racially and culturally diverse membership of nearly 2,745 youth** (36.4% Latino, 30.1% API, 22.2% African American, 6.8% Multi-ethnic and 2.6% White). The families we



serve reside primarily in the Chinatown, Eastlake and San Antonio neighborhoods of Oakland (OUSD Regions 1 & 2). Over 80% of our students are low-income and over 70% of our parent community has an educational level of high school or less.

EBAYC believes by honoring and elevating youth, parent, and partner voices, we are better informed of our community's needs and assets and thereby tailor our services and advocate on their behalf. The strong trusting relationships established with parents and students by our bilingual and bicultural staff enable us to receive genuine feedback. EBAYC formally solicits youth's input biannually and incorporates them in our program design (enrichment offerings, fieldtrips, etc.). Our programs host quarterly parent meetings to provide program updates, solicit input, and discuss parent-identified issues (e.g. transition to middle school, motivating students, etc). EBAYC also believes in the power of community voice and have co-led and won advocacy campaigns as result of listening efforts which led to schoolwide and citywide impact such as the Garfield Elementary School's Family Resource Center and the Measure N "College and Career Readiness for All Act" that was passed in 2014, which provides over \$10 million annually to support OUSD high school students.

EBAYC practices non-discriminatory hiring practices as required by law. We post job opportunities to our internal network of 100 part-time staff, website, partners' network, and online platforms such as Idealist and Indeed. Site Coordinator candidates undergo EBAYC's vigorous five-step hiring process that includes a basic requirements screening (past work experience with youth, minimum college credit, etc.); in-person panel interview; reference checks; TB and fingerprinting clearance; and partner principal's interview and input. EBAYC seeks to hire staff to best reflect the school student body culturally, ethnically, and linguistically.

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Over 65% of our staff speaks another language (Cantonese, Khmer, Hmong, Mam, Mien, Spanish, and Vietnamese) and 78% are Oakland residents. New staff participate in an intensive onboarding process that covers EBAYC’s vision, mission and goals; program design and logistics; student demographics; district, school and community partnerships; and grant compliance. Staff receives ongoing training on topics such as youth development, “building intentional communities”, student and parent engagement, behavioral management, curriculum design, trauma-informed care, project-based learning, and academic support strategies.

EBAYC has created a pipeline of youth development workers comprised of program alumni and college volunteers over four decades of work in youth development. The hiring of local residents and program alumni, who represent our community and are invested in the Oakland community, have resulted in high staff retention. In fact, 8 of 12 Site Coordinators are program alumni and their tenure as EBAYC staff ranges from 7 to 11 years.

## **II. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT**

As detailed in the attached sample budgets (elementary, middle and high school), EBAYC leverages funding from OFCY to staff the Site Coordinator position for each expanded learning program. Each budget reflects 1:20 staff to students ratio and the low contractual administrative amount requirements. Prior to the start of school and daily prep time is also included in the budget.

The attached bank statement details the positive checking fund balance of over \$595K. Additionally, EBAYC has a line of credit of \$300K that we can utilize in emergency cases for program expenses and payroll. The total combined accessible liquid asset of \$895K covers two months of payroll and program expenses.

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Our Development Team (Executive Director, Deputy Director of Strategic Development and Development Director) is responsible for grant writing, individual donors, special events, grass-root fundraising, and tuition collection. EBAYC has sought and secured OFCY funding since its inception in 1997. In fact, EBAYC co-founded and co-authored The Kids First! Initiative, Oakland's landmark 1996 ballot measure which created the Oakland Fund for Children and Youth (OFCY) and it has since provided over \$100 million to support new and expanded high-quality children services throughout Oakland. In 2009 and 2019, EBAYC co-led efforts and successfully campaigned to get Kids First! Initiative reauthorized to provide a continuous funding source for children and youth in the city budget.

For the 2020-2021 school year, EBAYC has secured \$1.18M from OFCY to support our school-based expanded learning programs. EBAYC will submit applications for the upcoming OFCY three-year grant cycle in fall 2021. Additionally, EBAYC actively seeks funding from private donors and foundations (e.g. Crescent Porter Hale Foundation, Jeremy Lin Foundation, Quest Foundation, etc.) and hosts events (Annual Fall Gala and donor events) to fundraise for our programs and core operations. EBAYC also leverages in-kind resources to support our programs. EBAYC recruits UC Berkeley student volunteers to serve as mentors/tutors and partner with companies (Google, Salesforce, Wells Fargo, etc.) to provide school supplies, serve on career panels, and host site visits for career exploration for our youth. Our partners contribute over \$190,000 estimated value in-kind resources annually.

While EBAYC implements a tuition program to complement our funding sources, fee reductions and waivers are available and NO student is ever denied program enrollment and

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services due to the inability to pay. In fact, in recognition of the hardships families faced during the pandemic, EBAYC waived all tuition collection for two school years.

Our **finance team** has over 25 years of experience with EBAYC. Deputy Director of Finance, Ms. Mae Saeteurn, oversees the organization's fiscal management and ensures grant compliance. She collaborates with Operations Director Jana Saeteurn, who is responsible for account payables, including vendor payments and staff reimbursements.

All expenses must be approved by the staff's supervisor and the Executive Director. Ms. J. Saeteurn ensures all expenses are paid through appropriate funding sources, and she meets with the Executive Director weekly to review financial statements. Monthly reports are reviewed by Board Finance Vice-Chairperson, Paul Lau, who has over twenty years of experience in finance. Together, the Executive Director and Mr. Lau present quarterly financial reports to the EBAYC Board of Directors for approval. Annual financial audit is also conducted by an independent certified accounting firm and presented to the board for final approval. Annual 990 tax filing is also completed and filed with the IRS.

### **III. AGENCY INFRASTRUCTURE**

Three members of the EBAYC Management Team (Executive Director David Kakishishiba, Deputy Executive Director Gianna Tran, and Deputy Director of Strategic Development Nhi Chau) supervise our Expanded Learning Site Coordinators. Each Supervisor meets with his/her assigned Site Coordinator supervisees 1:1 weekly to review work plan, check on program progress and attendance, discuss strategies for student and parent engagement, and troubleshoot personnel related matters. Ms. Chau also meets with all of the Expanded Learning Site Coordinators collectively weekly. The meetings cover topics that include strategic program

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planning; program design, assessment and improvements; program compliance; cross-program collaboration; and peer sharing of challenges and promising practices. Site Coordinators also participate in quarterly cross program training.

Additionally, Ms. Chau provides monthly program progress reports to EBAYC Management Team to ensure all contractual goals are on target. EBAYC Management Team discusses program quality, finance, personnel, fund development and operations. Each management team member has over 20 years of experience in nonprofit management, program design and development, finance, youth development/education or fund development. Aside from Management Team meetings, Ms. Chau also meets with each team member individually on program compliance, funding allocation and personnel management.

Each Site Coordinator is responsible for program planning and design, curriculum development, program quality; liaises with school administration and faculty, parents and community partners; enforces policy set forth by OUSD, CA Department of Education and EBAYC; supervises and trains Program Instructors; manages the day-to-day program operations; and ensures program compliance (attendance, safety protocol, emergency procedures, etc.).

Each Program Instructor is responsible for a class of 20 or less students and facilitates homework support and enrichment workshops. He/she is responsible for curriculum design that is approved by the Site Coordinator. The Program Instructor is also responsible for collecting daily student attendance, communicating with parents and participating in staff meetings and trainings. For example, if a student is absent for three consecutive days, an inquiry call is made to parents to check in and to connect parents with resources if necessary. Site Coordinators vigorously monitor program daily attendance to ensure students are fully supported and all

requirements are fulfilled. Program Instructors also participate in ongoing trainings (classroom management, academic support strategies, SEL, etc.) facilitated by Site Coordinators/QSC.

Deputy Executive Director Ms. Gianna Tran and Deputy Director of Strategic Development Nhi Chau are the two primary staff liaisons for the district partnership. Both attend monthly Lead Agency Directors Meetings. Ms. Tran manages OUSD contract process and submissions for our high school sites and Ms. Chau manages elementary and middle school sites. Information and lessons learned from meetings they attend are brought back to our Site Coordinators and management team to ensure program alignment with OUSD's district-wide goals, priorities and contract fulfillments.

#### **IV. YOUTH DEVELOPMENT, PROGRAM QUALITY ASSESSMENT, SCHOOL DISTRICT ALIGNMENT**

EBAYC provides a safe, clean, structured learning environment that promotes social, emotional, physical and intellectual development of all youth. Program enrollment is grounded in diversity, equity, and inclusion by enrolling youth who can most benefit from the program program participants (e.g. those with academic, ethnicity, socioeconomics, gender, social/emotional needs, etc.) and who best reflect each respective school's student body. Youth are given the opportunity to share their input on program offerings via surveys, focus groups, and informal conversations. EBAYC offers a wide menu of enrichment offerings so that youth may explore their varying interests and gain new experiences and skills. EBAYC honors youth's decision-making by inviting youth to rank enrichment preferences and then places them in their top choices. Additionally, youth begin the program day with a "Warm Welcome" and end with an "Optimistic Closure". These activities promote SEL and cultivate a sense of community, belonging, and accountability among youth. Youth are encouraged to learn and practice

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self-care through structured physical/mindfulness activities. Students are grouped by grade levels/literacy/math competency for their academic support.

EBAYC believes all youth possess positive assets and deserve the right to discover and utilize these assets. Thus, we provide opportunities for students to be classroom helpers and mentor younger students, and youth have opportunities to build skills (leadership, conflict management, etc). Our theme and project-based curriculum design integrates enrichment activities with academic skills reinforcement and real life application. For instance, students may learn about how their body works and the food intake while participating in “Cooking” enrichment elective. They further investigate community’s access to healthy food choices by conducting action research (community surveys, peer interviews, Farmers Market visit, grocery store mapping, etc.). Upon their findings, youth write and present their recommendations to increase community access to affordable healthy food to store managers/adults/public officials.

All new EBAYC staff members undergo a vigorous on-boarding process that includes program overview and foundational training as previously mentioned (p.3). EBAYC also trains each staff on PQA standards and utilizes the assessment tool to conduct site observations internally. Observations, along with survey results and feedback from stakeholders, are reviewed to inform our program improvements to ensure high quality programming. Ongoing training and coaching provided is also customized to specific program sites and individual staff. Cross program training is held and peer learning communities (curriculum design, youth and parent engagement, trauma informed care, how to promote a college going culture, working with EL students, etc.) are established to share promising practices. EBAYC has learned that

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professional development must also be ongoing to address real time needs/issues e.g. how to engage students virtually during the pandemic.

Each Site Coordinator also participates in EBAYC biannual retreat to review program goals and ensure fulfillment of OUSD's requirements and alignment. The retreats are also dedicated to provide space for Site Coordinators to engage in the "Continuous Program Improvement" process and make modifications for the next semester accordingly. Each Site Coordinator also meets daily with their Program Instructors to check in on student progress, program logistics and curriculum delivery. Safety protocol and emergency drills are practiced to ensure a safe learning environment.

EBAYC utilizes the Program Quality Assessment (PQA) to guide our Continuous Quality Improvement process. Site Coordinators conduct classroom observations beginning and mid school year and provide feedback to Program Instructors. Weekly staff meetings are also dedicated to ongoing feedback and peer sharing/learning. The Deputy Director of Strategic Development also conducts biannual program observations and debriefs with the Program Instructors and the Site Coordinators on her findings. Attendance records, notes from site observations and student/parent surveys are reviewed and incorporated into ongoing program improvement and future planning. EBAYC's engagement in the "Continuous Quality Improvement" process also includes incorporating feedback from school partners ongoingly. For instance, EBAYC's Expanded Learning Program at Lincoln Elementary pivoted to provide virtual 1:1 literary support in 2020-2021 in response to parents and school administration's feedback.

As funding and resources can be challenging, EBAYC also leverages our partners' expertise and resources to provide additional professional development. Our partners provide



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expertise and resources, medical and mental health services, program curriculum and staff training, and college and career guidance. Our staff participate in Learning Communities hosted by OUSD's Expanded Learning Office. EBAYC partners with community organizations to train our staff on topics such as wilderness training (Bay Area Wilderness), science curriculum development (Academy of Science and MESA), building literacy skills (Reading Relevance), support mental wellness (Kaiser and Lincoln), SEL (Building Intentional Communities), etc.

Throughout the school year, Site Coordinators meet with principals at least bimonthly to check in on program progress and performance, plan and coordinate school/program logistics and make program modifications as necessary. Site Coordinators also collaborate closely with each school's designated Quality Support Coach to learn and share reading, math and other learning strategies to support student academic achievement. Site Coordinators also serve on the schools' COST, School Leadership, and SSC teams to align with the school's goals and priorities. Ongoing daily communication with classroom teachers and school administrative staff is practiced so that our staff is apprised of students' academic progress and well being. In addition to structured and standing meetings, our staff also has ongoing informal "hallway" checks with school administrators, faculty and staff as needed. Every spring, a meeting between Site Coordinator, his/her supervisor and partner school principal is held to review program assessment results (site visits, school data e.g. attendance, etc.) and to create a program plan for the next school year. Together, they reflect on the successes and challenges of the existing school year and incorporate lessons learned into planning for the following year to best meet student needs and to ensure alignment with school's goals and OUSD's Full Service Community School strategic priorities.

**Program Schedule Description**

Items	Program Title	Description	Staff	Which required CDE component does this activity meet? <i>Use drop down menu</i>	Explain how the activity is meeting CDE requirements. How are you ensuring it is high-quality?
1	Homework	Our staff will provide students a space to do Homework or academic activity and other online learning platforms like ST-Math and I-ready	All Line staff	Educational and Literacy Component	We allow 60 min for students to work on there academic goals or homework. During this time students will be able to read books at their reading level do homework packets and use chromebooks for ST-Math.
2	Literacy	Our progma will provide a space for Academic Discussion with peers	All Line Staff	Educational and Literacy Component	We will allow one hour a week for staff to support students on different skills
3	SPARKS /Field day	Physical Activity and Structured game	All Line Staff	Physical Activity	Our program will have students complete 30min of physical movment in the form of and activity or game.
4	Math	The purpose of this curriculum is to support students in building number fluency, acquiring the skills for mathematical reasoning and flexibility with numbers.	All Line Staff	Educational and Literacy Component	Students will learn the basic to math by grade level for a hour a week
5	Townhall	A time for the program to work on overall community and team building by class.	All Staff Leader	Physical Activity	Students will be apart of 20 mins SEL team building
6	Cooking Class 4th/5th grade	Students will be able to learn about different cultures. By cooking around the world. Students will build out a passport with photos and quick writes on the Country they visted that week.	TBD	Educational Enrichment	Staff will conduct 60 mins of cooking class 3 hours a week supoorting with skill building and teamwork
7	Art Class All grades	Students will be able to express feelings and ideas through art	TBD	Educational Enrichment	Staff will conduct 60 min of Art class 3 hours a week
8	Soccer All grades	Students will gain basic soccer skills, drills and team building skills.	TBD	Educational Enrichment/Physical Activity	All student will be apart of 3 hours of soccer weelky to engage in team building skills
9	Lil snackers cooking 2nd/3rd grade	Students will be able to explore how to prepare healthy snack recipes	TBD	Educational Enrichment	Staff will conduct 60 mins of cooking class 3 hours a week supoorting with skill building and teamwork
10	Basketball All grades	Students will increase knowledge in Basketball as well as build on team building skills	TBD	Physical Activity	All student will be apart of 3 hours of Basketball weelky to engage in team building skills as well SEL skill building
11	BIC	Community building with mentors and peers , Service projects with BIC "Leaders of Today"	All Line Staff	Physical Activity	Students and mentors will work on daily relationship building

**2021-2022 After School Program Schedule**

**School Site:** Garfield Elementary  
**Lead Agency:** EBAYC  
**Name of Program:** EBAYC @ Garfield

*\*ADD description and explanation of CDE requirements, etc. on the other tab.*

**School Day End Time on Regular Days (according to Bell Schedule):** 2:50 PM

**School Day End Time on Minimum Days (according to Bell Schedule):** 1:20 PM

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
1:20pm - 1:50pm			Sign in /Townhall		
1:50pm-2:50pm			Field day		
2:50pm - 3:30pm	Supper and Sign in	Supper and Sign in	Supper	Supper and Sign in	Supper and Sign in
3:30pm-4:30pm	Homework center	Homework center	Homework center	Homework center	BIC: Leaders of today
4:30pm-4:45pm	Sparks/BIC	Sparks/ BIC	Sparks/ BIC	Sparks/ BIC	Townhall
4:45pm-5:45pm	Enrichment	Enrichment	Literacy/Math	Enrichment	Field day
5:45pm-6:00pm	Exercise Break	Exercise Break	Exercise Break	Exercise Break	Exercise Break
12/30/99 18:00	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure

**Important Notes:**

\* Please note that the after school

Programs must submit this program schedule, along with a

Sign-out and Program Closure

Programs will be asked to re-

2021-22 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2020

Site Name: 📍 Garfield		%	ASES		OFCY Match Funds	Other Lead Agency Funds
Site #: 📍 118			Resource 6010, Program 1553			
Average # of students to be served daily (ADA):	166.46		OUUSD	Lead Agency	Lead Agency	Lead Agency
<b>TOTAL GRANT AWARD</b>			266,072.46		92150	24626
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>						
	OUUSD Indirect (5.00%)		12,670.12			
	OUUSD ASPO admin, evaluation, and training/technical assistance costs		16,577.72			
	Custodial Staffing and Supplies at 3.5%		8,288.86			
<b>TOTAL SITE ALLOCATION</b>			228,535.76			
<b>CERTIFICATED PERSONNEL</b>						
1120	Quality Support Coach/Academic Liaison		2500			
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)		0			
1120	Certificated Teacher Extended Contracts- ELL supports					
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (recommended for MS)					
	Total certificated		2500		0	0
<b>CLASSIFIED PERSONNEL</b>						
2205	Site Coordinator (list here, if district employee)		0			0
2220	SSO (optional)		0			
			0			
	Total classified		0	0	0	0
<b>BENEFITS</b>						
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)		612.50			
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)		0			
3000's	Employee Benefits for Salaried Employees (benefits at 42%)		0			
3000's	Lead Agency benefits (rate: 25%)		0			
	Total benefits		612.50	0	0	0
<b>BOOKS AND SUPPLIES</b>						
4310	Supplies		0			0
4310	Curriculum		0			0
5829	Field Trips		0			0
4420	Equipment (including computers - OUUSD only)		0			0
	Bus tickets for students					
	Professional Development for Site Staff			500		
	Total books and supplies		0	500	0	0
<b>CONTRACTED SERVICES</b>						
5825	Site Coordinator (\$76.5K + 19.19% benefits)			43050	48134	
5825	Academic Instructors (185 days x 5 hours x \$20 x 8 employees + 13.48% benefits)			168305.44		
5825	Enrichment Facilitators (List each staff position individually)					

5825	Subcontractors (please list each specific subcontracting agency)					
5825	STEM instructors					
5825	College/career readiness facilitator (recommended for MS)					
5825	Other Staff					
5825	Family Liaison (recommended for 21st Century sites)					
5825						
5825	Mental Health consultant (optional)					
5825	Staff time to participate in Continuous Quality Improvement process					
5825	Deputy Director				9900	
5825	Program Assistant (185 days x 6 hours x \$26 + benefits)			7215	7215	21414
5825	Program Activities				14881	
5825						
	Total services		0	218570.44	80130	21414
<b>IN-KIND DIRECT SERVICES</b>						
						0
	Total value of in-kind direct services					0
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>						
	Lead Agency admin (4% max of total contracted \$)			6,352.82	12020	3212
<b>SUBTOTALS</b>						
	Subtotals DIRECT SERVICE	85.00	7,091.15	219070.44	80130	21414
	Subtotals Admin/Indirect	15.00	33,558.05	6,352.82	12020	3212
<b>TOTALS</b>						
	Total budgeted per column		40,649.20	225,423.26	92150	24626
	Total BUDGETED	100.00	266,072.46		92150	24626
	BALANCE remaining to allocate		0.00			
	TOTAL GRANT AWARD/ALLOCATION TO SITE		266,072.46			
<b>ASES MATCH REQUIREMENTS:</b>						
ASES requires a 3:1 match for every grant award dollar awarded.						
Total Match amount required for this grant:			88,690.82			
Facilities count toward 25% of this match requirement:			22,172.71			
Remaining match amount required:			66,518.12			
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:			116776			
Total Match amount left to meet:			-50,257.88			

**Required Signatures for Budget Approval:**

Principal:	
Lead Agency:	

