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| File ID Number | 23-2586 |
| Introduction Date | 11/16/2023 |
| Enactment Number | 23-1958 |
| Enactment Date | 11/16/2023 CJH |
| By | |



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

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

November 16, 2023

To: Board of Education

From: Tara Gard, Chief of Talent
Sarah Glasband, Director, Talent Development, Recruitment & Retention

Subject: Grant Award - Expanding Youth Apprenticeship - Talent/Human Resources

ACTION REQUESTED:

Acceptance by the Board of Education of a grant award from Tides Center in the amount of \$88,703, to implement sustainable, high-quality Pre-Apprenticeship programs. With this grant we will establish a childcare pre-apprenticeship program that will register 100 pre-apprentices with the Division of Apprenticeship Standards for the period of July 1, 2023 - June 30, 2024, targeting the Education, Child Development sector in the Bay Area region.

BACKGROUND:

Grant award for OUSD schools for the 2023-2024 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and Grant Award letters are attached.

| File ID # | Backup Document Included | Type | Recipient | Grant's Purpose | Time Period | Funding Source | Grant Amount |
|-----------|--------------------------|-------|--|---|-------------------------------|----------------|--------------|
| 23-2586 | Yes | Grant | Oakland Unified School District High Schools | The purpose of the grant is for implementing sustainable, high-quality Pre-Apprenticeship programs. With this grant we will establish a childcare pre-apprenticeship program that will register 100 pre-apprentices with the Division of Apprenticeship Standards during the grant term targeting the Education, Child Development sector in the Bay Area region. | July 1, 2023 to June 30, 2024 | Tides Center | \$88,703.00 |

DISCUSSION:

The District created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

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

- Grants valued at: \$88,703.00

RECOMMENDATION:

Approval by the Board of Education of a Grant Award for OUSD for fiscal year 2023-2024, pursuant to the terms and conditions thereof, for the grant year, if any.

ATTACHMENTS:

Grant Face Sheet

Grant Award Letter

OUSD Grants Management Face Sheet

| | |
|---|---|
| Title of Grant: Expanding Youth Apprenticeship | Funding Cycle Dates: July 1, 2023 - June 30, 2024 |
| Grant's Fiscal Agent: (contact's name, address, phone number, email address) Linda Green 1012 Torney Avenue San Francisco, CA, 94129 415.561.6401 lgreen@tides.org | Grant Amount for Full Funding Cycle: \$88,703 |
| Funding Agency: Tides Center | Grant Focus: The purpose of the grant is for implementing sustainable, high-quality Pre-Apprenticeship programs. With this grant we will establish a childcare pre-apprenticeship program that will register 100 pre-apprentices with the Division of Apprenticeship Standards during the grant term targeting the Education, Child Development sector in the Bay Area region. OUSD is to develop three cohorts of Pre-Apprentices resulting in 60 new pre-apprentices during the grant period (20 enrollments in 2023-2024, 40 enrollments in 2024-2025. And an additional 40 enrollments in 2025-2026 after the program. |

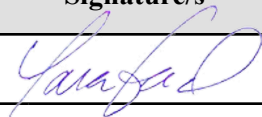

List all School(s) or Department(s) to be Served:

Districtwide- All high schools

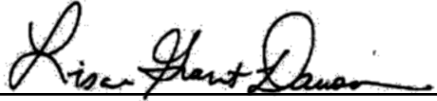

| Information Needed | School or Department Response |
|--|---|
| <p>How will this grant contribute to sustained student achievement or academic standards?</p> | <p>Oakland Unified seeks to build a pre-apprenticeship program to create a strong foundation for Oakland’s students and future staff. Through the pre-apprenticeship program, we are connecting our Dual Enrollment pathways and summer work based learning experiences to create a coherent pathway for high school students seeking to grow and develop in education careers.</p> |
| <p>How will this grant be evaluated for impact upon student achievement?</p> <p>(Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD’s indirect rate of 4.22% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant’s budget for evaluation.)</p> | <p>Grant activities and outcomes are as follows:</p> <ul style="list-style-type: none">- OUSD will participate in an 8-month ECEPTS Institute from January to August of 2023.- OUSD will participate in ongoing ECEPTS Technical Assistance meetings.- OUSD will partner with Berkeley City College and employers to successfully launch the Youth Apprenticeship (YA) cohorts.- OUSD will create outreach, recruitment, selection, and enrollment (ORSE) materials and events that focus on equity, recruiting students of color, students from low-income households, recent immigrants, and students who typically do not have plans to obtain four-year degrees.- OUSD will submit and maintain in the ECEPTS Apprenticeship Management System the following data: apprentice enrollment, demographic, academic, employment, and other information as needed to comply with DAS and DOL requirements. |

| | |
|--|---|
| | - OUSD will enroll a minimum of 60 apprentices within the grant term (20 apprentices in 2023-24 and 40 apprentices in 2024-25). |
| Does the grant require any resources from the school(s) or district? If so, describe. | Yes, the grant requires resources from the district primarily in the form of staff time. Two coordinators of diversity of inclusion are managing the project, developing connections with the school sites, as well as outreaching. The Director of Recruitment and Retention is also supporting the project in its initial development and implementation. |
| Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 4.22% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.) | No |
| Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.) | No, the program will run after school hours. |
| Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.) Sarah Glasband | Name: Sarah Glasband Title: Director, Talent Development, Recruitment & Retention Site: 944 Address: 1011 Union Street, Oakland CA, 94607 Phone: 510) 517-7414 Email: sarah.glasband@ousd.org |