**2021-22 AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

**ELEMENTARY & MIDDLE SCHOOLS 01.2020**

Site Name: <b>Roosevelt</b>		ASES		21CCLC Core		21CCLC Equitable Access		OFY Match Funds	
Site #: <b>212</b>		Resource 6010, Program 1553		Resource 4214, Program _____		Resource 4114, Program _____			
Average # of students to be served daily (ADA): 296.72		OUUSD	Lead Agency	OUUSD	Lead Agency	OUUSD	Lead Agency	OUUSD	Lead Agency
<b>TOTAL GRANT AWARD</b>		296,847.03		149,850.00		25,000.00		106,700	
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>									
OUSD Indirect (5.00%)		14,135.57		7,135.71		1,190.48			
OUSD ASPO admin, evaluation, and training/technical assistance costs		18,495.14		9,336.45		1,557.63			
Custodial Staffing and Supplies at 3.5%		9,247.57		4,668.22		778.82			
<b>TOTAL SITE ALLOCATION</b>		254,968.74		128,709.61		21,473.08			
<b>CERTIFICATED PERSONNEL</b>									
1120	Quality Support Coach/Academic Liaison	2500		0		0			
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)	0		0		0			
1120	Certificated Teacher Extended Contracts- ELL supports								
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (recommended for MS)								
<b>Total certificated</b>		2500		0		0			0
<b>CLASSIFIED PERSONNEL</b>									
2205	Site Coordinator (list here, if district employee)	0		0		0			
2220	SSO (optional)	0		0		0			
<b>Total classified</b>		0	0	0	0	0	0	0	0
<b>BENEFITS</b>									
3000's	Employee Benefits for Certificated Teachers on Extended Contracts (benefits at 24.5%)	612.50		0		0			
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)	0		0		0			
3000's	Employee Benefits for Salaried Employees (benefits at 42%)	0		0		0			
3000's	Lead Agency benefits (rate: 25%)	0	0						
<b>Total benefits</b>		612.50	0	0	0	0	0	0	0
<b>BOOKS AND SUPPLIES</b>									
4310	Supplies	0							
4310	Curriculum	0							
5829	Field Trips	0	5,206.64		9010.75				
4420	Equipment (including computers - OUSD only)	0							
Bus tickets for students									
Professional Development for Site Staff			500						
<b>Total books and supplies</b>		0	5,706.64	0	9010.75	0	0	0	0
<b>CONTRACTED SERVICES</b>									
5825	Site Coordinator (575K + 33.87% benefits)		18750		18750				62903
5825	Academic Instructors (185 days x 5 hours x 520 x 13 Employees + benefits)		188841		64915		20876.17		
5825	Enrichment Facilitators (list each staff position individually)								
5825	Subcontractors (please list each specific subcontracting agency)								
5825	STEM instructors								
5825	College/career readiness facilitator (recommended for MS)								
5825	Other Staff								
5825	Family Liaison (recommended for 21st Century sites)								
5825	Mental Health consultant (optional)								
5825	Staff time to participate in Continuous Quality Improvement process								
5825	Deputy Director								9900
5825	Youth Advocates (185 days x 6 hours x 525 x 2 Employees + Benefits)		31471		32456				
5825	Program Activities								19980
<b>Total services</b>		0	239062	0	116121	0	20876.17		92783
<b>IN-KIND DIRECT SERVICES</b>									
Total value of in-kind direct services									
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>									
Lead Agency admin (4% max of total contracted \$)			7,087.60		3,577.86		596.91		13917
<b>SUBTOTALS</b>									
Subtotals DIRECT SERVICE		85.00	7,551.33	24,478.64	85.00	2,240.75	125,131.75	85.00	373.83
Subtotals Admin/Indirect		15.00	37,439.45	7,087.60	15.00	18,899.64	3,577.86	15.00	3,153.09
<b>TOTALS</b>			44,990.79	251,856.24		21,140.39	128,709.61		3,526.92
Total BUDGETED		100.00	296,847.03	100.00	149,850.00	100.00	25,000.00		106,700
BALANCE remaining to allocate			0.00		0.00		0.00		
<b>TOTAL GRANT AWARD/ALLOCATION TO SITE</b>			296,847.03		149,850.00		25,000.00		
<b>ASES MATCH REQUIREMENTS:</b>									
ASES requires a 3:1 match for every grant award dollar awarded.									
Total Match amount required for this grant:			88,949.01						
Facilities count toward 25% of this match requirement:			24,737.25						
Remaining match amount required:			74,211.76						
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:			106,700						
Total Match amount left to meet:			-32,488.24						

**Required Signatures for Budget Approval:**

Principal:	Date:
Lead Agency:	Date:

**2021-22 AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

Site Name: Dewey Academy Site #: 310		% Resource 21CCLC Core 4214, Program _____ %	Other Lead Agency Funds	
Average # of students to be served daily (ADA):		138.89	OUUSD - Lead Agency	Lead Agency
<b>TOTAL GRANT AWARD</b>		<b>250,000.00</b>		
OUUSD Indirect (5.00%)		11,904.76		
OUUSD ASPO admin, evaluation, and training/technical assistance costs		15,576.32		
Custodial Staffing and Supplies at 3.5%		7,788.16		
<b>TOTAL SITE ALLOCATION</b>		<b>214,730.75</b>		
1120	Quality Support Coach/Career Pathways' Liaison (Highly Recommended)	2500		
1120	Certificated Teacher Extended Contracts			
1120	Certificated Teacher - Credit Recovery - English I	2500		
1120	Certificated Teacher - Credit Recovery - Algebra I	2500		
1120	Career Pathway Certificated Teacher Extended Contracts			
Total certificated		7500		0
2220	SSO	0		
Total classified		0	0	0
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)	1837.5		
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)	0		
3000's	Employee Benefits for Salaried Employees (42%)			
3000's	Lead Agency benefits (rate: 25 %)			
Total benefits		1837.5	0	0
4310	Supplies (OUUSD only, except for Summer Supplemental)	1000		0
4310	Curriculum (OUUSD only)			0
5829	Field Trips			0
4420	Computers (OUUSD only)			0
District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings)			500	
Total books and supplies		1000	500	0
5825	Site Coordinator (\$67.5K + 31% Benefits)		88425	
5825	Family Liaison			
5825	College & Career Readiness Coach (\$60K + 31% Benefits)		78600	
5825	Credit Recovery Coach			
5825	Academic Mentor for 9th graders			
5825	Youth Internship Stipends			
5825	Academic Instructors			
5825	Enrichment Facilitators (172 days x 2 hours x \$30 x 2)		20699.18	
5825	Subcontractors (List specific agency name for each subcontractor)			
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings			
5825	Deputy Executive Director		10200	
5825				
5825				
5825				
5825				
5825				
5825				
5825				
Total services		0	197,924.18	0
Total value of in-kind direct services				0
Lead Agency admin (4% max of total contracted \$)			5,969.07	0
<b>Subtotals DIRECT SERVICE</b>		<b>85.00</b>	<b>14,075.82</b>	<b>198424.18</b>
<b>Subtotals Admin/Indirect</b>		<b>15.00</b>	<b>31,530.93</b>	<b>5,969.07</b>
Total budgeted per column			45,606.75	204,393.25
Total BUDGETED		100.00	250,000.00	0
BALANCE remaining to allocate			0.00	0
<b>TOTAL GRANT AWARD/ALLOCATION TO SITE</b>			<b>250,000.00</b>	

Required Signatures for Budget Approval:  
Principal:  
Lead Agency:

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A For the 2019 calendar year, or tax year beginning 07/01/19, and ending 06/30/20**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <p align="center"><b>EAST BAY ASIAN YOUTH CENTER</b></p> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <p><b>2025 EAST 12TH STREET</b></p> City or town, state or province, country, and ZIP or foreign postal code <p><b>OAKLAND CA 94606</b></p>	<b>D</b> Employer identification number <p align="center"><b>94-2925799</b></p> <b>E</b> Telephone number <p align="center"><b>510-533-1092</b></p> <b>G</b> Gross receipts\$ <b>6,319,219</b>
<b>F</b> Name and address of principal officer: <p><b>DAVID KAKISHIBA</b> <b>2025 EAST 12 STREET</b> <b>OAKLAND CA 94606</b></p>		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		<b>H(c)</b> Group exemption number ▶
<b>J</b> Website: ▶ <b>EABAYC.ORG</b>		<b>L</b> Year of formation: <b>1983</b>
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>M</b> State of legal domicile: <b>CA</b>

Part I Summary			
<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities: <b>SEE SCHEDULE O</b>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>12</b>
	4 Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>12</b>
	5 Total number of individuals employed in calendar year 2019 (Part V, line 2a)	<b>5</b>	<b>253</b>
	6 Total number of volunteers (estimate if necessary)	<b>6</b>	<b>16</b>
	7a Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0</b>
7b Net unrelated business taxable income from Form 990-T, line 39	<b>7b</b>	<b>0</b>	
<b>Revenue</b>	8 Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b>	<b>Current Year</b>
	9 Program service revenue (Part VIII, line 2g)	<b>5,630,078</b>	<b>5,795,429</b>
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>560,240</b>	<b>423,055</b>
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>707</b>	<b>647</b>
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>63,003</b>	<b>84,549</b>
		<b>6,254,028</b>	<b>6,303,680</b>
<b>Expenses</b>	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	<b>39,735</b>	<b>23,000</b>
	14 Benefits paid to or for members (Part IX, column (A), line 4)		<b>0</b>
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	<b>5,383,911</b>	<b>5,416,245</b>
	16a Professional fundraising fees (Part IX, column (A), line 11e)		<b>0</b>
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>64,931</b>		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	<b>1,325,808</b>	<b>1,092,962</b>
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	<b>6,749,454</b>	<b>6,532,207</b>	
19 Revenue less expenses. Subtract line 18 from line 12	<b>-495,426</b>	<b>-228,527</b>	
<b>Net Assets or Fund Balances</b>	20 Total assets (Part X, line 16)	<b>Beginning of Current Year</b>	<b>End of Year</b>
	21 Total liabilities (Part X, line 26)	<b>1,713,676</b>	<b>2,274,229</b>
	22 Net assets or fund balances. Subtract line 21 from line 20	<b>1,276,636</b>	<b>2,063,808</b>
		<b>437,040</b>	<b>210,421</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <b>DAVID KAKISHIBA</b>	Date	
	Type or print name and title <b>EXECUTIVE DIRECTOR</b>		
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>MICHAEL R MARUCHEAU</b>	Preparer's signature <b>MICHAEL R MARUCHEAU</b>	Date <b>06/29/21</b>
	Firm's name ▶ <b>GRANT BENNETT ASSOCIATES</b>	Firm's EIN ▶ <b>94-2692073</b>	Check <input type="checkbox"/> if self-employed PTIN <b>P01250456</b>
	Firm's address ▶ <b>10850 GOLD CENTER DR STE 260 RANCHO CORDOVA, CA 95670-5143</b>	Phone no. <b>916-922-5109</b>	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No



**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

**SEE SCHEDULE O**

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes  No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes  No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ **5,582,980** including grants of \$ **23,000** ) (Revenue \$ **423,055** )

**OVER 3,000 YOUTHS ARE SERVED EACH YEAR THROUGH OUR EXPANDED LEARNING PROGRAMS AND CASE MANAGEMENT SERVICES. OUR ATTENDANCE TEAMS WORK CLOSELY WITH FAMILIES TO ADDRESS THE CAUSES OF DROPOUT RATE AND CHRONIC ABSENTEEISM. OUR PROGRAM STRATEGIES RESULTED IN HIGHER SCHOOL ATTENDANCE RATES AND LOWER SCHOOL SUSPENSION RATES. OVER THE COURSE OF FOUR DECADES, EBAYC CONSISTENTLY DEMONSTRATES HIGH STANDARDS OF PROGRAM QUALITY AND PERFORMANCE AS INDICATED BY CITY, COUNTY AND SCHOOL DISTRICT EVALUATION. ADDRESSING THE LACK OF SERVICES AVAILABLE FOR THE SOUTHEAST ASIAN YOUTH, OUR SACRAMENTO EBAYC IS MAKING STRIDES TO IMPROVE OUTCOMES FOR YOUTH PEOPLE. BUILDING UPON OUR WORK TO SUPPORT COUNT-INVOLVED, GANG-IMPACTED AND UNDER-SUPPORTED YOUTH.**

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**N/A**

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**N/A**

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses ▶ **5,582,980**

**Part IV Checklist of Required Schedules**

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4	<b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	X	
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	X	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

**Part IV Checklist of Required Schedules** (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
24b			
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
24c			
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
24d			
25a	<b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
25b			X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II	X	
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
28a			X
b	A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
28b			X
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		X
28c			X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
29			X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
30			X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
31			X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
32			X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
33			X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		X
34			X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
35a			X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
35b			
36	<b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
36			X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
37			X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	X	
38		X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1a			85
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1b			0
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
1c		X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance** (continued)

		Yes	No
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	<b>2a</b> <b>253</b>		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>X</b>	
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		<b>X</b>
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O		
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		<b>X</b>
<b>b</b>	If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		<b>X</b>
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		<b>X</b>
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		<b>X</b>
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>X</b>	
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>X</b>	
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		<b>X</b>
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year		
	<b>7d</b>		
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		<b>X</b>
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		<b>X</b>
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966?		
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders	<b>11a</b>	
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
<b>c</b>	Enter the amount of reserves on hand	<b>13c</b>	
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	<b>X</b>
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	<b>14b</b>	
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	<b>15</b>	<b>X</b>
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	<b>16</b>	<b>X</b>

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b>	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
	<b>1a</b> <b>12</b>		
<b>b</b>	Enter the number of voting members included on line 1a, above, who are independent		
	<b>1b</b> <b>12</b>		
<b>2</b>	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	<b>2</b>	<b>X</b>
<b>3</b>	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	<b>3</b>	<b>X</b>
<b>4</b>	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	<b>4</b>	<b>X</b>
<b>5</b>	Did the organization become aware during the year of a significant diversion of the organization's assets?	<b>5</b>	<b>X</b>
<b>6</b>	Did the organization have members or stockholders?	<b>6</b>	<b>X</b>
<b>7a</b>	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	<b>7a</b>	<b>X</b>
<b>b</b>	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	<b>7b</b>	<b>X</b>
<b>8</b>	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b>	The governing body?	<b>8a</b>	<b>X</b>
<b>b</b>	Each committee with authority to act on behalf of the governing body?	<b>8b</b>	<b>X</b>
<b>9</b>	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	<b>9</b>	<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
<b>10a</b>	Did the organization have local chapters, branches, or affiliates?	<b>10a</b>	<b>X</b>
<b>b</b>	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	<b>10b</b>	
<b>11a</b>	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<b>11a</b>	<b>X</b>
<b>b</b>	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b>	Did the organization have a written conflict of interest policy? If "No," go to line 13	<b>12a</b>	<b>X</b>
<b>b</b>	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<b>12b</b>	<b>X</b>
<b>c</b>	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	<b>12c</b>	<b>X</b>
<b>13</b>	Did the organization have a written whistleblower policy?	<b>13</b>	<b>X</b>
<b>14</b>	Did the organization have a written document retention and destruction policy?	<b>14</b>	<b>X</b>
<b>15</b>	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b>	The organization's CEO, Executive Director, or top management official	<b>15a</b>	<b>X</b>
<b>b</b>	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	<b>15b</b>	<b>X</b>
<b>16a</b>	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	<b>16a</b>	<b>X</b>
<b>b</b>	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	<b>16b</b>	

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed ► **CA**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website  Another's website  Upon request  Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records ►  
**MAE SAETURN**  
**OAKLAND**  
**2025 EAST 12TH STREET**  
**CA 94606**  
**510-533-1092**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) <b>DAVID KAKISHIBA</b> EXECUTIVE DIRECTOR	40.00 0.00			X				106,096	0	10,872
(2) <b>MAE SAETEURN</b> DIRECTOR OF FINANCE	40.00 0.00			X				78,761	0	21,612
(3) <b>XITLALI CASARRUBIAS</b> DIRECTOR	2.00 0.00	X						0	0	0
(4) <b>ALLISON CHAU</b> DIRECTOR	2.00 0.00	X						0	0	0
(5) <b>MELODY DOUK</b> DIRECTOR	2.00 0.00	X						0	0	0
(6) <b>DANA ENG</b> DIRECTOR	2.00 0.00	X						0	0	0
(7) <b>CAL'VION EVANS</b> DIRECTOR	2.00 0.00	X						0	0	0
(8) <b>ALVIN LAU</b> DIRECTOR	2.00 0.00	X						0	0	0
(9) <b>PAUL LAU</b> TREASURER	2.00 0.00	X		X				0	0	0
(10) <b>WILLIAM LAU</b> DIRECTOR	2.00 0.00	X						0	0	0
(11) <b>STEVE LEE</b> CHAIR	2.00 0.00	X		X				0	0	0

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) <b>DING NGUYEN</b>	2.00									
DIRECTOR	0.00	X					0	0	0	
(13) <b>HUONG NGUYEN</b>	2.00									
VICE-CHAIR	0.00	X		X			0	0	0	
(14) <b>KHAI NGUYEN</b>	2.00									
DIRECTOR	0.00	X					0	0	0	
(15) <b>DUNG PHAM</b>	2.00									
DIRECTOR	0.00	X					0	0	0	
(16) <b>TERESA RAMIREZ</b>	2.00									
DIRECTOR	0.00	X					0	0	0	
(17) <b>SANDRA SAAVEDRA</b>	2.00									
DIRECTOR	0.00	X					0	0	0	
(18) <b>EMILY WU</b>	2.00									
DIRECTOR	0.00	X					0	0	0	
<b>1b Subtotal</b>							<b>184,857</b>		<b>32,484</b>	
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>							<b>184,857</b>		<b>32,484</b>	

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **▶ 1**

	Yes	No
<b>3</b> Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		<b>X</b>
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		<b>X</b>
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		<b>X</b>

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **▶ 0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1a	Federated campaigns					
	1b	Membership dues					
	1c	Fundraising events	12,913				
	1d	Related organizations					
	1e	Government grants (contributions)	5,371,391				
	1f	All other contributions, gifts, grants, and similar amounts not included above	411,125				
	1g	Noncash contributions included in lines 1a-1f	\$				
	h	<b>Total.</b> Add lines 1a-1f		5,795,429			
<b>Program Service Revenue</b>			Business Code				
	2a	STUDENT FEES	624410	381,671	381,671		
	b	FEE FOR SERVICE	900099	41,384	41,384		
	c						
	d						
	e						
	f	All other program service revenue					
g	<b>Total.</b> Add lines 2a-2f		423,055				
<b>Other Revenue</b>	3	Investment income (including dividends, interest, and other similar amounts)		647		647	
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	(i) Real				
			(ii) Personal				
			6a				
	6b	Less: rental expenses					
	6c	Rental inc. or (loss)					
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities				
			(ii) Other				
			7a				
	7b	Less: cost or other basis and sales exps.					
	7c	Gain or (loss)					
d	Net gain or (loss)						
8a	Gross income from fundraising events (not including \$ 12,913 of contributions reported on line 1c). See Part IV, line 18	8a	57,220				
8b	Less: direct expenses	8b	15,539				
c	Net income or (loss) from fundraising events		41,681		41,681		
9a	Gross income from gaming activities. See Part IV, line 19	9a					
9b	Less: direct expenses	9b					
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances	10a					
10b	Less: cost of goods sold	10b					
c	Net income or (loss) from sales of inventory						
<b>Miscellaneous Revenue</b>			Business Code				
	11a	OTHER INCOME	900099	42,868	42,868		
	b						
	c						
	d	All other revenue					
e	<b>Total.</b> Add lines 11a-11d		42,868				
12	<b>Total revenue.</b> See instructions		6,303,680	465,923	0	42,328	



**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22	23,000	23,000		
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
<b>4</b> Benefits paid to or for members				
<b>5</b> Compensation of current officers, directors, trustees, and key employees	221,484		221,484	
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
<b>7</b> Other salaries and wages	4,392,211	4,089,739	266,440	36,032
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	22,150	17,175	2,869	2,106
<b>9</b> Other employee benefits	382,950	343,027	35,691	4,232
<b>10</b> Payroll taxes	397,450	362,028	32,566	2,856
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management				
<b>b</b> Legal				
<b>c</b> Accounting	31,593		31,593	
<b>d</b> Lobbying	56,100		56,100	
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	297,132	259,712	28,420	9,000
<b>12</b> Advertising and promotion				
<b>13</b> Office expenses	12,258	3,591	8,667	
<b>14</b> Information technology				
<b>15</b> Royalties				
<b>16</b> Occupancy	114,170	27,998	86,172	
<b>17</b> Travel				
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings				
<b>20</b> Interest	18,901	3,401	15,369	131
<b>21</b> Payments to affiliates				
<b>22</b> Depreciation, depletion, and amortization	14,793		14,793	
<b>23</b> Insurance	18,913		18,913	
<b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> PROGRAM ACTIVITIES	347,006	341,814	5,192	
<b>b</b> DONATION	54,206	54,206		
<b>c</b> SUPPLIES & SERVICES	36,919	907	25,643	10,369
<b>d</b> PERSONNEL SERVICE	34,990		34,990	
<b>e</b> All other expenses	55,981	56,382	-606	205
<b>25</b> Total functional expenses. Add lines 1 through 24e	6,532,207	5,582,980	884,296	64,931
<b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	1	Cash—non-interest-bearing	81,559	1	1,213,253
	2	Savings and temporary cash investments	24,687	2	27,231
	3	Pledges and grants receivable, net	1,095,296	3	474,729
	4	Accounts receivable, net		4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	41,943	9	53,418
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 669,756		
	b	Less: accumulated depreciation	10b 165,873	468,476	10c 503,883
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	1,715	15	1,715
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 33)	1,713,676	16	2,274,229	
<b>Liabilities</b>	17	Accounts payable and accrued expenses	497,926	17	543,109
	18	Grants payable		18	
	19	Deferred revenue	212,306	19	406,099
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	26,404	22	101,000
	23	Secured mortgages and notes payable to unrelated third parties	540,000	23	
	24	Unsecured notes and loans payable to unrelated third parties		24	1,013,600
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	<b>Total liabilities.</b> Add lines 17 through 25	1,276,636	26	2,063,808
<b>Net Assets or Fund Balances</b>	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.				
	27	Net assets without donor restrictions	22,868	27	85,686
	28	Net assets with donor restrictions	414,172	28	124,735
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	<b>Total net assets or fund balances</b>	437,040	32	210,421
33	<b>Total liabilities and net assets/fund balances</b>	1,713,676	33	2,274,229	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	<b>6,303,680</b>
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	<b>6,532,207</b>
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	<b>-228,527</b>
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	<b>437,040</b>
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	<b>1,908</b>
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	<b>210,421</b>

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
<b>1</b>	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b>	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>b</b>	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>X</b>	
<b>c</b>	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	<b>X</b>	
<b>3a</b>	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	<b>X</b>	
<b>b</b>	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	<b>X</b>	

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

**Public Charity Status and Public Support**

OMB No. 1545-0047

**2019**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

**EAST BAY ASIAN YOUTH CENTER**

Employer identification number

**94-2925799**

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2  A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: .....
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations
  - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**  
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	6,852,352	6,945,976	6,265,256	5,666,379	5,795,429	31,525,392
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3	6,852,352	6,945,976	6,265,256	5,666,379	5,795,429	31,525,392
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 <b>Public support.</b> Subtract line 5 from line 4						31,525,392

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4	6,852,352	6,945,976	6,265,256	5,666,379	5,795,429	31,525,392
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	1,987	717	759	707	647	4,817
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	12,259	6,924	2,582	5,430	42,868	70,063
11 <b>Total support.</b> Add lines 7 through 10						31,600,272
12 Gross receipts from related activities, etc. (see instructions)					12	2,035,600

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	99.76%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	99.89%

16a **33 1/3% support test—2019.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

b **33 1/3% support test—2018.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization

17a **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization

b **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2015, (b) 2016, (c) 2017, (d) 2018, (e) 2019, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total. Add lines 1 through 5; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 8 Public support. (Subtract line 7c from line 6.)

Section B. Total Support

Table with 7 columns: (a) 2015, (b) 2016, (c) 2017, (d) 2018, (e) 2019, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included in line 10b; 12 Other income. Do not include gain or loss from the sale of capital assets; 13 Total support. (Add lines 9, 10c, 11, and 12.)

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 3 columns: Description, Line Number, Percentage. Row 15: Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f)) - 15 - %; Row 16: Public support percentage from 2018 Schedule A, Part III, line 15 - 16 - %

Section D. Computation of Investment Income Percentage

Table with 3 columns: Description, Line Number, Percentage. Row 17: Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f)) - 17 - %; Row 18: Investment income percentage from 2018 Schedule A, Part III, line 17 - 18 - %

19a 33 1/3% support tests—2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
3b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
3c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
4b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
4c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
5b	<b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
5c	<b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
9b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
9c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
10b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations** (continued)

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a	
b	A family member of a person described in (a) above?	11b	
c	A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.	11c	

**Section B. Type I Supporting Organizations**

		Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.	1	
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.	2	

**Section C. Type II Supporting Organizations**

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).	1	

**Section D. All Type III Supporting Organizations**

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).	2	
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.	3	

**Section E. Type III Functionally-Integrated Supporting Organizations**

1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a	<input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b	<input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c	<input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2	Activities Test. Answer (a) and (b) below.		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	2a	
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.	2b	
3	Parent of Supported Organizations. Answer (a) and (b) below.		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.	3a	
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.	3b	



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in <b>Part VI</b> ). See instructions.	
7 <b>Total annual distributions.</b> Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required-explain in <b>Part VI</b> ). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f <b>Total</b> of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
7 <b>Excess distributions carryover to 2020.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

**Part VI Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**PART II, LINE 10 - OTHER INCOME DETAIL**

\$ 70,063

**Schedule B**  
 (Form 990, 990-EZ,  
 or 990-PF)  
 Department of the Treasury  
 Internal Revenue Service

**Schedule of Contributors**

OMB No. 1545-0047

**2019**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
 ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Name of the organization

Employer identification number

**EAST BAY ASIAN YOUTH CENTER**

**94-2925799**

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33<sup>1</sup>/<sub>3</sub>% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ .....

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

**EAST BAY ASIAN YOUTH CENTER**

Employer identification number

**94-2925799**

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	COUNTY OF ALAMEDA/SBHC 1000 SAN LEANDRO BLVD, STE 300 SAN LEANDRO CA 94577	\$ 119,180	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	CITY OF OAKLAND/MZ & 2ND CHANCE 150 FRANK H OGAWA PLAZA, STE 4302 OAKLAND CA 94612	\$ 530,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	CITY OF OAKLAND/OFCY 150 FRANK H OGAWA PLAZA, STE 4212 OAKLAND CA 94612	\$ 1,319,999	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	EDUCATION FOR CHANGE 333 HAGENBERGER RD, STE 600 OAKLAND CA 94621	\$ 301,393	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	STATE OF CALIFORNIA P.O. BOX 997377, MS 0022 SACRAMENTO CA 95899	\$ 228,682	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	OAKLAND UNIFIED SCHOOL DISTRICT 900 HIGH STREET OAKLAND CA 94601	\$ 3,230,329	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**SCHEDULE C**  
**(Form 990 or 990-EZ)**

**Political Campaign and Lobbying Activities**

OMB No. 1545-0047

**2019**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**  
▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

**If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then**

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

**If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then**

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

**If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then**

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization <b>EAST BAY ASIAN YOUTH CENTER</b>	Employer identification number <b>94-2925799</b>
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**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.**

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV. (see instructions for definition of "political campaign activities")
- 2 Political campaign activity expenditures (see instructions) ▶ \$
- 3 Volunteer hours for political campaign activities (see instructions)

**Part I-B Complete if the organization is exempt under section 501(c)(3).**

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year?  Yes  No
- 4a Was a correction made?  Yes  No
- b If "Yes," describe in Part IV.

**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).**

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ \$
- 4 Did the filing organization file **Form 1120-POL** for this year?  Yes  No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

	(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990 or 990-EZ) 2019

**Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

- A** Check  if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B** Check  if the filing organization checked box A and "limited control" provisions apply.

<b>Limits on Lobbying Expenditures</b> (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals												
<b>1a</b> Total lobbying expenditures to influence public opinion (grassroots lobbying)		<b>56,100</b>													
<b>b</b> Total lobbying expenditures to influence a legislative body (direct lobbying)		<b>0</b>													
<b>c</b> Total lobbying expenditures (add lines 1a and 1b)		<b>56,100</b>													
<b>d</b> Other exempt purpose expenditures		<b>6,476,107</b>													
<b>e</b> Total exempt purpose expenditures (add lines 1c and 1d)		<b>6,532,207</b>													
<b>f</b> Lobbying nontaxable amount. Enter the amount from the following table in both columns.		<b>476,610</b>													
<table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table>		If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:	Not over \$500,000	20% of the amount on line 1e.	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	Over \$17,000,000	\$1,000,000.		
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:														
Not over \$500,000	20% of the amount on line 1e.														
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.														
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.														
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.														
Over \$17,000,000	\$1,000,000.														
<b>g</b> Grassroots nontaxable amount (enter 25% of line 1f)		<b>119,153</b>													
<b>h</b> Subtract line 1g from line 1a. If zero or less, enter -0-		<b>0</b>													
<b>i</b> Subtract line 1f from line 1c. If zero or less, enter -0-		<b>0</b>													
<b>j</b> If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?			<input type="checkbox"/> Yes <input type="checkbox"/> No												

**4-Year Averaging Period Under Section 501(h)**  
 (Some organizations that made a section 501(h) election do not have to complete all of the five columns below.  
 See the separate instructions for lines 2a through 2f.)

<b>Lobbying Expenditures During 4-Year Averaging Period</b>					
Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) Total
<b>2a</b> Lobbying nontaxable amount	461,934	500,015	487,473	476,610	1,926,032
<b>b</b> Lobbying ceiling amount (150% of line 2a, column (e))					2,889,048
<b>c</b> Total lobbying expenditures			207,000	56,100	263,100
<b>d</b> Grassroots nontaxable amount	115,484	125,004	121,866	119,153	481,507
<b>e</b> Grassroots ceiling amount (150% of line 2d, column (e))					722,261
<b>f</b> Grassroots lobbying expenditures			207,000	56,100	263,100

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes," response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

Table with 3 main columns: (a) Yes/No, (b) Amount. Rows include: 1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation... a Volunteers? b Paid staff or management... c Media advertisements? d Mailings to members... e Publications... f Grants to other organizations... g Direct contact with legislators... h Rallies, demonstrations... i Other activities? j Total. Add lines 1c through 1i. 2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)? b If "Yes," enter the amount of any tax incurred under section 4912. c If "Yes," enter the amount of any tax incurred by organization managers under section 4912. d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

Table with 3 columns: Question, Yes, No. Rows include: 1 Were substantially all (90% or more) dues received nondeductible by members? 2 Did the organization make only in-house lobbying expenditures of \$2,000 or less? 3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

Table with 2 main columns: Question, Amount. Rows include: 1 Dues, assessments and similar amounts from members. 2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid). a Current year. b Carryover from last year. c Total. 3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues. 4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year? 5 Taxable amount of lobbying and political expenditures (see instructions).

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

Series of horizontal dotted lines for providing supplemental information.





SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization

EAST BAY ASIAN YOUTH CENTER

Employer identification number

94-2925799

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors... Yes No, 6 Did the organization inform all grantees... Yes No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements, 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution, 3 Number of conservation easements modified, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, 6 Staff and volunteer hours devoted to monitoring, 7 Amount of expenses incurred in monitoring, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange program
  - e  Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment  %
  - b Permanent endowment  %
  - c Term endowment  %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |  | Yes    | No |
|--|--------|----|
| (i) Unrelated organizations  | 3a(i)  |    |
| (ii) Related organizations   | 3a(ii) |    |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		220,741		220,741
b Buildings		248,532	22,724	225,808
c Leasehold improvements		128,183	72,303	55,880
d Equipment		72,300	70,846	1,454
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				<b>503,883</b>

**Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

**Part VIII Investments – Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	6,321,127
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a	1,908	
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d	15,539	
e	Add lines 2a through 2d	2e	17,447	
3	Subtract line 2e from line 1	3	6,303,680	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	6,303,680	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	6,547,746
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	15,539	
e	Add lines 2a through 2d	2e	15,539	
3	Subtract line 2e from line 1	3	6,532,207	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	6,532,207	

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X - FIN 48 FOOTNOTE**

THE AGENCY IS EXEMPT FROM FEDERAL INCOME TAX UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE. THE AGENCY IS ALSO EXEMPT FROM STATE INCOME TAXES UNDER SECTION 23701(D) OF THE CALIFORNIA REVENUE AND TAXATION CODE. MANAGEMENT BELIEVES THAT THE AGENCY HAS NO UNCERTAIN TAX POSITIONS AS OF JUNE 30, 2020.

**PART XI, LINE 2D - REVENUE AMOUNTS INCLUDED IN FINANCIALS - OTHER**

GALA SPECIAL EVENT \$ 15,539

**PART XII, LINE 2D - EXPENSE AMOUNTS INCLUDED IN FINANCIALS - OTHER**

GALA SPECIAL EVENT \$ 15,539



**SCHEDULE G  
(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019**

Open to Public Inspection

Name of the organization

**EAST BAY ASIAN YOUTH CENTER**

Employer identification number

**94-2925799**

**Part I Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a  Mail solicitations
- b  Internet and email solicitations
- c  Phone solicitations
- d  In-person solicitations
- e  Solicitation of non-government grants
- f  Solicitation of government grants
- g  Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?  Yes  No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

	(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
			Yes	No			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>Total</b>							

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		<u>ANNUAL GALA</u>		<u>NONE</u>	(add col. (a) through col. (c))
		(event type)	(event type)	(total number)	col. (c)
Revenue	1 Gross receipts	70,133			70,133
	2 Less: Contributions	12,913			12,913
	3 Gross income (line 1 minus line 2)	57,220			57,220
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	15,539			15,539
	10 Direct expense summary. Add lines 4 through 9 in column (d)				15,539
11 Net income summary. Subtract line 10 from line 3, column (d)				41,681	

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes <input type="checkbox"/> No %	<input type="checkbox"/> Yes <input type="checkbox"/> No %	<input type="checkbox"/> Yes <input type="checkbox"/> No %	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_  
 a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No  
 b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No  
 b If "Yes," explain: \_\_\_\_\_



- 11 Does the organization conduct gaming activities with nonmembers?  Yes  No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming?  Yes  No

- 13 Indicate the percentage of gaming activity conducted in:
 

<b>13a</b>	_____	%
<b>13b</b>	_____	%

  - a The organization's facility
  - b An outside facility

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ .....

Address ▶ .....

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?  Yes  No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_

c If "Yes," enter name and address of the third party:

Name ▶ .....

Address ▶ .....

16 Gaming manager information:

Name ▶ .....

Gaming manager compensation ▶ \$ .....

Description of services provided ▶ .....

- Director/officer        Employee        Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?  Yes  No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE I  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

**2019**

**Open to Public  
Inspection**

Name of the organization

Employer identification number

**EAST BAY ASIAN YOUTH CENTER**

**94-2925799**

**Part I General Information on Grants and Assistance**

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?  Yes  No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

**Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.**

1	(a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table

3 Enter total number of other organizations listed in the line 1 table

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

**Part III Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.  
 Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1 STIPENDS	65	23,000		FMV	
2					
3					
4					
5					
6					
7					

**Part IV Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2 - PROCEDURES FOR MONITORING THE USE OF GRANT FUNDS

THE INTERNS ARE RECRUITED AND SELECTED BY THE PROGRAM DIRECTOR. EACH INTERN SIGNS AN INTERNSHIP AGREEMENT THAT OUTLINES THE TERMS, CONDITIONS, DELIVERABLE, AND STIPEND AMOUNT. IN ADDITION, THEY FILL OUT A W9 FORM, INTAKE FORM, AND PARENT CONSENT FORM. DURING THE INTERNSHIP, THE INTERNS SIGNED IN/OUT WHEN THEY PARTICIPATE IN THE PROGRAM ACTIVITY. AT THE END OF THE INTERNSHIP, THE PROGRAM DIRECTOR VERIFIES THE INTERN'S HOURS AND PERFORMANCE. NEXT, THE PROGRAM DIRECTOR FILLS OUT A PAYMENT REQUEST FOR THE INTERNSHIP STIPEND. AFTER THE FISCAL APPROVAL PROCESS, A CHECK IS CUT PAYABLE TO THE INTERN.

**SCHEDULE L**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Transactions With Interested Persons**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**2019**

Open To Public Inspection

**EAST BAY ASIAN YOUTH CENTER**

Employer identification number

**94-2925799**

**Part I Excess Benefit Transactions** (section 501(c)(3), section 501(c)(4), and 501(c)(29) organizations only).

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b, or Form 990-EZ, Part V, line 40b.

1	(a) Name of disqualified person	(b) Relationship between disqualified person and organization	(c) Description of transaction	(d) Corrected?	
				Yes	No
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

- 2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958 ▶ \$ \_\_\_\_\_
- 3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization ▶ \$ \_\_\_\_\_

**Part II Loans to and/or From Interested Persons.**

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a or Form 990, Part IV, line 26; or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22.

1	(a) Name of interested person	(b) Relationship with organization	(c) Purpose of loan	(d) Loan to or from the org.?		(e) Original principal amount	(f) Balance due	(g) In default?		(h) Approved by board or committee?		(i) Written agreement?	
				To	From			Yes	No	Yes	No	Yes	No
				(1)	GEORGE KAKISHIBA REVOCABLE TRUST NOTE PAYABLE			ED IS THE	TRUSTEE	X		300,000	101,000
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
<b>Total</b>							▶ \$	101,000					

**Part III Grants or Assistance Benefiting Interested Persons.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

1	(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of assistance	(d) Type of assistance	(e) Purpose of assistance
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					



**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2019**

Open to Public  
Inspection

Name of the organization

**EAST BAY ASIAN YOUTH CENTER**

Employer identification number

**94-2925799**

**FORM 990 - ORGANIZATION'S MISSION OR MOST SIGNIFICANT ACTIVITIES**

OUR MISSION IS TO SUPPORT ALL YOUTH TO BE SAFE, SMART AND SOCIALLY RESPONSIBLE. EBAYC PROVIDES TRUSTED MENTORS, EDUCATIONAL PROGRAM AND GRASSROOTS POLICY WORK, SO THAT ALL YOUTH MAY REALIZE THEIR ASPIRATIONS AND PERSONAL PATHS TO SUCCESS.

**FORM 990 - ORGANIZATION'S MISSION**

EBAYC IS DEDICATED TO SUPPORTING YOUNG PEOPLE TO BE SAFE, SMART, AND SOCIALLY RESPONSIBLE. EBAYC OFFERS A CONTINUUM OF INTEGRATED SERVICES TO A DIVERSE MEMBERSHIP OF YOUTH AND FAMILIES IN OAKLAND. OUR GOAL IS TO SUPPORT STUDENTS TO GRADUATE FROM HIGH SCHOOL AND PURSUE HIGHER EDUCATION.

**FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990**

FORM 990 IS REVIEWED BY DEPUTY DIRECTOR OF FINANCE, VICE-CHAIRPERSON FOR FINANCE, AND OUTSIDE CONSULTANT WHO IS A CPA. FORM 990 IS THEN REVIEWED BY THE EXECUTIVE DIRECTOR.

**FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY**

BOARD OF DIRECTORS AND KEY EMPLOYEES ARE REQUIRED TO DISCLOSE ANNUALLY INTERESTS BY SIGNING THE CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT FORM.

**FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL**

THE ORGANIZATION'S PROCESS FOR DETERMINING THE COMPENSATION IS BASED ON THE SALARY SCALE OF THE POSITION. THE EMPLOYEE'S STARTING SALARY DEPENDS ON THE YEARS OF RELEVANT WORK EXPERIENCE THAT MATCHED THE JOB DESCRIPTION.

Name of the organization

Employer identification number

EAST BAY ASIAN YOUTH CENTER

94-2925799

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS

THE ORGANIZATION'S PROCESS FOR DETERMINING THE COMPENSATION IS BASED ON THE SALARY SCALE OF THE POSITION. THE EMPLOYEE'S STARTING SALARY DEPENDS ON THE YEARS OF RELEVANT WORK EXPERIENCE THAT MATCHED THE JOB DESCRIPTION.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

FINANCIAL STATEMENTS ARE AVAILABLE UPON REQUEST.

FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS EXPLANATION

GALA SPECIAL EVENT	\$	15,539
GALA SPECIAL EVENT	\$	-15,539

# After-School Programs: Elementary Schools

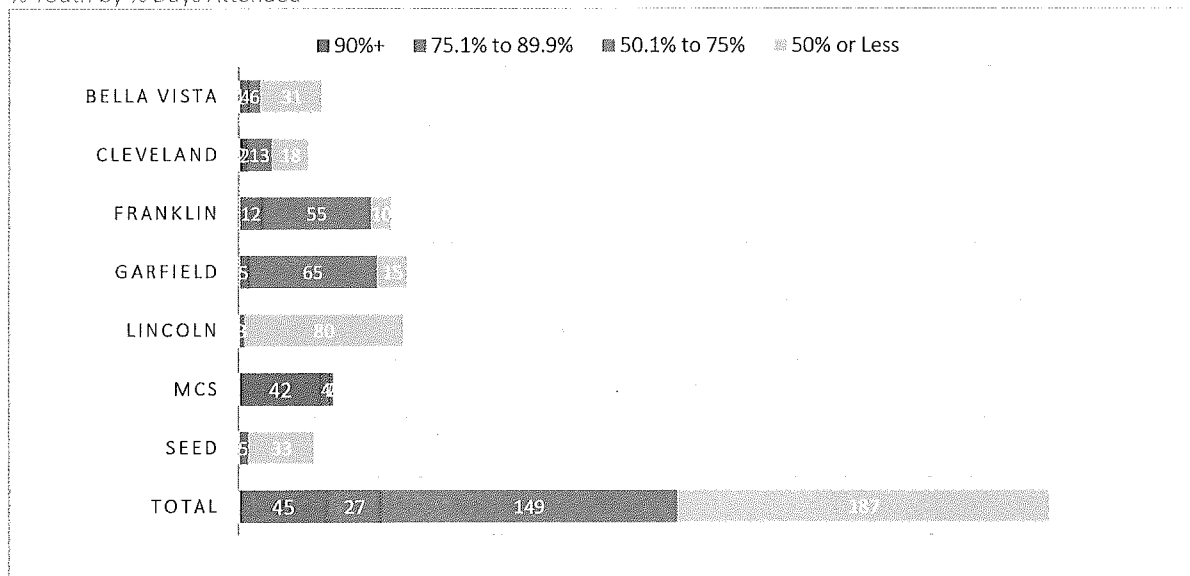
## ACADEMIC YEAR 2020 – 2021: YEAR END REPORT

AUGUST 10, 2020 – MAY 27, 2021



% DAYS ATTENDED	90%+	75.1% to 89.9%	50.1% to 75%	50% or Less	Total
Bella Vista	1	4	6	31	42
Cleveland	2	2	13	18	35
Franklin	0	12	55	10	77
Garfield	0	5	65	15	85
Lincoln	0	0	3	80	83
MCS	42	4	2	0	48
SEED	0	0	5	33	38
Total	45	27	149	187	408

% Youth by % Days Attended



# DAYS ATTENDED	150 or more days	100 - 149 days	75 - 99 days	50 - 74 days	25 - 49 days	Less than 25 days	Min	Max
Bella Vista	0	1	5	4	6	26	1	108
Cleveland	2	5	10	5	13	0	27	151
Franklin	0	25	19	12	9	12	5	113
Garfield	0	18	59	8	0	0	64	127
Lincoln	0	0	2	33	35	13	9	79
MCS	0	47	1	0	0	0	80	144
SEED	0	0	4	10	9	15	1	96
Total	2	96	100	72	72	66		





# 2021-2022 EBAYC Organizational Chart

## Board of Directors

### David Kakishiba

Executive Director

### Gianna Tran

Deputy Executive Director

### Quyen Le

Data & Evaluation Director

### Angelica Reyes

Counselor - Street Team

### Chanda May

Counselor - Street Team

### Juan Campos

Counselor - Street Team

### Dennis Deudor

Counselor - Street Team

### William Brown

Counselor - Street Team

### Nidia Ambriz

Expanded Learning Director - Dewey

### John Tran

Internship Counselor - Dewey

### MetWest High School

Fiscal Agency

### International High School

Fiscal Agency

### Mae Saeteurn

Deputy Director of Finance

### Jana Saeteurn

Operations Director

### TBD

Communications Director

### Evangalina Lara

Parent Organizer

### Rany Ath

Managing Director - Oakland High School

### Pearm Koeu

Operations Manager

### Lucumi Soriano

Behavioral Health Director

### Erik Fuller

Counselor

### Vacant

Expanded Learning Director (Site Coordinator)

### Julia DeGuzman

Program Assistant

### Nhi Chau

Deputy Director of Strategic Development

### Darling Mieu

Development Manager

### Jake Tane

Expanded Learning Director (Site Coordinator) - Cleveland

### Lily Chuong

Expanded Learning Director (Site Coordinator)- Lincoln

### Vincent Yu

Expanded Learning Director (Site Coordinator) - Franklin

### Jonatan Valladaras

Expanded Learning Director (Site Coordinator) - Bella Vista

### Angela Phung

Expanded Learning Director (Site Coordinator) - Manzanita

### Marcel Nelson

Expanded Learning Director (Site Coordinator) - SEED

### Lai Saechao

Expanded Learning Director (Site Coordinator) - Lazear

### Jimmy Lee

Expanded Learning Director (Site Coordinator)- Edna Brewer

### Alejandra Garcia - Lucero Sanchez

Expanded Learning Directors (Site Coordinators)- Frick

### Marisela De Anda

Managing Director - Roosevelt

### TBD

Operations Manager

**Nikole Basquine - Diocelina Morelos - Anthony Alexandre**

Youth Advocates

### Nikita Williams

Managing Director - Garfield

### Mauricio Cisneros

Operations Manager

**Rosio Cisneros - NazReth Johnson**

Family Advocates

### Freddie Mesa

Expanded Learning Director (Site Coordinator)- Urban Promise

### Chia Xiong

Managing Director - EBAYC Sacramento

**Kong Xiong - Xiong Vang - Dexter Niskala - Dee Khang**

Counselors



STATE OF CALIFORNIA  
**FRANCHISE TAX BOARD**  
PO BOX 942857  
SACRAMENTO CA 94257-0540

## Entity Status Letter

Date:

ESL ID:

### Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701
4. We do not have current information about the entity.
5. The entity was administratively dissolved/cancelled on \_\_\_\_\_ through the Franchise Tax Board Administrative Dissolution process.

### Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

### Connect With Us

Web: [ftb.ca.gov](http://ftb.ca.gov)

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Account #: 444060549

This statement: May 28, 2021  
 Last statement: April 30, 2021

Contact us:  
 800 773-7100

Oakland Banking Office  
 2101 Webster ST  
 Oakland CA 94612-3043

444 0830G  
 EAST BAY ASIAN YOUTH CENTER  
 DBA OAKLAND ASIAN STUDENTS EDUCATIONAL  
 SERVICES (PAYROLL/OPERATING ACCT)  
 2025 E 12TH ST  
 OAKLAND CA 94606

cnb.com

**Non-Profit Checking Account**

Account Summary		Account Activity	
Account number	444060549	Beginning balance (4/30/2021)	\$713,701.26
Minimum balance	\$571,522.14		
Average balance	\$641,006.15		
Avg. collected balance	\$625,063.00		
		<b>Credits</b>	
		Deposits (17)	+ 446,389.04
		Electronic cr (11)	+ 13,621.66
		Other credits (0)	+ 0.00
		<b>Total credits</b>	<b>+ \$460,010.70</b>
		<b>Debits</b>	
		Checks paid (394)	- 449,831.51
		Electronic db (6)	- 127,627.43
		Other debits (16)	- 610.05
		<b>Total debits</b>	<b>- \$578,068.99</b>
		Ending balance (5/28/2021)	\$595,642.97

**DEPOSITS**

Date	Description	Reference	Credits
5-3	E-Deposit	00000001	128.56
5-3	E-Deposit	00000001	833.33
5-3	E-Deposit	00000001	1,307.58
5-3	E-Deposit	00000001	1,800.00
5-3	E-Deposit	00000001	24,008.08
5-10	E-Deposit	00000001	133,285.81
5-10	E-Deposit	00000001	16.00
5-19	E-Deposit	00000001	90,098.81
5-19	E-Deposit	00000001	1,000.00
5-19	E-Deposit	00000001	17,750.55
5-19	E-Deposit	00000001	20,534.60
5-24	E-Deposit	00000001	89,000.00
5-24	E-Deposit	00000001	48.74
5-24	E-Deposit	00000001	5,000.00
5-24	E-Deposit	00000001	17,000.00
5-24	E-Deposit	00000001	17,371.06
5-24	E-Deposit	00000001	27,205.92

**ELECTRONIC CREDITS**

Date	Description	Credits
5-4	Incoming Wire-Dom	70.47
5-5	Incoming Wire-Dom	7.96
5-5	Incoming Wire-Dom	399.25
5-5	Preauthorized Credit BRAINTREE FUNDING CSJKXM EASTBAYASIAN YOUTH CC	242.45

**ELECTRONIC CREDITS (Continued)**

Date	Description	Credits
5-17	Preauthorized Credit NETWORK FOR GOOD CORP PMT 7452361 EAST BAY ASIAN YOU CCD	431.16
5-17	Preauthorized Credit BENEVITY FUND DONATION 5V8WSGY5KH EAST BAY ASIAN YOU CCD	11,542.51
5-18	Incoming Wire-Dom	1.14
5-19	Preauthorized Credit BRAINTREE FUNDING 4M7NT6 EASTBAYASIANYOUTHCCD	148.34
5-24	Preauthorized Credit AMZNCQND647X AMAZONSMIL CCD EAST BAY ASIAN PAYMENTS.AMAZON.CO M ID#2LI98R3US6YE6 69	95.15
5-24	Preauthorized Credit BENEVITY FUND DONATION 5W25DYX38B EAST BAY ASIAN YOU CCD	669.96
5-27	Preauthorized Credit UNITED WAY CALIF ACH PAYMEN 229613 20M4UWCCR PPD 2330447	13.27

**CHECKS PAID**

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
9303	5-12	380.00	9531	5-10	506.00	9581	5-17	250.00	9623	5-17	250.00
9329 *	5-10	506.00	9533 *	5-7	150.00	9583 *	5-24	7,218.00	9624	5-24	60.00
9426 *	5-10	506.00	9535 *	5-12	400.00	9584	5-25	1,000.00	9625	5-24	250.00
9452 *	5-3	210.00	9538 *	5-4	3,825.00	9585	5-18	250.00	9626	5-21	700.00
9456 *	5-5	100.00	9540 *	5-7	955.94	9587 *	5-19	250.00	9627	5-19	241.50
9457	5-12	200.00	9541	5-24	400.00	9588	5-24	250.00	9628	5-19	187.50
9458	5-21	227.06	9543 *	5-7	500.00	9589	5-13	800.00	9629	5-19	183.50
9466 *	5-21	1,137.79	9545 *	5-5	400.00	9592 *	5-17	700.00	9630	5-19	114.50
9467	5-5	288.00	9548 *	5-6	500.00	9593	5-24	700.00	9631	5-19	101.50
9469 *	5-21	509.24	9549	5-4	700.09	9594	5-18	650.00	9632	5-20	732.00
9473 *	5-20	269.64	9550	5-6	720.00	9595	5-24	250.00	9633	5-19	650.00
9474	5-7	4,044.28	9552 *	5-26	250.00	9596	5-19	300.00	9634	5-24	250.00
9480 *	5-3	33,000.00	9553	5-19	400.00	9598 *	5-25	200.00	9635	5-17	550.00
9482 *	5-4	250.00	9554	5-19	250.00	9600 *	5-20	215.58	9636	5-27	10.34
9484 *	5-6	50.00	9556 *	5-21	250.00	9601	5-25	250.00	9637	5-21	267.74
9489 *	5-5	119.01	9558 *	5-27	300.00	9602	5-20	250.00	9638	5-17	250.00
9503 *	5-10	100.00	9559	5-19	300.00	9604 *	5-19	250.00	9639	5-17	250.00
9504	5-3	400.00	9561 *	5-24	11,630.00	9606 *	5-25	250.00	9640	5-24	250.00
9506 *	5-21	550.00	9562	5-21	2,273.64	9607	5-26	700.00	9641	5-25	60.00
9507	5-7	240.00	9563	5-24	60.00	9608	5-17	700.00	9643 *	5-21	705.83
9508	5-6	120.24	9564	5-24	950.00	9609	5-19	250.00	9644	5-21	25.00
9509	5-11	500.00	9565	5-18	250.00	9610	5-28	300.00	9645	5-21	3,358.76
9512 *	5-4	1,100.00	9567 *	5-17	700.00	9611	5-24	450.00	9646	5-21	477.60
9513	5-3	220.38	9568	5-20	250.00	9612	5-19	400.00	9647	5-21	393.09
9514	5-4	4,077.55	9569	5-24	250.00	9614 *	5-17	300.00	9648	5-21	870.68
9515	5-3	600.00	9570	5-19	250.00	9615	5-19	700.00	9649	5-21	821.81
9516	5-25	100.00	9571	5-17	550.00	9616	5-24	700.00	9650	5-21	1,209.13
9520 *	5-4	1,800.00	9573 *	5-18	250.00	9617	5-24	450.00	9652 *	5-21	565.06
9524 *	5-11	346.50	9576 *	5-24	250.00	9618	5-17	250.00	9653	5-21	988.20
9525	5-12	500.00	9578 *	5-25	250.00	9620 *	5-17	250.00	9654	5-21	111.45
9529 *	5-10	550.00	9579	5-24	60.04	9621	5-18	250.00	9655	5-21	114.81
9530	5-3	750.00	9580	5-20	250.00	9622	5-24	250.00	9656	5-21	456.43



**CHECKS PAID (Continued)**

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
9657	5-21	495.83	54775	5-13	3,738.41	54823	5-11	552.86	54871	5-5	1,017.94
9658	5-21	18.61	54776	5-5	3,851.20	54824	5-6	1,481.98	54872	5-5	1,181.24
9659	5-21	21.96	54777	5-5	4,771.48	54825	5-6	1,284.85	54873	5-5	1,081.33
9660	5-21	74.22	54778	5-5	3,459.34	54826	5-6	790.72	54874	5-5	974.92
9661	5-21	416.87	54779	5-10	3,741.42	54827	5-5	645.80	54875	5-5	1,134.54
9674 *	5-28	2,053.82	54780	5-6	3,449.05	54828	5-5	951.54	54876	5-10	921.10
9736 *	5-28	720.00	54781	5-7	4,756.70	54829	5-7	846.85	54877	5-5	1,065.76
54637 *	5-10	839.74	54782	5-6	1,610.95	54830	5-5	825.34	54878	5-27	1,420.65
54640 *	5-4	2,080.01	54783	5-5	3,541.72	54831	5-7	882.24	54880 *	5-21	1,439.84
54644 *	5-3	1,219.29	54784	5-5	1,597.91	54832	5-17	851.54	54881	5-20	1,589.32
54648 *	5-3	1,545.08	54785	5-6	4,475.40	54833	5-13	846.84	54883 *	5-24	1,219.28
54650 *	5-13	1,592.14	54786	5-6	5,341.45	54834	5-7	825.35	54884	5-26	1,656.63
54668 *	5-4	346.37	54787	5-6	1,693.75	54835	5-7	1,141.72	54885	5-21	1,575.28
54677 *	5-5	337.25	54788	5-5	3,887.90	54836	5-7	861.95	54886	5-20	1,690.78
54708 *	5-4	340.44	54789	5-10	904.45	54837	5-5	975.67	54887	5-21	1,545.07
54727 *	5-10	509.29	54790	5-10	1,147.24	54838	5-5	821.88	54888	5-21	1,567.68
54736 *	5-13	756.62	54791	5-7	927.09	54839	5-12	846.12	54890 *	5-20	1,657.84
54745 *	5-10	526.69	54792	5-6	926.75	54840	5-12	414.29	54891	5-20	1,610.94
54747 *	5-6	3,664.58	54793	5-10	1,059.93	54841	5-7	909.41	54892	5-21	1,597.90
54748	5-7	4,446.25	54794	5-5	209.42	54842	5-5	1,371.72	54893	5-20	1,693.73
54749	5-13	1,420.66	54795	5-10	209.42	54843	5-10	825.34	54894	5-20	759.70
54750	5-6	2,080.01	54796	5-12	39.27	54845 *	5-10	1,371.72	54895	5-20	922.60
54751	5-7	5,476.94	54797	5-6	189.80	54846	5-13	1,465.78	54896	5-21	798.16
54752	5-5	3,712.88	54798	5-6	825.35	54847	5-5	1,812.71	54897	5-20	803.07
54753	5-12	3,998.92	54799	5-6	882.24	54848	5-6	841.17	54898	5-25	973.96
54754	5-6	1,439.84	54800	5-10	894.58	54849	5-6	986.52	54899	5-20	202.89
54755	5-5	1,663.73	54801	5-10	742.25	54850	5-5	840.49	54900	5-24	206.15
54756	5-10	3,139.21	54802	5-10	795.72	54851	5-7	841.17	54902 *	5-24	749.14
54757	5-10	3,396.81	54803	5-5	925.24	54852	5-5	1,443.81	54903	5-21	805.86
54758	5-7	6,778.33	54804	5-5	925.24	54853	5-5	882.24	54906 *	5-26	810.72
54759	5-13	1,531.14	54805	5-5	975.67	54854	5-5	798.16	54907	5-20	848.86
54760	5-18	1,219.27	54806	5-17	828.95	54855	5-6	825.35	54908	5-21	848.86
54761	5-7	4,299.72	54808 *	5-5	888.89	54856	5-5	909.41	54909	5-21	861.66
54762	5-6	4,049.11	54809	5-5	909.41	54857	5-24	934.83	54912 *	5-27	819.63
54763	5-6	3,931.26	54810	5-5	793.54	54858	5-21	897.94	54913	5-20	833.04
54764	5-10	3,678.06	54812 *	5-7	719.99	54859	5-5	1,029.01	54914	5-26	710.45
54765	5-7	1,656.63	54813	5-7	536.55	54860	5-7	974.98	54916 *	5-25	390.71
54766	5-5	1,575.28	54814	5-5	399.55	54861	5-6	974.53	54917	5-20	375.20
54767	5-6	4,607.62	54815	5-7	236.99	54862	5-10	931.83	54918	5-21	159.51
54768	5-5	1,690.77	54816	5-5	1,151.72	54863	5-5	1,093.80	54919	5-20	936.81
54769	5-5	3,529.15	54817	5-5	735.83	54864	5-13	902.61	54920	5-21	611.18
54770	5-18	1,545.07	54818	5-5	1,213.27	54866 *	5-11	1,289.31	54921	5-20	1,024.16
54771	5-6	1,567.68	54819	5-5	1,199.73	54867	5-13	1,394.93	54922	5-20	1,031.34
54772	5-17	1,592.13	54820	5-6	1,121.65	54868	5-5	1,091.83	54923	5-26	923.92
54773	5-5	4,283.79	54821	5-6	1,148.82	54869	5-6	853.58	54924	5-26	976.88
54774	5-5	1,657.84	54822	5-5	1,113.05	54870	5-5	964.10	54925	5-20	911.04

**CHECKS PAID (Continued)**

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
54926	5-25	498.13	54948 *	5-24	1,016.79	54971 *	5-20	1,091.80	55012	5-27	620.11
54927	5-20	1,289.37	54949	5-24	1,187.15	54972	5-25	659.66	55013	5-27	840.38
54928	5-21	1,117.05	54950	5-20	1,475.45	54973	5-24	813.48	55015 *	5-27	1,157.82
54929	5-20	624.69	54951	5-21	700.09	54974	5-20	882.71	55016	5-27	1,124.48
54930	5-20	590.40	54952	5-20	820.35	54975	5-20	1,013.05	55017	5-28	694.53
54931	5-21	829.43	54953	5-20	694.28	54976	5-24	916.89	55018	5-28	512.45
54932	5-24	748.40	54954	5-24	700.09	54977	5-21	907.65	55019	5-27	782.50
54933	5-20	728.38	54955	5-20	1,181.31	54978	5-20	875.79	55021 *	5-27	686.84
54934	5-25	775.08	54956	5-20	728.91	54979	5-21	770.45	55029 *	5-28	904.55
54935	5-24	746.28	54957	5-24	659.66	54980	5-20	1,254.88	55033 *	5-27	1,136.39
54936	5-25	748.41	54958	5-25	686.83	54982 *	5-27	912.50	55034	5-27	686.83
54937	5-20	728.38	54959	5-21	756.09	54983	5-28	821.25	55039 *	5-27	707.20
54938	5-24	993.71	54960	5-24	866.89	54984	5-27	825.00	55040	5-28	1,124.47
54939	5-24	753.40	54961	5-27	825.85	54986 *	5-28	157.06	55041	5-27	694.28
54940	5-24	786.63	54962	5-21	954.26	54995 *	5-28	771.15	55044 *	5-27	728.91
54941	5-21	718.00	54964 *	5-21	825.69	54996	5-27	771.15	55045	5-28	666.57
54942	5-24	714.54	54965	5-21	763.79	55000 *	5-27	726.14	55047 *	5-28	756.09
54943	5-28	237.89	54966	5-21	887.58	55005 *	5-27	354.91	55048	5-28	756.09
54944	5-21	756.09	54967	5-20	705.82	55007 *	5-27	614.45	55050 *	5-27	879.21
54945	5-20	1,136.39	54968	5-21	961.34	55008	5-28	530.26			
54946	5-27	686.84	54969	5-20	1,048.29	55011 *	5-27	560.89			

\* Skip in check sequence

**ELECTRONIC DEBITS**

Date	Description	Debits
5-4	Preauthorized Debit ADP TAX ADP TAX 04WET 050517A01 EAST BAY ASIAN YOU CCD	
5-7	Preauthorized Debit ADP PAYROLL FEES ADP - FEES 10WET 6603722 EAST BAY ASIA YOUT CCD	79,624.51
5-7	Preauthorized Debit ADP PAYROLL FEES ADP - FEES 8YWET 6603727 EAST BAY ASIA YOUT CCD	468.15
5-7	Preauthorized Debit ADP PAYROLL FEES ADP - FEES 1WWET 6603720 EAST BAY ASIA YOUT CCD	574.00
5-19	Preauthorized Debit ADP TAX ADP TAX 04WET 052020A01 EAST BAY ASIAN YOU CCD	822.36
5-27	Preauthorized Debit ADP TAX ADP TAX 04WET 052721A01 EAST BAY ASIAN YOU CCD	30,413.65
		15,724.76

**OTHER DEBITS**

Date	Description	Reference	Debits
5-4	Service Charge INCOMING WIRE-DOM		15.00
5-5	Service Charge INCOMING WIRE-DOM		15.00
5-5	Service Charge INCOMING WIRE-DOM		15.00
5-17	Service Charge ACH FILTER FRAUD S USPECTS FOR 04/21		3.00
5-17	Service Charge ACH FILTER AUTHORI ZATIONS FOR 04/21		8.00
5-17	Service Charge POSITIVE PAY ITEMS FOR 04/21		18.90
5-17	Service Charge ACH FRAUD PROTECTI ON SERVICE MAINT FOR 04/21		20.00
5-17	Service Charge ARP CORRECT REJECT ED ISSUES/VOIDS FOR 04/21		20.40
5-17	Service Charge TNET BASIC POS PAY EXCEPTIONS FOR 04/21		25.00
5-17	Service Charge TNET BASIC POS PAY FILE IMPORT FOR 04/21		30.00
5-17	Service Charge TNET BASIC MAINT ( ACCTS 1-5) FOR 04/21		35.00
5-17	Service Charge ELECTRONIC DEP MAI NTENANCE WEB FOR 04/21		50.00
5-17	Service Charge POSITIVE PAY MAINT ENANCE FOR 04/21		50.00

EAST BAY ASIAN YOUTH CENTER  
 May 28, 2021

Page 5  
 Account #: 444060549

**OTHER DEBITS (Continued)**

Date	Description	Reference	Debits
5-17	Service Charge POSITIVE PAY EXCEP TIONS FOR 04/21		202.00
5-18	Service Charge INCOMING WIRE-DOM		15.00
5-28	Service Charge EXCESS TRANS		87.75

**DAILY BALANCES**

Date	Amount	Date	Amount	Date	Amount	Date	Amount
4-30	713,701.26	5-7	571,522.14	5-17	613,156.50	5-24	654,193.07
5-3	837,119.87	5-10	633,834.15	5-18	608,728.30	5-25	647,350.29
5-4	743,031.37	5-11	631,145.48	5-19	701,919.64	5-26	641,321.69
5-5	668,829.98	5-12	624,366.88	5-20	666,190.85	5-27	606,736.90
5-6	616,395.73	5-13	609,917.75	5-21	625,493.59	5-28	595,642.97



## IMPORTANT NOTICE

Please examine your statement at once. You are in the best position to find errors or unauthorized transactions and you must tell us at once. If nothing is reported to us promptly this statement will be considered correct and any liability we may have to you may be limited.

**In case of errors or questions about your electronic funds transfers:** Call or write us at the telephone number or address shown on the front of this statement if you think your statement or receipt is wrong or you need more information about a transfer listed on the statement or receipt.

**For Consumer accounts:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. (1) Tell us your name and account number. (2) Tell us the dollar amount of the suspected error. (3) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days for new accounts), we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

**For Business and other non-Consumer accounts:** We must hear from you at once if there is an error on your account or you think a transaction is unauthorized. We will investigate promptly. Failure to contact us may prevent us from blocking further unauthorized transactions or recovering money for you. If we made an error we will correct your account at the conclusion of our investigation.

**Direct Deposits:** If you have arranged to have direct deposits (e.g. Social Security) made to your consumer account at least once every 60 days from the same person or company, you can call us at the telephone number on the front of this statement to find out whether the deposit has been made.

You may obtain a form to help you **balance your account** at [www.cnb.com/reconcile](http://www.cnb.com/reconcile) or call us at the telephone number shown on the front of this statement to have a form mailed to you.

**All items credited are subject to final payment. See your *Account Agreement and Disclosures* or *Treasury Management Disclosure and Agreement* and *Fee Schedules* for other terms and conditions applicable to your account.**





**Job Announcement – June 1, 2021**  
**2021-2022 After-School Teacher – Elementary School**

The After-School Teacher prepares and provide integrated in-person and virtual learning activities to cohorts of up to twenty elementary school youth at one of eight schools – Bella Vista Elementary (5 positions), Cleveland Elementary (4 positions), Franklin Elementary (6 positions), Garfield Elementary (8 positions), Lazear K-8 (6 positions), Lincoln Elementary (7 positions), Manzanita Community School (5 positions), and Manzanita SEED (5 positions).

**Core Responsibilities**

1. Facilitate the academic and social development of elementary school youth through their daily participation and engagement in the EBAYC After-School Learning program.
2. Plan, develop, and implement syllabi, lesson plans, and celebrations for up to three project-based learning themes that foster creative expression, critical thinking, and collaborative decision-making (e.g. art, music, drama, sports, science, media, gaming, gardening, cooking), including the use of distance learning methods and platforms.
3. Plan, develop, and implement syllabi, lesson plans, and celebrations that foster literacy development (e.g. Reading with Relevance), including the use of distance learning methods and platforms.
4. Plan, develop, and implement syllabi, lesson plans, and celebrations for Community Building activities (e.g. Building Intentional Communities), including the use of distance learning methods and platforms.
5. Maintain on-going one-to-one communication and collaboration with parents and teachers.
6. Plan and integrate the participation of assigned high school teaching interns and/or U.C. Berkeley volunteers.
7. Collect and submit all required student-level data.
8. Participate in all EBAYC After-School Learning Team meetings and activities.

**Minimum Qualifications**

1. 48 College semester units or passage of the OUSD Instructional Aide examination.
2. Negative Result on tuberculosis test.
3. LiveScan background check clearance.
4. Ability to manage and support a group of 20 elementary school students.
5. Ability to plan and prepare lesson plans and deliver instruction.
6. Ability to communicate effectively with parents and teachers.
7. Knowledge of and commitment to working in and building a culturally-responsive, trauma-informed, healing-centered youth and family service organization.
8. Knowledge of and commitment to EBAYC's vision, mission, and theory-of-change.
9. Fluency in Mam, Spanish, Cantonese or Vietnamese is highly desirable.

**Compensation: \$18 to \$20 per hour**

**Work Schedule: Wednesday, August 4, 2021 to Wednesday, May 25, 2022, excluding non-instruction days.**

**5 hours per day for 183 work days.**

**Monday through Friday, 1:00pm to 6:00pm**

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*Founded in 1976, EBAYC is a non-profit community organization dedicated to building supportive relationships with young people to empower them be safe, smart, and socially responsible. EBAYC serves 2,500 children and youth who reside in low-wealth neighborhoods in Oakland and Sacramento. EBAYC provides intensive personalized support to young people most impacted by poverty, violence, and trauma; operates youth service centers at neighborhood public schools; and organizes families to secure public investments that improve the lives of all young people.*



**Job Announcement**  
**Expanded Learning Program Director**

EBAYC @ XXXX School serves 100 students every day through its summer and after-school learning programs. The Program Director is responsible for the day-to-day leadership and management of all summer and after-school learning programs at XXXX School.

**Key Responsibilities**

1. Lead and facilitate a continuous program improvement process with program employees, parents, youth, and school principal.
2. Hire, train, and supervise a team of 5 part-time After School Teachers.
3. Establish and sustain a daily attendance of XX students in the summer program and 80 students in the after-school program.
4. Oversee daily program operations, including program scheduling, curriculum development, instructional practice, facilities management, food services, student attendance and release, and program data collection.
5. Actively participate in selected school and neighborhood improvement projects, including serving on appropriate leadership bodies and project committees.
6. Represent EBAYC to the broader community, including youth, parents, Oakland Unified School District, Oakland Fund for Children & Youth, and other governmental agencies and community-based organizations.

**Desired Qualifications**

1. Two years of full-time work experience in Youth Development program and employee management.
2. Demonstrated ability to manage interagency partnerships.
3. Demonstrated ability to facilitate continuous program improvement processes.
4. Demonstrated ability to lead employee teams to achieve positive results.
5. Demonstrated commitment to social justice and resident empowerment.
6. Outstanding English writing and oral communication skills.
7. Knowledge of and commitment to working in and building a culturally-responsive, trauma-informed, healing-centered youth and family service organization.
8. Knowledge of and commitment to EBAYC's vision, mission, and theory-of-change.
9. Fluency in Mam, Spanish, Cantonese or Vietnamese is highly desirable.
10. Bachelor's Degree

**Compensation**

Positions Available: One Full-Time

Annual Salary: \$57,000 to \$69,000 (range)

Benefits: Medical, Dental, and Vision Coverage; Vacation, Medical, and Holiday Leave; Retirement Match

Direct Report To: Deputy Director of Strategic Development

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*Founded in 1976, EBAYC is a non-profit community organization dedicated to building supportive relationships with young people to empower them be safe, smart, and socially responsible. EBAYC serves 2,500 children and youth who reside in low-wealth neighborhoods in Oakland and Sacramento. EBAYC provides intensive personalized support to young people most impacted by poverty, violence, and trauma; operates youth service centers at neighborhood public schools; and organizes families to secure public investments that improve the lives of all young people.*



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0752284927  
Nov. 01, 2019 LTR 4168C 0  
94-2925799 000000 00

00038454  
BODC: TE

EAST BAY ASIAN YOUTH CENTER  
2025 E 12TH ST  
OAKLAND CA 94606-4925

034192

Employer ID number: 94-2925799  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Oct. 22, 2019, about your tax-exempt status.

We issued you a determination letter in December 1996, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752284927  
Nov. 01, 2019 LTR 4168C 0  
94-2925799 000000 00  
00038455

EAST BAY ASIAN YOUTH CENTER  
2025 E 12TH ST  
OAKLAND CA 94606-4925

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3



# Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

**Entity Name:** EAST BAY ASIAN YOUTH CENTER  
**File Number:** C1232109  
**Registration Date:** 11/15/1983  
**Entity Type:** DOMESTIC NONPROFIT CORPORATION  
**Jurisdiction:** CALIFORNIA  
**Status:** ACTIVE (GOOD STANDING)

As of June 14, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of June 15, 2021.

**SHIRLEY N. WEBER, Ph.D.**  
**Secretary of State**

**Certificate Verification Number:** R5N5A4Z

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at [bebizfile.sos.ca.gov/certification/index](http://bebizfile.sos.ca.gov/certification/index).

Date: September 12, 2020  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of September 12, 2020 Board of Directors Meeting**

### **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Dung Pham	Melody Douk	Dung Thi Tran
2. Steve Lee	Teresa Ramirez	Calvion Evans	David Kakishiba
3. Paul Lau	Alvin Lau		Nhi Chau
4. Khai Nguyen			Gianna Tran
5. Emily Wu			Evangelina Lara
6. Dana Eng			
7. Xitlali Casarrubias			
8. Sarvenaz Pakzad			
9. William Lau			
10. Sandra Saavedra			
11. Dinh Nguyen			

### **Approval of 2019-2020 Unaudited Financial Statements**

Paul Lau and Emily Wu presented the 2019-2020 Unaudited Financial Statements (Statement of Activities, Balance Sheet, and Management Notes).

Emily Wu moved and Paul Lau seconded that the EBAYC Board of Directors approve the 2019-2020 Unaudited Financial Statements, as presented.

**Motion passed with 10 YES votes, 0 NO votes, and 0 ABSTENTION  
(Khai Nguyen absent for vote)**

### **Approval of 2020-2021 Budget**

By consensus, this action item is rescheduled for the October 10, 2020 Board of Directors meeting to enable the Board Finance Committee to review and comment.

### **Approval of 2020-2021 Work Plan (Strategic Plan Year One)**

David Kakishiba presented the 2020-2021 Work Plan and reviewed the Plan's seven objectives. Additional information, questions, and commentary were provided by Gianna Tran, Nhi Chau, Xitlali Cassarrubias, Emily Wu, Steve Lee, Paul Lau, and Dana Eng.

Dana Eng moved and Emily Wu moved that the EBAYC Board of Directors approve the 2020-2021 Work Plan, as presented.

**Motion passed with 11 YES votes, 0 NO votes, and 0 ABSTENTION**

## **Endorsement of Yes on Measure Y and Yes on Measure QQ**

David Kakishiba presented the proposal to endorse Yes on Measure and Yes on Measure QQ. Questions and commentary were provided by Paul Lau, Dana Eng, William Lau, and Huong Nguyen.

Dana Eng moved and Huong Nguyen seconded that the EBAYC Board of Directors endorse Yes on Measure Y for the November 3, 2020 election.

**Motion passed with 11 YES votes, 0 NO votes, and 0 ABSTENTION.**

Huong Nguyen moved and Dana Eng seconded that the EBAYC Board of Directors endorse Yes on Measure QQ for the November 3, 2020 election.

**Motion passed with 11 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Approval of June 13, 2020 Meeting Summary**

Steve Lee moved and Paul Lau seconded that the EBAYC Board of Directors approve the June 13, 2020 Board Meeting Action Summary, as presented.

**Motion passed with 11 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Announcements**

Saturday, October 10, 2020 is the date of the next EBAYC Board of Directors meeting.

Date: October 10, 2020  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of October 10, 2020 Board of Directors Meeting**

### **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Dana Eng	Melody Douk	Dung Thi Tran
2. Steve Lee		Calvion Evans	David Kakishiba
3. Paul Lau			Nhi Chau
4. Khai Nguyen			Gianna Tran
5. Emily Wu			Evangelina Lara
6. Xitlali Casarrubias			
7. Sarvenaz Pakzad			
8. William Lau			
9. Alvin Lau			
10. Sandra Saavedra			
11. Teresa Ramirez			
12. Dinh Nguyen			
13. Dung Pham			

### **Approval of 2020-2021 EBAYC Budget**

Paul Lau presented the 2020-2021 EBAYC Budget Summary and 2020-2021 EBAYC Budget Notes. Paul Lau, Emily Wu, and Khai Nguyen asked clarifying questions.

Steve Lee moved and Paul Lau seconded that the EBAYC Board of Directors approve the 2020-2021 EBAYC Budget, as presented.

**Motion passed with 13 YES votes, 0 NO votes, and 0 ABSTENTION**

### **Discussion of 2019-2020 EBAYC Annual Report**

Nhi Chau reviewed the current draft of the 2019-2020 EBAYC Annual Report. The Report includes three major content areas: 1) Demographic numbers of all youth served in 2019-2020; 2) EBAYC response to COVID-19 and Shelter-In-Place; and 3) EBAYC's efforts to make Kids First in Oakland and Sacramento city government. Electronic copies of the report will be sent to all Board Directors and hard copies will be printed by the end of October.

### **Approval of September 12, 2020 Board Meeting Summary**

Khai Nguyen moved and Emily Wu seconded that the EBAYC Board of Directors approve the September 12, 2020 Board Meeting Action Summary, with the following correction: The motion to endorse Yes on Measure QQ for the November 3, 2020 election was passed with 10 YES votes, 1 NO vote, and 0 abstention.

**Motion passed with 13 YES votes, 0 NO votes, and 0 ABSTENTION.**



Date: November 14, 2020  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of November 14, 2020 Board of Directors Meeting**

## **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Emily Wu	Melody Douk	Dung Thi Tran
2. Steve Lee	Teresa Ramirez	Calvion Evans	David Kakishiba
3. Paul Lau	Dinh Nguyen		Nhi Chau
4. Khai Nguyen			Gianna Tran
5. Dana Eng			Evangelina Lara
6. Xitlali Casarrubias			
7. Sarvenaz Pakzad			
8. William Lau			
9. Alvin Lau			
10. Sandra Saavedra			
11. Dung Pham			

## **Post-Election Report**

David Kakishiba reported that Measure Y (OUSD Construction Bond Measure) and Measure QQ (City of Oakland measure allowing 16/17 year-olds the right to vote in school board elections) passed with overwhelming approval margins. Proposition 15 (California commercial property tax reassessment) was narrowly defeated. EBAYC retained the Lew Edwards Group (communications and campaign consulting firm) to produce and implement a digital ad campaign targeting voters in five Oakland zip code area. The digital campaign resulted in a large influx of internet traffic to the EBAYC website and FaceBook page.

## **Progress Report on EBAYC Strategic Goal #1**

David Kakishiba reported that a new internal (staff) Leadership Team has been established to guide the implementation of the Board's 2020-2023 Strategic Plan.

Gianna Tran guided the Board through a powerpoint presentation that detailed the Leadership Team's work on developing new trauma-informed, healing-centered policies and procedures. Board Directors discussed the following issues:

- \* Need for a financial impact analysis on the proposed policies and procedures (e.g. Employee Assistance Plan, Wellness Stipend, employee training).
- \* Need for specific use parameters for the Employee Wellness Stipend (i.e. differentiating between personal wellness activities versus required professional development) and expense procedures.
- \* Proposed policies are to be voted on by the Board of Directors for inclusion in the EBAYC Employee Manual.

David Kakishiba stated that updates on these three issues will be provided to the Board at its February or March 2021 meeting.

## **Approval of September 30, 2020 Financial Statements**

Paul Lau presented the September 30, 2020 Statement of Activities and Balance Sheet. No significant issues are presented in these financial statements. The federal Paycheck Protection Program Loan, which was received in Fiscal Year 2019-2020, is currently recorded as Loan Liability. Mae Saeteurn reported that the application for PPP Loan Forgiveness has been submitted and EBAYC is eligible for 100% forgiveness, pending approval from the Small Business Administration. If approved, the full loan amount of just over \$1,000,000 will then be recorded as unrestricted revenue, which will dramatically improve EBAYC's financial position. The PPP loan forgiveness process will be completed with the 2020-2021 Fiscal Year.

Paul Lau moved and Khai Nguyen seconded that the EBAYC Board of Directors approve the September 30, 2020 Financial Statements, as presented.

**Motion passed with 11 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Approval of October 10, 2020 Board Meeting Summary**

Huong Nguyen moved and Sandra Saavedra seconded that the EBAYC Board of Directors approve the October 10, 2020 Board Meeting Summary, as presented.

**Motion passed with 11 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Announcements**

David Kakishiba reported:

- \* EBAYC has hired Dexter Niskala and Dee Khang as new Youth Counselors in EBAYC Sacramento. Both Dexter and Dee are EBAYC Sacramento program alumni.
- \* Leesai Yang has formally resigned EBAYC Sacramento due to the workplace injury he incurred at his position with the Sacramento County Sheriff's Department. Depending on if and when he cleared medically to return to work, Leesai may return to EBAYC Sacramento in an employee capacity.
- \* EBAYC was recently awarded a three-year \$790,000 grant from the California Department of Health Care Services (Proposition 64) to provide culturally-responsive substance use prevention/early intervention services in Sacramento. EBAYC is now in the process of hiring new employees, including a full-time EBAYC Sacramento Managing Director.
- \* EBAYC @ Roosevelt is working with the Roosevelt Middle School administration and Oakland Unified School District to open and staff small in-person learning pods for up to 30 Roosevelt students who are not currently engaged in distance learning.
- \* There are Board Directors who still need to complete, sign, and submit the Audit Questionnaire in order for EBAYC to receive the final Independent Auditor's Report for Fiscal Year 2019-2020.

Date: January 9, 2021  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of January 9, 2021 Board of Directors Meeting**

## **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Dana Eng	Melody Douk	Dung Thi Tran
2. Steve Lee	Teresa Ramirez	Calvion Evans	David Kakishiba
3. Paul Lau	Dinh Nguyen		Nhi Chau
4. Khai Nguyen			Gianna Tran
5. Emily Wu			Evangelina Lara
6. Xitlali Casarrubias			
7. Sarvenaz Pakzad			
8. William Lau			
9. Alvin Lau			
10. Sandra Saavedra			
11. Dung Pham			

## **Approval of November 14, 2020 Board Meeting Summary**

Paul Lau moved and William Lau seconded that the EBAYC Board of Directors approve the November 14, 2020 Board Meeting Summary, as presented.

**Motion passed with 9 YES votes, 0 NO votes, and 0 ABSTENTION.**  
(Dung Pham and Steve Lee not present for this vote.)

## **Approval of Independent Auditor's Report for 2019-2020**

Paul Lau presented the Independent Auditor's Report on EBAYC's Financial Statements for the fiscal year ending June 30, 2020. Paul reported that the audited financial statements represent the same numbers as the unaudited financial statements previously reviewed and approved by the Board of Directors. The Independent Auditor's Report also did not identify any significant internal control findings, federal non-compliance findings, or corrective actions.

Emily Wu moved and Paul Lau seconded that the EBAYC Board of Directors approve the Independent Auditor's Report for Fiscal Year 2019-2020, as presented.

**Motion passed with 9 YES votes, 0 NO votes, and 0 ABSTENTION.**  
(Dung Pham and Steve Lee not present for this vote.)

## **Progress Report on EBAYC Strategic Goal #2**

(Dung Pham and Steve Lee present for this discussion)

David Kakishiba facilitated the Board through a powerpoint presentation that outlined progress on and next steps with EBAYC Strategic Goal #3 – EBAYC Expands Intensive Supports to 14-21 Year-Old Youth. David reported that the EBAYC Leadership Team (staff) is focused this year on two objectives: 1) Establish capacity to receive Medi-Cal reimbursement under Targeted Case Management; and 2) Develop and advocate public policies that expand investments to 14-21 year-old youth most impacted by poverty, violence, and trauma.

Board Directors asked several questions regarding Medi-Cal, including financing, feasibility, and alternative strategies.

## Announcements

David Kakishiba reported:

- \* The next EBAYC Board meeting is scheduled for Saturday, February 13, 2021, which is the day after Lunar New Year. David asked if the Board wishes to meet on February 13<sup>th</sup>, reschedule this meeting, or cancel and meet next in March. Board Directors agreed to cancel and meet next in March 2021.
- \* Chia Xiong has been offered the position of EBAYC Sacramento Managing Director. Chia is a Sacramento native, worked in Expanded Learning programs at the middle and high school levels, and is a Ph.D. in Sociology from U.C. Merced. David will invite Chia to participate in an upcoming EBAYC Board meeting to introduce herself.
- \* Dana Eng has taken the initiative in re-negotiating EBAYC's Sacramento office lease. Dana's work has resulted in identifying a 30% reduction in the lease rate. We are currently engaged in securing expanded space at the Franklin Business Center where we are currently located. We should have a deal by the next EBAYC Board meeting.

Nhi Chau reported that:

- \* Suman Murthy, EBAYC Communications Director, has accepted a Communications Manager position with the Tipping Point Foundation. Her last day with EBAYC was Friday, January 8, 2021.
- \* The Holiday Happy Hour generated over \$15,000 in contributions, with very little expense involved. Much thanks to Emily Wu and Huong Nguyen-Yap for their push and involvement in organizing the event.
- \* EBAYC received \$40,000 grant from the Jeremy Lin Foundation; \$40,000 from the Crescent Porter Foundation; \$10,000 from the Asian Pacific Fund (COVID Relief); \$50,000 from Community Initiatives (COVID Relief).

Date: March 13, 2021  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of March 13, 2021 Board of Directors Meeting**

## **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Emily Wu	Melody Douk	Dung Thi Tran
2. Steve Lee	Teresa Ramirez	Calvion Evans	David Kakishiba
3. Paul Lau	Dinh Nguyen		Evangelina Lara
4. Khai Nguyen	Alvin Lau		Gianna Tran
5. Dana Eng			
6. Xitlali Casarrubias			
7. Sarvenaz Pakzad			
8. William Lau			
9. Sandra Saavedra			
10. Dung Pham			

## **Approval of January 9, 2021 Board Meeting Summary**

Dana Eng moved and Huong Nguyen seconded that the EBAYC Board of Directors approve the January 9, 2021 Board Meeting Summary, as presented.

**Motion passed with 10 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Approval of December 31, 2020 Financial Statements**

Paul Lau presented the EBAYC Financial Statements (Statement of Activities and Balance Sheet) for the six-month period ending December 31, 2020. Key highlights included the significant increase in unrestricted donations this year over the previous year; loss of Student Fee revenue due to pandemic conditions; the significant increase in ending net assets of Foundation/Corporate Support over the previous year.

Paul Lau moved and Dana Eng seconded that the EBAYC Board of Directors approve the unaudited EBAYC Financial Statements for period ending December 31, 2020, as presented.

**Motion passed with 10 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Executive Director's Report**

1. Mae Saeteurn reported that EBAYC's federal Paycheck Protection Program loan was formally forgiven on February 8, 2021 by the U.S. Small Business Administration. The total loan amount is now recognized as revenue.
2. David Kakishiba reported that EBAYC wrote and submitted a \$2.5 million five-year grant proposal to the U.S. Department of Education Full-Service Community Schools Program, in partnership with Oakland Unified School District (OUSD). EBAYC will learn the outcome of this proposal in July 2021. David is also advocating that OUSD fund the EBAYC proposal, as well as OUSD's Full-Service Community Schools proposal for West Oakland schools, through OUSD's receipt of federal American Rescue Plan Act of 2021, pending the outcome of the FSCS grant review process.

3. David Kakishiba reported that EBAYC has been asked to serve as partner and fiscal agent for the development and operation of "Peace Ambassadors" in the Eastlake/Little Saigon neighborhood (in partnership with Trybe and Oakland Vietnamese Chamber of Commerce) and in Chinatown (in partnership with APEN).
4. David Kakishiba reported that 59% of EBAYC employees have been vaccinated or have appointments to be vaccinated for COVID-19. David also reported that EBAYC is operating two in-person "learning pods" at Roosevelt Middle School and Urban Promise Academy. EBAYC is also preparing to operate in-person summer programs for up to 200 elementary and middle school youth. More details to come in the April 2021 Board meeting.

## **Announcement**

- \* Dung Thi Tran announced that Dien Nguyen (Tan Nguyen) has taken a leave from the EBAYC Board due to family responsibilities. Tan Nguyen is looking to return to EBAYC Board meeting very soon.

Date: April 10, 2021  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of April 10, 2021 Board of Directors Meeting**

## **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Steve Lee	Melody Douk	Dung Thi Tran
2. Emily Wu	Paul Lau	Calvion Evans	David Kakishiba
3. Teresa Ramirez	Dinh Nguyen		Evangelina Lara
4. Khai Nguyen	William Lau		Gianna Tran
5. Dana Eng	Sandra Saavedra		Nhi Chau
6. Xitlali Casarrubias			
7. Sarvenaz Pakzad			
8. Alvin Lau			
9. Dung Pham			

## **PPP Loan Forgiveness Impact on EBAYC Financial Position**

David Kakishiba reported that the U.S. Small Business Administration approved EBAYC's Paycheck Protection Program loan forgiveness application in the amount of \$1,013,600. With this approval, EBAYC's financial position as of February 28, 2021 significantly improved with \$824,233 in unrestricted net assets. Moreover, EBAYC's cash flow situation has significantly improved, including sufficient cash-on-hand to meet all financial obligations without the use of any loans or lines-of-credit.

## **Re-Opening of Schools, Re-Opening of EBAYC**

David Kakishiba, Nhi Chau, and Gianna Tran reported that:

1. Oakland Unified School District is incrementally re-opening schools for in-person instruction. By April 19, 2021, OUSD projects that all elementary schools will be open under a hybrid model of twice-a-week in-person instruction (Group A and Group B), coupled with virtual classrooms. Some middle schools and high schools will partially re-open with a focus on Special Day Classes, newcomers, and homeless students.
2. EBAYC is assisting several schools with their re-openings, primarily to direct traffic, escort students, and continue to provide both virtual classroom support and staff in-person learning pods.
3. EBAYC is preparing to provide the following in-person summer learning programs for elementary and middle school youth:
  - \* Outdoor Education for 12 Edna Brewer Middle School youth and 24 Urban Promise Academy middle school youth. Outdoor Education will occur at four East Bay Regional Parks with each group rotating to all four parks in one-week increments. Program is for four weeks (20 days) from 9:00am to 1:00pm.
  - \* 24 youth each at Lincoln Elementary School, Franklin Elementary School, Garfield Elementary School, Manzanita Community School, Manzanita SEED, and Bella Vista Elementary School. Program is four weeks (20 days) from 9:00am to 1:00pm at each school.

- \* EBAYC and Roosevelt Middle School will jointly provide summer learning for 140 Roosevelt youth. Program is jointly facilitated by Roosevelt teachers and EBAYC team leaders. Program is for four weeks (20 days) from 9:00am to 1:00pm.
  - \* EBAYC and Frick Middle School will jointly provide summer learning for 126 Frick youth. Program is jointly facilitated by Frick teachers and EBAYC team leaders. Program is for four weeks (20 days) from 9:00am to 1:00pm.
4. All current EBAYC employees providing in-person instruction now and in the summer are receiving "hazard pay" in the amount of \$5.00 per hour on top of their regular wage.
  5. OUSD in-person school plans for the start of the 2021-2022 school year are unknown at this time.

## **Trauma Informed Resources for EBAYC Employees**

Gianna Tran updated the Board on the organization's implementation of trauma-informed practices:

1. EBAYC Employee Manual has been modified to include trauma-related provisions.
2. EBAYC has secured an Employee Assistance Program benefit for all EBAYC employees.
3. EBAYC has begun to incorporate Trauma-Informed Care knowledge in its job search and selection processes.
4. EBAYC has developed a Trauma-Informed Care Orientation for all new hires and is developing training and coaching practices for supervisors to provide trauma-informed supervision.

## **Approval of EBAYC Employee Manual Modifications**

David Kakishiba presented the proposed modifications to the EBAYC Employee Manual reflecting trauma-related provisions.

Huong Nguyen presented Steve Lee's recommended addition to the proposed Trauma Leave section.

Khai Nguyen moved and Emily Wu seconded that the EBAYC Board of Directors approve the proposed modifications, including Steve Lee's recommended addition, to the EBAYC Employee Manual.

**Motion passed with 9 YES votes, 0 NO votes, and 0 ABSTENTION.**

## **Approval of March 13, 2021 Board Meeting Summary**

Dana Eng moved and Huong Nguyen seconded that the EBAYC Board of Directors approve the March 13, 2021 Board Meeting Summary, as presented.

**Motion passed with 8 YES votes, 0 NO votes, and 1 ABSTENTION.**

## **Announcements**

1. David Kakishiba announced that the May 8, 2021 EBAYC Board meeting will be content-heavy with two major items: 1) Proposal to sustain and strengthen Youth/Family Centers fewer schools, and 2) Presentation of a recent Public Opinion Survey on Oakland's Measure Z, commissioned by EBAYC.



2. Xitlali Casarrubias and Sarvenaz Pakzad reported that U.C. Berkeley is gradually re-opening for in-person, on-campus instruction. While not fully confirmed, U.C. Berkeley is preparing for a mostly in-person operation in the Fall, with classes larger than 100 students continuing to be held on-line. OASES is currently providing on-line support to Lincoln Elementary School students and is looking forward to a return to in-person programming.
3. Emily Wu inquired about anti-Asian violence and EBAYC's response. Huong Nguyen inquired about the status of Peace Ambassadors. David Kakishiba and Gianna Tran reported that:
  - \* Shop 55 (Oakland High School Wellness Center) is organizing an online youth conference to address anti-Asian, anti-Black, and anti-hate issues. In addition to sharing/discussing interpersonal dynamics, the conference is looking to include an overall historical and social context to race relations.
  - \* EBAYC will be working to develop an educational series for all EBAYC employees on the history and experience of people-of-color in Oakland as a means to generate dialogue, debate, and ultimately greater solidarity across race and culture. This will be done in Sacramento as well.
  - \* EBAYC is mostly addressing this issue through one-to-one dialogue, coaching, and support with young people.
  - \* Family Bridges is now taking the lead role on Chinatown Ambassadors. EBAYC received a \$20,000 grant from the Asian Pacific Fund to support the emerging Trybe Peace Ambassador work in the Eastlake/Little Saigon area. The work is highly unique and complex, and will take time to ramp to scale and quality. EBAYC is working with Trybe and the Oakland Vietnamese Chamber of Commerce on Peace Ambassadors.
  - \* Addressing anti-Asian violence specifically while deliberately build cross-racial, cross-ethnic, cross-cultural solidarity is central to EBAYC's response/approach/strategy.

Date: June 5, 2021  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of May 8, 2021 Board of Directors Meeting**

## **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Emily Wu	Melody Douk	Dung Thi Tran
2. Steve Lee	Dung Pham	Calvion Evans	David Kakishiba
3. Teresa Ramirez	Dinh Nguyen		Evangelina Lara
4. Khai Nguyen	Dana Eng		Gianna Tran
5. Dana Eng	Sandra Saavedra		Nhi Chau
6. Xitlali Casarrubias			Mae Saeteurn
7. Sarvenaz Pakzad			
8. Alvin Lau			
9. William Lau			
10. Paul Lau			

## **Approval of April 10, 2021 Board Meeting Summary**

Steve Lee moved and William Lau seconded that the EBAYC Board of Directors approve the April 10, 2021 Board Meeting Summary, as presented.

**Motion passed with 9 YES votes, zero NO votes, and zero ABSTENTIONS.**  
(Khai Nguyen was not present for this vote.)

## **Approval of March 31, 2021 Financial Statements**

Paul Lau presented the March 31, 2021 Balance Sheet and Statement of Activities. Paul Lau highlighted the positive impact of the Paycheck Protection Program loan forgiveness on EBAYC's unrestricted net asset balance, as well as the increased receipts from private foundations (Donor Restricted Support).

Khai Nguyen moved and Paul Lau seconded that the EBAYC Board of Directors approve the unaudited EBAYC Financial Statements for the period ending March 31, 2021, as presented.

**Motion passed with 10 YES votes, zero NO votes, and zero ABSTENTIONS.**

## **Discussion of Strategic Goal #3: EBAYC expands comprehensive youth & family services at schools in Chinatown, Eastlake, San Antonio, and Fruitvale neighborhoods.**

Nhi Chau presented a full report of Management's strategic planning work regarding Goal #3, specifically addressing the question of which schools should EBAYC "stay and build". Based on this research and planning effort, Nhi Chau reported that Management is making the following recommendations to the EBAYC Board of Directors:

**1. EBAYC stay and build in partnership with the following schools:**

- \* Roosevelt Middle School
- \* Garfield Elementary School
- \* Manzanita Community School/Manzanita SEED
- \* Franklin Elementary School
- \* Lincoln Elementary School

**2. EBAYC transition out of the following schools in June 2022:**

- \* Cleveland Elementary School
- \* Edna Brewer Middle School
- \* Lazear Charter Academy
- \* Bella Vista Elementary School

**3. EBAYC further explore the viability of a multi-year partnership with Urban Promise Academy and Frick United School of Language.**

Board Directors asked several clarifying questions and discussed the implications these recommendations have on EBAYC employees and on schools.

This agenda item was for discussion-only and Board action is scheduled for the June 2021 meeting.

## **Discussion of 2021-2022 Board of Director Membership**

David Kakishiba reported that the current 2020-2021 EBAYC Board Director term will expire on June 30, 2021, and the Board will need to vote for people to serve the 2021-2022 EBAYC Board term at its next meeting in June. David Kakishiba asked if there is any current Board Director who intends to not be a candidate for the 2021-2022 term. All present indicated their intent to be a candidate.

Dung Thi Tran indicated that she will recruit parents to be Board Director candidates.

Date: June 12, 2021  
To: EBAYC Board of Directors  
From: David Kakishiba  
Re: **Summary of June 12, 2021 Board of Directors Meeting**

## **Attendance – Meeting Conducted via Zoom Video Call**

<b>Present</b>	<b>Absent</b>	<b>Resigned</b>	<b>Staff</b>
1. Huong Nguyen	Teresa Ramirez	Melody Douk	Dung Thi Tran
2. Steve Lee	Dana Eng	Calvion Evans	David Kakishiba
3. Sandra Saavedra	Dinh Nguyen		Evangelina Lara
4. Khai Nguyen			Gianna Tran
5. Dung Pham			Nhi Chau
6. Xitlali Casarrubias			
7. Sarvenaz Pakzad			
8. Alvin Lau			
9. Emily Wu			
10. Paul Lau			
11. William Lau			

## **Approval of May 8, 2021 Board Meeting Summary**

Khai Nguyen moved and Paul Lau seconded that the EBAYC Board of Directors approve the May 8, 2021 Board Meeting Summary, with the following corrections: 1) Dana Eng to be recorded as Absent; 2) April 10, 2021 Meeting Summary approved by a vote of 8 Yes, Zero No, Zero Abstention, with Khai Nguyen not present for the vote; and 3) March 31, 2021 Financial Statements approved by a vote of 9 Yes, Zero No, and Zero Abstention.

**Motion passed with 10 YES votes, zero NO votes, and zero ABSTENTIONS.**

(William Lau not present for this vote.)

## **Approval of EBAYC School Partnership Recommendations to "Stay & Build", "Transition Out", and "Explore Further".**

David Kakishiba recapped Management's school partnership recommendations. David Kakishiba noted that Management is recommended that EBAYC pursue serving as the after-school learning provider for the next three-year cycle at Urban Promise Academy and Frick, and to use this time to assess interest and viability to build a wrap-around partnership with these two schools. Board Directors inquired and discussed Management's plans for employment transitions for Program Directors affected by these recommendations. Nhi Chau noted that EBAYC is not implementing tuition for any after-school program in 2021-2022 due to the continued impact of COVID-19.

Emily Wu moved and Paul Lau seconded that the EBAYC Board of Directors approve the EBAYC School Partnership Recommendations, effective July 1, 2022, to:

- "Stay & Build": Roosevelt Middle School, Garfield Elementary School, Manzanita Community School, Manzanita SEED, Franklin Elementary School, Lincoln Elementary School
- "Transition Out": Cleveland Elementary School, Edna Brewer Middle School, Lazear Charter Academy, Bella Vista Elementary School

3. "Explore Further": Urban Promise Academy, Frick United Academy of Language

**Motion passed with 10 YES votes, zero NO votes, and zero ABSTENTIONS.**

(William Lau not present for this vote.)

## **Election of 2021-2022 Board Directors**

David Kakishiba presented a "slate" of Board Director candidates. Emily inquired about the intent and value of our current one-third At-Large and two-thirds Current/Formers Clients and OASES Board membership structure. Khai Nguyen asked clarification of the definition of Current/Formers Clients. Board Directors agreed to revisit the EBAYC Board By-Laws for a fuller discussion of these two issues at its September 2021 meeting.

Xitlali Casarrubias and Sarvenaz Pakzad reported that they have both graduated from U.C. Berkeley and will not be returning as EBAYC Board Directors for the 2021-2022 term. The OASES leadership will confirm their two new representatives to the Board by September.

Dung Thi Tran reported that Dinh Nguyen has decided not to return for the 2021-2022 term, and that she has identified two potential Board Director candidates (parents) who can join in September.

Paul Lau moved and Steve Lee seconded that the EBAYC Board of Directors elect the following individuals to serve as EBAYC Board Directors for the Fiscal Year 2021-2022 Term:

1. At-Large: Steve Lee
2. At-Large: Huong Nguyen
3. At-Large: Dana Eng
4. At-Large: Khai Nguyen
5. At-Large: Emily Wu
6. Parent: Alvin Lau
7. Parent: Paul Lau
8. Parent: Sandra Saavedra
9. Parent: Teresa Ramirez
10. Parent: Dung Pham
11. Youth: William Lau

**Motion passed with 11 YES votes, zero NO votes, and zero ABSTENTIONS.**

(William Lau present for this vote.)

## East Bay Asian Youth Center (EBAYC)

### Board of Directors

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<b>First Name</b>	<b>Last Name</b>	<b>Affiliation</b>
Steve	Lee	Donahue Fitzgerald
Huong	Nguyen	Grantmakers Concerned with Immigrants and Refugees
Paul	Lau	East West Bank/Parent
Emily	Wu	First Republic Bank
Alvin	Lau	Parent
Dung	Pham	Parent
Teresa	Ramirez	Parent
Sandra	Saavedra	Parent
Xitlali	Cassarrubias	UC Berkeley Student
Allison	Chau	UC Berkeley Student
Dana	Eng	Self-Employed
Khai	Nguyen	Waymo

### Advisory Council

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Mary	Buckley	Xero
Matt	Ching	City National Bank
Linh	Ha	BenQ
Francis	Lan	Allstate
Bernice	Lui	Clorox
Musetta	So	Wells Fargo

# EBAYC Board of Directors

Saturday, September 12, 2020

9:30am to 11:30am

via Zoom

- 9:30am: Welcome
- 9:40am: Approval of 2019-2020 Unaudited Financial Statements  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the 2019-2020 Unaudited Financial Statements.
- 10:00am: Approval of 2020-2021 Budget  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the 2020-2021 Budget.
- 10:20am: Approval of 2020-2021 Work Plan (Strategic Plan Y1)  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the 2020-2021 Strategic Plan Year 1 Work Plan.
- 10:50am: Endorsement of Yes on Measure Y and Yes on Measure QQ  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors endorse the position of Yes on Measure Y and Yes on Measure QQ, two measures on the November 3, 2020 City of Oakland election ballot.
- 11:10am: Approval of June 13, 2020 Board Meeting Summary  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the June 13, 2020 Board Meeting Summary, as presented.
- 11:15am: Announcements

## 2020-2021 Board of Directors Meeting Calendar

<p><b><u>Saturday, October 10, 2020</u></b> Discussion of 2019-2020 EBAYC Annual Report. Election of 2020-2021 Board Directors.</p>	<p><b><u>Saturday, March 13, 2021</u></b> Approval of December 31, 2020 Financial Statements. Discussion of 2021 Summer Programming.</p>
<p><b><u>Saturday, November 14, 2020</u></b> Approval of September 30, 2020 Financial Statements. Discussion of the State of EBAYC Programs.</p>	<p><b><u>Saturday, April 10, 2021</u></b> Discussion of Strategic Plan Progress Discussion of 2021-2022 Board Directors &amp; Officers Election.</p>
<p><b><u>Saturday, December 12, 2020</u></b> Approval of Independent Auditor's Report for FY 2019-2020. Discussion of Strategic Plan Progress.</p>	<p><b><u>Saturday, May 8, 2021</u></b> Approval of March 31, 2021 Financial Statements. Discussion of 2021-2022 Annual Plan.</p>
	<p><b><u>Saturday, June 12, 2021</u></b> Discussion of 2021-2022 Budget Development. Election of 2021-2022 Board Directors &amp; Officers.</p>

# EBAYC Board of Directors

Saturday, October 10, 2020

9:30am to 11:00am

via Zoom

9:30am: Welcome

9:40am: Approval of 2020-2021 EBAYC Budget

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the 2020-2021 Budget.

10:00am: Discussion of 2019-2020 EBAYC Annual Report

10:30am: Approval of September 12, 2020 Board Meeting Summary

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the September 12, 2020 Board Meeting Summary, as presented.

10:40am: Announcements

## 2020-2021 Board of Directors Meeting Calendar

<p><b><u>Saturday, November 14, 2020</u></b> Approval of September 30, 2020 Financial Statements. Discussion of Strategic Plan Progress.</p> <p><b><u>Saturday, December 12, 2020</u></b> Approval of Independent Auditor's Report for FY 2019-2020. Discussion of Strategic Plan Progress.</p>	<p><b><u>Saturday, March 13, 2021</u></b> Approval of December 31, 2020 Financial Statements. Discussion of 2021 Summer Programming.</p> <p><b><u>Saturday, April 10, 2021</u></b> Discussion of Strategic Plan Progress Discussion of 2021-2022 Board Directors &amp; Officers Election.</p> <p><b><u>Saturday, May 8, 2021</u></b> Approval of March 31, 2021 Financial Statements. Discussion of 2021-2022 Annual Plan.</p> <p><b><u>Saturday, June 12, 2021</u></b> Discussion of 2021-2022 Budget Development. Election of 2021-2022 Board Directors &amp; Officers.</p>
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# EBAYC Board of Directors

**Saturday, November 14, 2020**

**9:30am to 11:30am**

**via Zoom**

9:30am: Welcome & Check-Ins

9:40am: Post-Election Report

10:00am: Progress Report and Discussion on EBAYC Strategic Goal #1:  
"EBAYC functions as a trauma-informed organization".

11:00am: Approval of September 30, 2020 Financial Statements

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the September 30, 2020 Financial Statements, as presented.

11:10am: Approval of September 12, 2020 Board Meeting Summary

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the September 12, 2020 Board Meeting Summary, as presented.

11:25am: Announcements

11:30am: Adjournment

## 2020-2021 Board of Directors Meeting Calendar

**Saturday, December 12, 2020**

Independent Auditor's Report for FY 2019-2020.  
Strategic Plan Progress Report.

**Saturday, February 13, 2021**

December 31, 2020 Financial Statements.  
Performance Evaluation of Executive Director.

**Saturday, March 13, 2021**

Strategic Plan Progress Report.  
2021 Summer Programming.

**Saturday, April 10, 2021**

Strategic Plan Progress Report.  
2021-2022 Board Directors & Officers Recruitment.

**Saturday, May 8, 2021**

March 31, 2021 Financial Statements.  
Strategic Plan Progress Report.

**Saturday, June 12, 2021**

2021-2022 Annual Plan & Budget Development.  
2021-2022 Board Directors & Officers Elections.

# EBAYC Board of Directors

**Saturday, January 9, 2021  
9:30am to 11:00am via Zoom**

9:30am: Welcome & Check-Ins

9:35am: Approval of November 14, 2020 Board Meeting Summary

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the November 14, 2020 Board Meeting Summary, as presented.

9:45am: Approval of Independent Auditor's Report for Fiscal Year 2019-2020

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the Independent Auditor's Report for Fiscal Year 2019-2020, as presented.

10:00am: Progress Report and Discussion on EBAYC Strategic Goal #2  
*"EBAYC expands intensive supports to youth ages 14 to 21"*

Discussion of EBAYC's progress toward achieving Strategic Goal #2 – EBAYC Expands Intensive Supports to 14-21 Year-Old Youth.

10:45am: Executive Director's Report

- \* Date of February 2021 EBAYC Board Meeting
- \* Sacramento Managing Director
- \* Sacramento Office Lease
- \* Communications Director
- \* Happy Hour
- \* New Grants

11:00am: Adjournment

## 2020-2021 Board of Directors Meeting Calendar

<p><b><u>Saturday, February 13, 2021</u></b> Strategic Plan Progress Report. December 31, 2020 Financial Statements.</p>	<p><b><u>Saturday, May 8, 2021</u></b> Strategic Plan Progress Report. March 31, 2021 Financial Statements.</p>
<p><b><u>Saturday, March 13, 2021</u></b> Strategic Plan Progress Report. Employee Manual Modifications.</p>	<p><b><u>Saturday, June 12, 2021</u></b> 2021-2022 Annual Plan &amp; Budget Development. 2021-2022 Board Directors &amp; Officers Elections.</p>
<p><b><u>Saturday, April 10, 2021</u></b> Strategic Plan Progress Report. 2021-2022 Board Directors &amp; Officers Recruitment.</p>	

# EBAYC Board of Directors

Saturday, March 13, 2021  
9:30am to 11:00am via Zoom

- 9:30am: Welcome & Check-Ins
- 9:40am: Approval of January 9, 2021 Board Meeting Summary  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the January 9, 2021 Board Meeting Summary, as presented.
- 9:45am: Approval of December 31, 2020 Financial Statements  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the unaudited EBAYC Financial Statements for the period ending December 31, 2020, as presented.
- 10:00am: Executive Director's Report – Paycheck Protection Program
- 10:05am: Executive Director's Report – Full Services Community Schools Grant
- 10:15am: Executive Director's Report – Chinatown/Eastlake Peace Ambassadors
- 10:30am: Vaccinations, In-Person Programming, Summer 2021
- 11:00am: Adjournment

## Board of Directors 2020-2021 Meeting Calendar

<p><b><u>Saturday, April 10, 2021</u></b> Strategic Goal #1. Strategic Goal #4. 2021-2022 Board Director and Officer Vacancies.</p> <p><b><u>Saturday, May 8, 2021</u></b> Strategic Goal #2. Strategic Goal #3. March 31, 2021 Financial Statements.</p> <p><b><u>Saturday, June 12, 2021</u></b> Strategic Goal #3. Strategic Goal #1. 2021-2022 Board Director &amp; Officer Elections.</p>	
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# EBAYC Board of Directors

**Saturday, April 10, 2021**  
**9:30am to 11:00am via Zoom**

- 9:30am: Welcome & Check-Ins
- 9:35am: Approval of March 13, 2021 Board Meeting Summary  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the March 13, 2021 Board Meeting Summary, as presented.
- 9:45am: Approval of Employee Manual Modifications  
\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the proposed modifications to the EBAYC Employee Manual, as presented.
- 10:15am: Trauma-Informed Resources for EBAYC Employees
- 10:30am: Re-Opening of Schools, Re-Opening of EBAYC
- 10:50am: PPP Loan Forgiveness Impact on EBAYC Financial Position
- 11:00am: Adjournment

## Board of Directors 2020-2021 Meeting Calendar

<p><b><u>Saturday, May 8, 2021</u></b> Strategic Goal #3. March 31, 2021 Financial Statements.</p> <p><b><u>Saturday, June 12, 2021</u></b> Strategic Plan Progress Report. 2021-2022 Board Director &amp; Officer Elections.</p>	
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# EBAYC Board of Directors

Saturday, May 8, 2021  
9:30am to 11:00am via Zoom

9:30am: Welcome & Check-Ins

9:35am: Approval of April 10, 2021 Board Meeting Summary

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the April 10, 2021 Board Meeting Summary, as presented.

9:45am: Approval of March 31, 2021 Financial Statements.

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the unaudited EBAYC financial statements for the period ending March 31, 2021, as presented.

10:00am: Discussion of Strategic Goal #3: EBAYC expands comprehensive youth & family services at schools in Chinatown, Eastlake, San Antonio, and Fruitvale neighborhoods.

10:45am: Discussion of 2021-2022 Board Director Membership

11:00am: Adjournment

## Board of Directors 2020-2021 Meeting Calendar

<p><b><u>Saturday, June 12, 2021</u></b> Strategic Plan Progress Report. 2021-2022 Board Director &amp; Officer Elections.</p>	
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# EBAYC Board of Directors

Saturday, June 12, 2021 – 9:30am to 11:00am via Zoom

9:30am: Welcome & Check-Ins

9:35am: Approval of May 8, 2021 Board Meeting Summary

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve the May 8, 2021 Board Meeting Summary, as presented.

9:45am: Approval of EBAYC School Partnership Recommendations to "Stay & Build", "Transition Out", and "Explore Further".

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors approve EBAYC School Partnership recommendations to Stay & Build Transition Out, and Explore Further, as presented.

10:15am: Election of 2021-2022 Board Directors

\_\_\_\_\_ moves and \_\_\_\_\_ seconds that the EBAYC Board of Directors elect the following individuals to serve as EBAYC Board Directors for the Fiscal Year 2021-2022 Term:

#### BOARD DIRECTORS

1. At-Large: Steve Lee
2. At-Large: Huong Nguyen
3. At-Large: Dana Eng
4. At-Large: Khai Nguyen
5. At-Large: Emily Wu
6. OASES:
7. OASES:
8. Youth: William Lau
9. Parent: Alvin Lau
10. Parent: Paul Lau
11. Parent: Sandra Saavedra
12. Parent: Teresa Ramirez
13. Parent:
14. Parent: Dung Pham
- 15.
- 16.
- 17.
- 18.

10:30am: Announcements

10:45am: Adjournment

## Board of Directors 2021-2022 Meeting Calendar

<u>Saturday, September 11, 2021</u>	<u>Saturday, February 12, 2022</u>
<u>Saturday, October 9, 2021</u>	<u>Saturday, March 12, 2022</u>
<u>Saturday, November 13, 2021</u>	<u>Saturday, April 9, 2022</u>
<u>Saturday, December 11, 2021</u>	<u>Saturday, May 14, 2022</u>
	<u>Saturday, June 11, 2022</u>



June 29, 2021

Oakland Unified School District  
Attn: Ms. Martha Pena, After-School Program Office  
1000 Broadway, Suite 150  
Oakland, CA 94607

Dear Ms. Pena:

The East Bay Asian Youth Center (EBAYC) respectfully submits our application in response to the OUSD's Expanded Learning Office's Request for Qualifications.

Founded in 1976, EBAYC is a 501(c)3 nonprofit organization based in Oakland with the mission to support young people to be safe, smart and socially responsible. Our vision is for our young people to be lifelong builders of a just and compassionate multicultural society. To that end, EBAYC provides trusted mentors, educational programs and grassroots policy work so that youth may realize their aspirations and personal paths to success.

As a Lead Agency partner for the district's After School Education and Safety (ASES) and 21<sup>st</sup> Century Community Learning Center's (21<sup>st</sup> CCLC) expanded learning programs for over twenty years, EBAYC would like to renew our Lead Agency status to continue to operate ASES and 21<sup>st</sup> CCLC school-based expanded learning programs. We are committed to fulfilling the grant requirements as delineated in the RFQ and securing additional resources to ensure high-quality expanded learning programming so that our youth are prepared for college, career, and community success.

Please contact me at [junji@ebayc.org](mailto:junji@ebayc.org) or 510-533-1092 ext. 25 if you have any questions. Thank you for your consideration. We look forward to our continued successful with OUSD and our partner schools to serve our Oakland students.

Sincerely,



David Kakishiba  
Executive Director

**EAST BAY ASIAN YOUTH CENTER**

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**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED JUNE 30, 2020  
WITH SUMMARIZED COMPARATIVE TOTALS FOR 2019**

**IZABAL, BERNACIAK & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS**



**EAST BAY ASIAN YOUTH CENTER  
AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2020  
WITH SUMMARIZED COMPARATIVE TOTALS FOR 2019**

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**IZABAL, BERNACIAK & COMPANY**  
CERTIFIED PUBLIC ACCOUNTANTS

388 Market Street, Suite 888  
San Francisco, California 94111

Tel. (415) 896-5551  
Fax (415) 896-0584

**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
**EAST BAY ASIAN YOUTH CENTER**  
Oakland, California

**Report on Financial Statements**

We have audited the accompanying financial statements of East Bay Asian Youth Center (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to East Bay Asian Youth Center's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the East Bay Asian Youth Center's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of East Bay Asian Youth Center as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

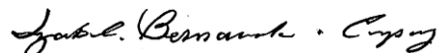
As discussed in Note A to the financial statements, during the year ended June 30, 2020, East Bay Asian Youth Center adopted Financial Accounting Standards Board's Accounting Standards Update (ASU) 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 958): Not for Profit Entities*. Our opinion is not modified with respect to this matter.

## **Report on Summarized Comparative Information**

We had audited East Bay Asian Youth Center's 2019 financial statements, and our report dated November 15, 2019, we expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2020 on our consideration of East Bay Asian Youth Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering East Bay Asian Youth Center's internal control over financial reporting and compliance.



San Francisco, California  
December 23, 2020

**EAST BAY ASIAN YOUTH CENTER  
STATEMENT OF FINANCIAL POSITION  
AS OF JUNE 30, 2020  
WITH SUMMARIZED COMPARATIVE TOTALS FOR 2019**

<b>Assets</b>	<u>2020</u>	<u>2019</u>
<b>Current Assets</b>		
Cash and Cash Equivalents	\$ 1,213,253	\$ 81,559
Contracts and Grant Receivable	474,729	1,095,296
Prepaid Expenses	53,418	41,943
Investments	27,231	24,687
<b>Total Current Assets</b>	<u>1,768,631</u>	<u>1,243,485</u>
<b>Other Assets</b>		
Property and Equipment, net	503,883	468,476
Deposits	1,715	1,715
<b>Total Noncurrent Assets</b>	<u>505,598</u>	<u>470,191</u>
<b>Total Assets</b>	<u>\$ 2,274,229</u>	<u>\$ 1,713,676</u>
 <b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accounts Payable & Accrued Expenses	\$ 402,254	\$ 385,128
Accrued Vacation	140,855	112,798
Lines of Credit	-	200,000
Notes Payable - Current Portion	101,000	358,444
Deferred Revenue	406,099	212,306
<b>Total Current Liabilities</b>	<u>1,050,208</u>	<u>1,268,676</u>
<b>Long Term Liabilities</b>		
Notes Payable - Net of Current Portion	-	7,960
Loan Payable - PPP Loan	1,013,600	-
<b>Total Long Term Liabilities</b>	<u>1,013,600</u>	<u>7,960</u>
<b>Total Liabilities</b>	<u>2,063,808</u>	<u>1,276,636</u>
<b>Net Assets</b>		
Without Donor Restrictions	85,686	22,868
With Donor Restrictions	124,735	414,172
<b>Total Net Assets</b>	<u>210,421</u>	<u>437,040</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 2,274,229</u>	<u>\$ 1,713,676</u>

See notes to the financial statements

**EAST BAY ASIAN YOUTH CENTER  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020  
WITH SUMMARIZED COMPARATIVE TOTALS FOR 2019**

	2020		2019	
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total All Funds</u>	<u>Total All Funds</u>
<b>Support and Revenue</b>				
<b>Support</b>				
Government Contracts	\$ 5,371,391	\$ -	\$ 5,371,391	\$ 5,118,067
Foundation and Corporate Support	-	215,000	215,000	443,500
Donations	170,125	26,000	196,125	63,988
Total Support	<u>5,541,516</u>	<u>241,000</u>	<u>5,782,516</u>	<u>5,625,555</u>
<b>Revenue</b>				
Fee for Service	41,384	-	41,384	152,760
Annual Gala	70,133	-	70,133	70,756
Grassroots Fundraising	-	-	-	4,523
Student Fees	381,671	-	381,671	407,480
Other Income	42,868	-	42,868	5,430
Net Assets Released from Restriction	530,437	(530,437)	-	-
Total Revenue	<u>1,066,493</u>	<u>(530,437)</u>	<u>536,056</u>	<u>640,949</u>
<b>Total Support and Revenue</b>	<u>6,608,009</u>	<u>(289,437)</u>	<u>6,318,572</u>	<u>6,266,504</u>
<b>Expenses</b>				
Program Services	5,582,980	-	5,582,980	5,462,270
Supporting Services				
Management & General	884,296	-	884,296	1,194,680
Fundraising	80,470	-	80,470	105,687
Subtotal Supporting Services	<u>964,766</u>	<u>-</u>	<u>964,766</u>	<u>1,300,367</u>
<b>Total Expenses</b>	<u>6,547,746</u>	<u>-</u>	<u>6,547,746</u>	<u>6,762,637</u>
<b>Changes in Net Assets from Operations</b>	60,263	(289,437)	(229,174)	(496,133)
<b>Other Changes</b>				
Interest and Dividend Income	647	-	647	707
Unrealized Gain/(Loss) on Investments	1,908	-	1,908	6,317
<b>Subtotal Other Changes</b>	<u>2,555</u>	<u>-</u>	<u>2,555</u>	<u>7,024</u>
<b>Changes in Net Assets</b>	62,818	(289,437)	(226,619)	(489,109)
<b>Net Assets, Beginning of the Year</b>	<u>22,868</u>	<u>414,172</u>	<u>437,040</u>	<u>926,149</u>
<b>Net Assets, End of the Year</b>	<u>\$ 85,686</u>	<u>\$ 124,735</u>	<u>\$ 210,421</u>	<u>\$ 437,040</u>

See notes to the financial statements.

**EAST BAY ASIAN YOUTH CENTER  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2020  
WITH SUMMARIZED COMPARATIVE TOTALS FOR 2019**

	<u>Supporting Services</u>				<u>2020 Total</u>	<u>2019 Total</u>
	<u>Program Services</u>	<u>Management &amp; General</u>	<u>Fundraising</u>	<u>Subtotal</u>		
<b>EXPENSES</b>						
Salaries	\$ 4,089,739	\$ 455,440	\$ 36,032	\$ 491,472	\$ 4,581,211	\$ 4,559,664
Health Benefits	343,027	65,175	4,232	69,407	412,434	387,175
Pension	17,175	5,869	2,106	7,975	25,150	32,816
Payroll Taxes	362,028	32,566	2,856	35,422	397,450	404,256
Workers' Compensation	47,977	(15,411)	205	(15,206)	32,771	50,477
Contractual	259,712	28,420	9,000	37,420	297,132	279,304
Stipends	23,000	-	-	-	23,000	45,435
Accounting Service	-	31,593	-	31,593	31,593	43,743
Personnel Service	-	34,990	-	34,990	34,990	35,203
Telecommunications	3,591	8,667	-	8,667	12,258	7,848
Facilities	20,580	69,179	-	69,179	89,759	73,100
Reprographics	-	14,805	-	14,805	14,805	14,276
Field Trip/Transportation	8,405	-	-	-	8,405	15,761
Finance Charges/Fees	3,401	15,369	131	15,500	18,901	16,557
Depreciation	-	14,793	-	14,793	14,793	14,197
Program Activities	341,814	5,192	-	5,192	347,006	417,751
Supplies & Services	907	25,643	10,369	36,012	36,919	90,856
Donation	54,206	-	-	-	54,206	19,000
Lobbying	-	56,100	-	56,100	56,100	207,000
Insurance	-	18,913	-	18,913	18,913	16,084
Fellowship	-	-	-	-	-	3,900
Utilities	7,418	16,993	-	16,993	24,411	15,051
Event Direct Cost	-	-	15,539	15,539	15,539	13,183
<b>TOTAL EXPENSES</b>	<b>\$ 5,582,980</b>	<b>\$ 884,296</b>	<b>\$ 80,470</b>	<b>\$ 964,766</b>	<b>\$ 6,547,746</b>	<b>\$ 6,762,637</b>

See notes to the financial statements.

**EAST BAY ASIAN YOUTH CENTER  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2020  
WITH SUMMARIZED COMPARATIVE TOTALS FOR 2019**

	<b>2020</b>	<b>2019</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Changes in Net Assets	\$ (226,619)	\$ (489,109)
<i>Adjustments to Reconcile Net Assets to Net Cash Provided by Operating Activities:</i>		
Depreciation	14,793	14,197
Unrealized Loss/(Gain) on Investments	(1,908)	(6,317)
Interest and Dividends from Investments	(636)	(543)
<i>(Increase)/Decrease in:</i>		
Contracts and Grant Receivable	620,567	(350,783)
Prepaid Expenses	(11,475)	8,924
Deposits	-	3,410
<i>Increase/(Decrease) in:</i>		
Accounts Payable & Accrued Expenses	17,126	196,947
Accrued Vacation	28,057	(1,679)
Deferred Revenue	193,793	(79,347)
<b>Net Cash Provided/(Used) by Operating Activities</b>	<b>633,698</b>	<b>(704,300)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of Fixed Assets	(50,200)	-
<b>Net Cash Provided/(Used) by Investing Activities</b>	<b>(50,200)</b>	<b>-</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Net Proceeds from Line of Credit	-	153,801
Net Proceeds from Notes Payable	-	12,455
Payments on Line of Credit	(200,000)	-
Payments on Notes Payable	(265,404)	-
Net Proceeds from PPP Loan	1,013,600	-
Redemption of Certificate of Deposits	-	161,003
<b>Net Cash Provided/(Used) by Financing Activities</b>	<b>548,196</b>	<b>327,259</b>
<b>NET INCREASE/(DECREASE) IN CASH</b>	<b>1,131,694</b>	<b>(377,041)</b>
Cash and Cash Equivalents at Beginning of Year	81,559	458,600
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,213,253</b>	<b>\$ 81,559</b>
<b>Supplemental Disclosure:</b>		
Interest Expense	\$ 14,093	\$ 13,389

See notes to the financial statements

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

East Bay Asian Youth Center (the Organization), is a California nonprofit public benefit corporation dedicated to inspiring young people to be life-long builders of a just and compassionate multi-cultural society. The organization works to build neighborhoods into places that foster the healthy development of young people by providing children, youth, and young adults a continuum of support, and engage families in making positive community change.

**New Accounting Pronouncement**

During 2020, East Bay Asian Youth Center adopted FASB ASU No. 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made, to clarify and improve the scope and the accounting guidance for contributions received and contributions made. The amendments in this ASU should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of ASC Topic 958, Not for Profit Entities, or as exchange (reciprocal) transactions subject to other guidance and (2) determining whether a contribution is conditional. Management has determined that this ASU did not significantly impact East Bay Asian Youth Center's financial statements.

**Basis of Accounting**

EBAYC prepares its financial statements using the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when they are incurred.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect certain reported amount of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses as of the date and for the period presented. Actual results could differ from these estimates.

**Comparative Information**

The financial statements include certain prior year summarized comparative information in total but not by classification of revenue, expenses, functional expenses, and net assets. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2019, from which the summarized information was derived.



**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Net Assets**

EBAYC is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Accordingly, all financial transactions have been recorded and reported by net asset class as follows:

**Net Assets Without Donor Restrictions – Undesignated** – these generally result from revenue generated by receiving unrestricted contributions, providing services, and receiving interest from investment less expenses incurred in providing program-related services, raising contributions, and performing administrative functions. Net Assets Without Donor Restrictions – Undesignated at June 30, 2020 were \$85,686.

**Net Assets With Donor Restrictions** – these are gifts of cash and other assets received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or the purpose of the restriction is accomplished, net assets with donor restrictions are reclassified to net assets without restrictions and reported in the Statement of Activities as net assets released from restrictions. Net Assets With Donor Restrictions at June 30, 2020 were \$124,735.

**Income Taxes**

EBAYC is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Management believes the Organization has no uncertain tax positions as of June 30, 2020.

**Cash and Cash Equivalents**

Cash and cash equivalents are defined as cash in banks and certificates of deposits used for operations.

**Contributions and Pledges Receivable**

Unconditional contributions, including pledges recorded at estimated net realizable value, are recognized as revenue when an individual, family or corporation commits to an amount to be paid in the future. EBAYC reports unconditional contributions as restricted support if they are received with donor stipulations that limit the use of the donated assets.

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Accounts Receivable**

Accounts receivable are primarily from governmental agencies. EBAYC considers these receivables to be fully collectible; accordingly, no allowance for doubtful accounts is required. If amounts become uncollectible, they will be charged to operations when that determination is made.

**Investments**

EBAYC values its investments at fair value. Unrealized gains or losses (including investments bought, sold and held during the year) are reflected in the Statement of Activities as gain (loss) on investments. Short-term, highly liquid money market deposits and certificates of deposit that are not used for operations are treated as investments.

**Property and Equipment**

Property and equipment are recorded at cost if purchased or at fair value at the date of donation if donated. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets. Maintenance and repair costs are charged to expense as incurred. Property and equipment are capitalized if the cost of an asset is greater than or equal to five thousand dollars and the useful life is greater than one year.

**Revenue Recognition**

Contributions received are recorded as increases in Net Assets With Donor Restrictions or increases in Net Assets Without Donor Restrictions, depending on the existence and/or nature of any donor restrictions.

All donor-restricted contributions are reported as increases in Net Assets With Donor Restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), Net Assets With Donor Restrictions are reclassified to Net Assets Without Donor Restrictions and reported in the statement of activities as Net Assets Released From Restrictions.

**Donated Materials and Services**

Contributions of donated non-cash assets are recorded at fair market value in the period received. Contributions of donated services that creates or enhance non-financial assets or that require specialized skills are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair market value in the period received. For the year ended June 30, 2020, EBYAC recorded contributions of \$0 donated materials.

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**Advertising Expenses**

The costs of advertising are expensed as incurred. During the year ended June 30, 2020, advertising costs charged to expense totaled \$0.

**Functional Allocated Expenses**

The costs of providing the various programs and other activities have been presented in the Statement of Functional Expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. EBAYC uses program headcount to allocate indirect costs.

**Note B: PROPERTY AND EQUIPMENT**

Depreciation expense for the year ended June 30, 2020, was \$14,793. The original cost and accumulated depreciation for the property and equipment were as follows, as of June 30, 2020:

Building	\$	248,532
Land		220,741
Equipment		72,300
Leasehold improvements		128,183
Total		<u>669,756</u>
Less: accumulated depreciation		<u>(165,873)</u>
Property and equipment, net	\$	<u>503,883</u>

**Note C: CASH AND CASH EQUIVALENTS**

At June 30, 2020, cash and cash equivalents consisted of:

California Bank & Trust	\$	5,717
City National Bank		685,638
First Republic Bank		514,898
Petty Cash		7,000
Total	\$	<u>1,213,253</u>

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note D: LINE OF CREDIT**

The Organization has a \$200,000 line of credit with City National bank, charged annual interest rate at 6.75%. Line of credit matures on March 29, 2021. As of June 30, 2020, the outstanding balance was \$0.

**Note E: GRANTS RECEIVABLE**

At June 30, 2020, grants receivable consisted of:

Government Grants	\$ 458,342
Foundation & Corporate Support	4,169
Other	12,218
Total	<u>\$ 474,729</u>

**Note F: CONCENTRATION OF CREDIT RISK ARISING FROM CASH DEPOSITS  
IN EXCESS OF INSURED LIMITS**

The Organization maintains cash balances with the City National Bank, California Bank & Trust and First Republic Bank. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2020, the Organization's uninsured cash balances before reconciling items totaled \$791,041.

**Note G: NET ASSETS WITH DONOR RESTRICTIONS**

At June 30, 2020, net assets with donor restrictions are restricted for specified purposes consisted of the following:

Charley Kids Foundation	\$ 8,032
San Francisco Foundation	4,673
Sierra - Sacramento	52,419
June & Julian Foss Foundation	5,000
Hellar Family Foundation	1,000
Blue Shield of CA	20,000
RMS/Music Program	23,611
Banks Family Foundation	10,000
Total	<u>\$ 124,735</u>

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note H: NET ASSETS RELEASED FROM RESTRICTIONS**

At June 30, 2020, net assets with donor restriction released consisted of the following:

Charley Kids Foundation	\$	6,833
San Francisco Foundation		1,347
CA Endowment		20,000
Sierra - Sacramento		25,000
CA TCE – Sacramento Youth of Color		70,000
Sierra- MAT Project		7,581
Allstate		40,000
SJVF		20,000
Quest Foundation		25,000
Hellman Foundation		10,000
Joseph & Vera Long Foundation		40,000
Thomas Long Foundation		168,287
Crescent Porter Hale Foundation		35,000
RMS/Music Program		1,389
The San Francisco Foundation		60,000
	\$	<u>530,437</u>

**Note I: CONCENTRATION OF REVENUE**

The Organization received a substantial amount of its support from federal, state, and county governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's program and activities.

During the year ended June 30, 2020, the Organization received 73% of support from two sources as follows:

Oakland Unified School District	\$	2,900,979
City of Oakland	\$	1,741,899

**Note J: NOTE PAYABLE**

The Organization has a loan with George Kakishiba Revocable Living Trust, in original amount of \$300,000, bears simple interest at 3.0% per annum. The note has a maturity date of November 1, 2020.

As of June 30, 2020, the outstanding balance was \$101,000.

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note K: LOAN PAYABLE**

On April 20, 2020, the Organization received a loan from Live Oak Banking Company (the Borrower) in the aggregate amount of \$1,013,600, pursuant to the Paycheck Protection Program (the PPP) under Division A, Title I of the CARES Act, which was enacted March 27, 2020.

The loan, which was in the form of a Note dated April 20, 2020 issued by the Borrower, matures on April 20, 2022 and bears interest at a rate of 1% per annum. The note may be prepaid by the Organization at any time prior to maturity with no prepayment penalties. Funds from the loan may only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations. Under the terms of the PPP, certain amounts of the loan maybe forgiven if they are used for qualifying expenses as described in the CARES Act.

**Note L: RETIREMENT PLAN**

The Organization has a defined contribution plan as established under Internal Revenue Code Section 403(b) (the Plan). All full-time employees are eligible for participation in the Plan and become 100% vested after five years. For each Plan year, the Organization will contribute 50% of any amounts contributed by participating employees. The maximum the Organization will contribute is an amount equal to 5% of the participating employees' total annual salary. Total contributions made by the Organization for the year ended June 30, 2020 was \$25,150.

**Note M: FUNDRAISING EVENT**

The Organization holds an Annual Gala. Activities related to the Gala are as followed:

Sponsorship	\$ 30,440
Ticket Sales	17,025
Raffles	6,700
Silent Auction	3,055
Donation	12,913
Less: Cost of Direct Donor Benefit	(15,539)
Total	<u>\$ 54,594</u>

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note N: LEASE COMMITMENT**

As of June 30, 2020, the Organization incurred \$38,588 in office rental expenses. The Organization is leasing office spaces in Oakland and Sacramento, California. The Organization also leases a copy machine. The Oakland office's lease expires on September 30, 2022. The Sacramento office's lease expired on January 31, 2019. In February 2019, the Sacramento office was renewed as month to month basis. The copy machine lease expires on September 1, 2023.

On October 20, 2017, the Organization purchased an additional 25% of the property located at 2025 East 12<sup>th</sup> Street, Oakland, CA, increasing ownership to 62.5%.

The following is a schedule of the future minimum lease payments under these operating leases for the year ended June 30:

	<u>Office Spaces</u>	<u>Copy Machine</u>	<u>Total</u>
2021	\$ 21,600	\$ 3,750	\$ 25,350
2022	21,600	4,500	26,100
2023	5,400	4,500	9,900
2024	0	750	750
Total	<u>\$ 48,600</u>	<u>\$ 13,500</u>	<u>\$ 62,100</u>

**Note O: INVESTMENTS**

The Financial Accounting Standard Board (the FASB) defines fair value, establishes a framework for measuring fair value in accordance with generally accepted accounting principles and describes disclosures about fair value measurements.

The FASB has established a three level fair value hierarchy, which prioritizes the inputs to valuation techniques used to measure fair value. A level is assigned to each fair value measurement in its entirety. The three levels of the fair value hierarchy under the FASB are defined below:

Level 1 – Unadjusted quoted prices for identical assets or liabilities in active markets that are accessible at the measurement date.

Level 2 – Prices or valuations based on observable inputs other than quoted prices in active markets for identical assets and liabilities.

Level 3 – Prices or valuation techniques that require inputs that are both significant to the fair value measurement and are unobservable (i.e. supported by little or no market activity).

**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note P: INVESTMENTS - CONTINUED**

Investments are quoted on the basis of quoted market prices (all level 1 measurements) and consist of the following at June 30, 2020:

City National Securities	\$	<u>27,231</u>
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Net investment income for the years ended June 30, 2020, total as follows:

Interest and dividends	\$	647
Unrealized appreciation/(depreciation)		<u>1,908</u>
Net investment income (loss)	\$	<u>2,555</u>

**Note Q: LIQUIDITY AND AVAILABILITY OF RESOURCES**

Financial assets available for general expenditure, without donor or other restrictions limited to their use, within one year of the balance sheet date, comprise the following:

Cash and Cash Equivalents	\$	1,213,253
Accounts Receivable		474,729
Investments		<u>27,231</u>
Total Financial Assets		<u>1,715,213</u>

Financial assets available to meet cash needs for general expenditures within one year	\$	<u>1,715,213</u>
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EBAYC has \$1,715,213 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures including cash of \$1,213,253. The accounts receivable are subject to implied time restrictions but are expected to be collected within one year.

EBAYC has a goal to maintain financial assets, which consist of cash and short-term investments, on hand to meet 60 days of normal operating expenses, which are, on average, approximately \$1,091,000. EBAYC has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

In addition, as part of its liquidity management, EBAYC has a line of credit in the amount of \$200,000. At June 30, 2020 the Organization did not draw on the line of credit.



**EAST BAY ASIAN YOUTH CENTER  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Note R: SUBSEQUENT EVENTS**

Management of the Organization has evaluated its subsequent events through December 23, 2020, the date the financial statements were available to be issued.

The spread of coronavirus (COVID-19) around the world in the first quarter of 2020 has caused significant volatility in U.S. and international markets. There is significant uncertainty around the breadth and duration of business disruptions related to COVID-19, as well as its impact on the U.S. and international economies and, as such, the Organization is unable to determine if it will have a material impact to its operations.

## **SUPPLEMENTARY INFORMATION**

**IZABAL, BERNACIAK & COMPANY**  
CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT  
ON ADDITIONAL INFORMATION**

Board of Directors  
**EAST BAY ASIAN YOUTH CENTER**  
Oakland, California

We have audited the financial statements of East Bay Asian Youth Center for the year ended June 30, 2020, and have issued our report thereon dated December 23, 2020 and is presented in the preceding section. That examination was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The following Schedules are presented for purposes of additional analysis and are not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the examination of the general purpose financial statements, and, in our opinion the information is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

*Izabal, Bernaciak & Company*

San Francisco, California  
December 23, 2020

**EAST BAY ASIAN YOUTH CENTER  
SCHEDULE OF ALAMEDA COUNTY AWARDS  
FOR THE YEAR ENDED JUNE 30, 2020**

<u>County Grantor/Pass Through Grantor/Program</u>	<u>Master Contract</u>	<u>Procurement Contract</u>	<u>Contract Period</u>	<u>Contract Amount</u>	<u>Contract Expenditures</u>	<u>Amount Received</u>
<b><u>Alameda County Health Care Agency</u></b>						
Youth & Family Opportunity Initiative	900031	18682	7/1/19-6/30/20	\$ 114,794	\$ 114,794	\$ 85,567
Center for Healthy Schools & Communities- School Health Centers	900031	18671	7/1/19-6/30/20	119,180	119,180	94,479
Alameda County CENSUS 2020	N/A	N/A	10/1/19-5/31/20	<u>20,000</u>	<u>20,000</u>	<u>10,000</u>
<b>Total Alameda County Awards</b>				<b>\$ <u>253,974</u></b>	<b>\$ <u>253,974</u></b>	<b>\$ <u>190,046</u></b>

**IZABAL, BERNACIAK & COMPANY**  
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**REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL  
AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
**EAST BAY ASIAN YOUTH CENTER**  
Oakland, California

We have audited the financial statements of East Bay Asian Youth Center as of and for the year ended June 30, 2020, and have issued our report thereon dated December 23, 2020, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and their records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*Isabel Bernaciak - Capping*

San Francisco, California  
December 23, 2020

**EAST BAY ASIAN YOUTH CENTER  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2020**

<u>Federal Grantor/Pass-Through Grantor/Program or Cluster Title</u>	<u>Grant Number</u>	<u>CFDA Number</u>	<u>Federal Expenditures</u>
<b><u>U.S. Department of Education</u></b>			
<b><u>California Department of Education</u></b>			
<i>Passed Through: Oakland Unified School District</i>			
21st Century Community Learning Center	18-1484	84.287	\$ 9,276
21st Century Community Learning Center	19-1173	84.287	178,126
21st Century Community Learning Center	18-1511	84.287	3,947
21st Century Community Learning Center	19-1171	84.287	172,767
21st Century Community Learning Center	19-1235	84.287	172,537
21st Century Community Learning Center	19-1181	84.287	171,779
21st Century Community Learning Center	18-1506	84.287	60,099
21st Century Community Learning Center	20-0125	84.287	141,934
21st Century Community Learning Center	19-0647	84.287	41,762
<b>Total U.S. Department of Education California Department of Education</b>			<b><u>952,227</u></b>
<b>Total Expenditures of Federal Awards</b>			<b>\$ <u>952,227</u></b>

**Note A: Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of East Bay Asian Youth Center under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of East Bay Asian Youth Center, it is not intended to and does not present the financial position, changes in net assets, or cash flows of East Bay Asian Youth Center.

**Note B: Summary of Significant Accounting Policies**

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) East Bay Asian Youth Center has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
**EAST BAY ASIAN YOUTH CENTER**  
Oakland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of East Bay Asian Youth Center (the Organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 23, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

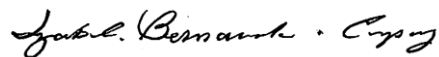
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature of Jacob Bernmark.

San Francisco, California

December 23, 2020



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
**EAST BAY ASIAN YOUTH CENTER**  
Oakland, California

**Report on Compliance for Each Major Federal Program**

We have audited East Bay Asian Youth Center's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of East Bay Asian Youth Center's major federal programs for the year ended June 30, 2020. East Bay Asian Youth Center's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of East Bay Asian Youth Center's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about East Bay Asian Youth Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of East Bay Asian Youth Center's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, East Bay Asian Youth Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

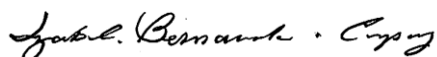
### **Report on Internal Control Over Compliance**

Management of East Bay Asian Youth Center is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered East Bay Asian Youth Center's internal control over compliance with the types of requirements that could have a direct and material effect on each major program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the *Uniform Guidance*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the East Bay Asian Youth Center's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirements of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a *material weakness* in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be *material weaknesses* or *significant deficiencies*. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Uniform Guidance*. Accordingly, this report is not suitable for any other purpose.



San Francisco, California  
December 23, 2020

**EAST BAY ASIAN YOUTH CENTER  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

<b>A. SUMMARY OF AUDITOR'S RESULTS</b>	
<i>Financial Statements</i>	
1. Type of Financial Statement Report	UNMODIFIED
2. Internal Control over Financial Reporting: Material Weakness(es) Identified Significant Deficiency(ies) Identified	NONE REPORTED NONE REPORTED
3. Noncompliance Disclosed by Audit Which Is Material to Financial Statements	NONE REPORTED
<i>Federal Awards</i>	
1. Internal Control Over Major Programs: Material Weakness(es) Identified Significant Deficiency(ies) Identified	NONE REPORTED NONE REPORTED
2. Type of Compliance Report Major Programs	UNMODIFIED
3. Uniform Guidance Audit Finding Required to be Disclosed by Audit in accordance with 2 CFR 200.516(a)	NONE REPORTED
4. Major Program:	84.287 – 21 <sup>st</sup> Century Community Learning Centers
5. Dollar Threshold for Type A Programs	\$750,000
6. Auditee Qualification	LOW RISK
B. Findings Relating to the Financial Statements Which Are Required to Be Reported in Accordance with GAGAS	NONE REPORTED
C. Findings and Questioned Costs for Federal Awards Including Audit Findings Defined in the Uniform Guidance	NONE REPORTED

**EAST BAY ASIAN YOUTH CENTER  
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

There were no prior year findings.

**IZABAL, BERNACIAK & COMPANY**  
CERTIFIED PUBLIC ACCOUNTANTS

388 Market Street, Suite 888  
San Francisco, California 94111

Tel. (415) 896-5551  
Fax (415) 896-0584

December 23, 2020

To the Board of Directors  
**EAST BAY ASIAN YOUTH CENTER**  
Oakland, CA

We have audited the financial statements of East Bay Asian Youth Center for the year ended June 30, 2020, and have issued our report thereon dated December 23, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and The Uniform Guidance. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by East Bay Asian Youth Center are described in Note A to the financial statements. As described in Note A, the Organization adopted the Financial Accounting Standards Board's Accounting Standards Update (ASU) 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 958): Not for Profit Entities* as of and for the year ended June 30, 2020. The requirements of the ASU have been applied retrospectively to all periods presented as if the policy had always been used. We noted no transactions entered into by the Organization during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statements disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 23, 2020.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to East Bay Asian Youth Center's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as East Bay Asian Youth Center's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information compiles with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the

supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of East Bay Asian Youth Center's management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Jacob Bernmark - Cysny*

San Francisco, California



**OAKLAND UNIFIED SCHOOL DISTRICT**

June 16, 2021

**ROOSEVELT MIDDLE SCHOOL**

1926 19<sup>th</sup> Avenue  
Oakland CA, 94606  
(510) 879-2120  
Fax: (510) 879-2129

Ms. Martha Pena  
Coordinator, Expanded Learning Programs  
Community Schools & Student Services  
Oakland Unified School District

Dear Ms. Pena:

I am writing to express my full support of the East Bay Asian Youth Center's (EBAYC) RFQ application to be the Lead Agency for ASES and 21<sup>st</sup> Century Community Learning Center's After-School Programs. EBAYC has proven to be a strong partner of Roosevelt Middle School in implementing a comprehensive after-school program that strengthens student academic success.

Our school's vision is, "to empower all students to be creative community leaders by providing them with a strong academic foundation, equipping them with 21st century skills, and instilling a community ethic." To this end, we seek to provide our students with "The Roosevelt Experience," by creating a vibrant learning experience through engaging personalized instruction, designing solutions to real-world problems, and by supporting the whole child.

EBAYC has partnered with Roosevelt Middle School since the mid 1980s as "Roosevelt Village", a joint effort to address the rising youth gang violence in the San Antonio neighborhood. The partnership provided our vulnerable students with counseling services and a safe place to be during the after school hours while supporting their academic learning. Today, our partnership continues to flourish.

Particular to our after school partnership, the EBAYC After School Program at Roosevelt School is one the highlighted features of our school. Our After School program services are aligned with our school day strategies: a) Personalized Learning is reinforced in the after school program with the offering of Homework Assistance & Review by Academic Mentors in consultation with classroom teachers on each student's progress; b) Real-World Application is practiced with the offering of science activities (physical, earth, and life) to provide opportunities for students to find solutions to real-world scientific problems; c) Whole Child Approach is implemented with mentoring by caring Academic Mentors who support students make reflect on their decisions and learn from their successes as well as their mistakes.

When the pandemic hit us globally for the past 15 months, EBAYC was our steady partner the entire time. EBAYC quickly pivoted to provide wellness check-ins, host online push-in academic support, facilitate virtual enrichments and monthly rallies, and more. When Roosevelt Middle School was





**OAKLAND UNIFIED SCHOOL DISTRICT**

**ROOSEVELT MIDDLE SCHOOL**

presented with the opportunity to host in-person learning hub, we relied on EBAYC to staff it. As a result, our student attendance improved by xxxx.

1926 19<sup>th</sup> Avenue  
Oakland CA, 94606  
(510) 879-2120  
Fax: (510) 879-2129

It is with great pleasure that I recommend EBAYC to be a lead agency for OUSD after school programs. I have great confidence EBAYC will continue to be a critical contributing partner to OUSD as demonstrated over the three decades. I hope you will give them your fullest consideration to continue to be a Lead Agency for OUSD schools' after school programs.

Sincerely,



Joao Solomon  
Principal of Roosevelt Middle School

**Oakland High School**

---

June 16, 2021

Ms. Martha Pena  
Coordinator, Expanded Learning Programs  
Community Schools & Student Services  
Oakland Unified School District

Dear Ms. Pena:

I wholeheartedly endorse the East Bay Asian Youth Center's (EBAYC) application to be the Lead Agency for ASES and 21st Century Community Learning Center's After-School Programs.

EBAYC is the Lead Agency for Oakland High School's Shop 55 Wellness Center since its inception in 2008. Shop 55 provides a one-stop services that include medical health and mental health services, case management, college access programs and youth internships, and youth development enrichment workshops and after-school academic support.

As the Lead Agency, EBAYC is responsible for coordinating services mentioned above, facilitating after school programming, providing case management for vulnerable youth, and managing the day-to-day operation of Shop 55 Wellness Center. EBAYC coordinates and brings in over twenty community organizations to provide critical resources and expertise to support student well-being and to promote equity and community spirit at Oakland High. Some of the organizations include Lincoln, BuildOn, Oakland Kist First, Asian Health Services, Talent Search Trio Program and Mills College Upward Bound.


As our after-school service provider at Oakland High School, EBAYC offers after-school drop-in tutoring, sports study hall, SAT prep classes, mentoring, and youth-led leadership enrichment workshops.

Not only does the EBAYC staff have a passion to support our students to be successful, they are equally professional and accountable to administrators, faculty, staff and students alike. Their collaborative spirit is evident in their involvement throughout our school, from facilitating on COST team to co-chairing School Culture and Climate Committee to supporting Freshman Summer Bridge Program.

Moreover, EBAYC co-authored Measure N that was passed by Oakland voters in 2014. Measure N raises about \$12 million a year to fund the enhancement and expansion of college-going career pathways for all high school students in Oakland. At Oakland High, 97.7% are in career pathways, which is about a 50% increase from in 2014.

As OUSD continues its efforts to materialize its full-service community school vision, I am proud to share Oakland High School is right on track. We are able to do so because of our strong partnership with EBAYC. Thus, without hesitation, I strongly recommend EBAYC to be a Lead Agency for OUSD schools' after school programs.

Sincerely,

DocuSigned by:  
  
1F41C460686A4FE...

Pamela Moy  
Principal of Oakland High School



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776
HUB International Insurance Services Inc.
3000 Executive Parkway
Suite 300
San Ramon, CA 94583
CONTACT NAME: Rocky Stein
PHONE (A/C, No, Ext): (925) 415-5152
FAX (A/C, No): (951) 231-2572
E-MAIL ADDRESS: cal.cpu@hubinternational.com
INSURER(S) AFFORDING COVERAGE
INSURER A: Nonprofits' Insurance Alliance of California, Inc 01184
INSURER B: Oak River Insurance Company 34630

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA
Policy Number: 2021-55188 | Effective Dates: 06/01/2021 - 06/01/2022
Sexual Abuse or Molestation - \$1,000,000 Each Claim / \$2,000,000 Aggregate

Oakland United School District, City of Oakland, its Council members, directors, officers, agents, employees and volunteers are Additional Insured with regard to General Liability when required by written contract, per the attached endorsement CG2026 12/19.

CERTIFICATE HOLDER: Oakland United School District
Attn: Risk Management
1000 Broadway, Suite 440
Oakland, CA 94607
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations;  
or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



EASTBAY-11

SGONZALEZ

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0757776 <b>HUB International Insurance Services Inc.</b> 3000 Executive Parkway Suite 300 San Ramon, CA 94583	<b>CONTACT</b> Rocky Stein NAME: PHONE (A/C, No, Ext): (925) 415-5152      FAX (A/C, No): (951) 231-2572 E-MAIL ADDRESS: cal.cpu@hubinternational.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : <b>Scottsdale Indemnity Company</b> 15580 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b>  East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

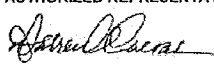
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$
A	<b>Directors &amp; Officers</b>			EKI3378183	5/14/2021	5/14/2022	<b>Ret: 0 Each Claim</b> <b>1,000,000</b>
A	<b>Employment Practices</b>			EKI3378183	5/14/2021	5/14/2022	<b>Retention \$7,500</b> <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA  
Policy Number: 2021-55188 | Effective Dates: 06/01/2021 - 06/01/2022  
Sexual Abuse or Molestation - \$1,000,000 Each Claim / \$2,000,000 Aggregate

For Information Purposes Only.

<b>CERTIFICATE HOLDER</b>  Oakland United School District Attn: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## ADDITIONAL REMARKS SCHEDULE

AGENCY HUB International Insurance Services Inc.		License # 0757776	NAMED INSURED East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

## Description of Operations/Locations/Vehicles:

Oakland Unified School District Supervisors, the individual members thereof, and all officers, agents, employees and volunteers are Additional Insured with regard to General Liability, when required, by written contract, per the attached endorsement CG2026 04/13.

**APPENDIX IV: OUSD Expanded Learning Lead Agency MOU  
Boilerplate Checklist**

1. Intent
2. Term of MOU
3. Termination
4. Compensation
  - 4.1. Total Compensation
  - 4.2. Positive Attendance
    - 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds
    - 4.2.2. Administrative Charges and Reconciliation
  - 4.3. OUSD Administrative Fees
  - 4.4. Agency Administrative Fees
  - 4.5. Program Budget
  - 4.6. Modifications to Budget
  - 4.7. Program Fees
5. Scope of Work
  - 5.1. Student Outcomes
    - 5.1.1. Alignment with Community School Strategic Site Plan
  - 5.2. Oversight
  - 5.3. Enrollment
  - 5.4. Program Requirements
    - 5.4.1. Program Hours
    - 5.4.2. Program Days
    - 5.4.3. Program Components
    - 5.4.4. Staff Ratio
  - 5.5. Data Collection
    - 5.5.1. Accountability Reports
    - 5.5.2. Attendance Reports
    - 5.5.3. Use of Enrollment Packet
  - 5.6. Maintain Clean, Safe and Secure Environment
  - 5.7. Meeting Participation
  - 5.8. Relationships
  - 5.9. Licenses
6. Field Trip Policy. Field Trips, Off Site Events and Off Site Activities
  - 6.1. – 6.13.2., including, but not limited to:
    - 6.1. Licenses Permission Slips/Acknowledgement
    - 6.1.3. Notice of Waiver of All Claims
  - 6.5. Health Conditions/Medication
  - 6.6. Supervision
  - 6.7. Transportation Requirements
  - 6.11. Additional Requirements for High Risk, Overnight, Out of State Trips
  - 6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading
  - 6.13. Additional Requirements for Trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities
7. Financial Records
  - 7.1. Accounting Records
  - 7.2. Disputes
8. Invoicing
  - 8.1. Billing Structure
  - 8.2. Unallowable Expenses
  - 8.3. Invoice Requirements
  - 8.4. Submission of Invoices
  - 8.5. Submission of Invoices for ASESP and 21st Century Grants



9. Ownership of Documents

10. Changes

10.1. Agency Changes

10.2. Changing Legislation

11. Conduct of Consultant

11.1. Child Abuse and Neglect Reporting Act

11.2. Staff Requirements

11.2.1. Tuberculosis Screening

11.2.2. Fingerprinting of Agents

11.2.3. Minimum Qualifications

11.3. Removal of Staff

11.4. Conflict of Interest

11.5. Drug-Free/Smoke Free Policy

11.6. Non-Discrimination

12. Indemnification

13. Insurance

13.1. Commercial General Liability

13.2. Worker's Compensation

13.3. Property and Fire

14. Litigation

15. Incorporation of Recitals and Exhibits

16. Counterparts

17. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

18. All exhibits, with required forms and timelines

DocuSigned by:

*David Kakishiba*

6/30/2021

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David Kakishiba, Executive Director  
East Bay Asian Youth Center

Date