Applicant Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|-------------------------|-----------------|---|-----------|
| Principal/Administrator | Tara Gard |  | 11/3/2023 |
| Chief Academic Officer | Sondra Aguilera |  | 8/31/2023 |

Grant Office Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|-------------------------|-----------------------|---|------------|
| Senior Business Officer | Lisa Grant-Dawson |  | 9/28/2023 |
| Superintendent | Kyla Johnson-Trammell |  | 11/17/2023 |

Name: Mike Hutchinson
Position: President, Board of Education

Sign:  Date: 11/17/2023



July 25, 2023

Kyla Johnson-Trammell
 Superintendent
 Oakland Unified School District
 ATTN: Account Receivable
 1011 Union Street
 Oakland, California 94607

Grant Reference #: TC2306-114633

Dear Kyla Johnson-Trammell,

I am happy to inform you that Early Care and Education Pathways to Success (ECEPTS), a project of The Tides Center, has decided to give your organization a grant in the amount of \$88,703.00. This grant is for your organization's project, Expanding Youth Apprenticeship. The grant period is from March 1, 2023 to June 30, 2024. On behalf of the Tides community, I would like to thank you for your important work in this field.

Your payment schedule is reflected in the table below:

| Payment Number | Scheduled Payment Date | Payment Amount | Payment Method | Payment Delivery |
|----------------|------------------------|----------------|----------------|---|
| 1 of 3 | July 25, 2023 | \$44,351.00 | Check | Checks are sent separately via first-class mail to the address on this award letter and should arrive within 5-7 business days from the scheduled payment date. |
| 2 of 3 | December 1, 2023 | \$22,176.00 | Check | Checks are sent separately via first-class mail to the address on this award letter and should arrive within 5-7 business days from the scheduled payment date. |
| 3 of 3 | April 1, 2024 | \$22,176.00 | Check | Checks are sent separately via first-class mail to the address on this award letter and should arrive within 5-7 business days from the scheduled payment date. |

By accepting payment, you agree to all the terms and conditions set forth in this letter.

The conditions of this grant are as follows:

- OUSD will participate in an 8-month ECEPTS Institute from January to August of 2023.
- OUSD will participate in monthly ECEPTS Technical Assistance meetings.
- OUSD will partner with Berkeley City College and employers to successfully launch the Youth Apprenticeship (YA) cohorts.
- OUSD will create outreach, recruitment, selection and enrollment (ORSE) materials and events that focus on equity, recruiting students of color, students from low-income households, recent immigrants, and students who typically do not have plans to obtain

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four-year degrees.

- OUSD will submit and maintain in the ECEPTS Apprenticeship Management System the following data: apprentice enrollment, demographic, academic, employment, and other information as needed to comply with DAS and DOL requirements.
- OUSD will enroll a minimum of 60 apprentices within the grant term (20 apprentices in 2023-24 and 40 apprentices in 2024-25).

Your organization agrees to submit to Tides reports following the report schedule below:

| Report Due Date | Report Type |
|---------------------|--|
| By November 1, 2023 | Budget/Key Activities/Progress Measures Report |
| By March 1, 2024 | Budget/Key Activities/Progress Measures Report |
| By August 1, 2024 | Budget/Key Activities/Progress Measures Report |

By accepting payment, you agree to all the terms and conditions set forth in this letter and Exhibit A attached hereto.

To submit all reports, please visit <https://tides.tfaforms.net/4675580&GID=TC2306114633>, and follow the instructions on the website.

Any portion of this award not used for the stated purpose must be repaid to Tides by your organization. Any change of purpose must be requested and approved in advance, in writing.

All expenditures made for the purposes of the grant shall appear in your organization's financial records, and such records will be made available to Tides at reasonable times upon request.

Your organization agrees to notify Tides immediately, in writing, of any change in its tax-exempt status (if currently a tax-exempt organization), its executive staff or key staff responsible for achieving the grant purposes, or any other change in its program that would affect its ability to achieve the grant purposes.

Unless specifically provided in this Grant Award Letter, including by reference to a specific grant proposal, your organization certifies that this grant is not earmarked for any third party organizations or individuals. This grant does not represent the payment of a pledge or other financial obligation.

Your organization agrees not to use any portion of the awarded funds to: carry on propaganda or to attempt to influence specific legislation either by direct or grassroots lobbying.

Your organization shall not use funds to participate in or intervene in (including the publishing or distribution of statements) any campaign on behalf of (or in opposition to) any candidate for public office; or fund any specific voter registration drive that is conducted in a manner that favors a particular candidate or slate of candidates. Your organization has not violated and will not violate any federal or state laws applicable to campaign finance or lobbying limitations or reporting rules, and will indemnify, defend and hold Tides harmless from all costs or damages incurred by Tides arising out of your organization's activities.

Your organization agrees that it will use any copyright, patent, trade secret, trademark or other intellectual property or proprietary rights (collectively, "Intellectual Property") developed by your

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organization with grant funds solely for charitable, educational or scientific purposes within the meaning of Section 501(c)(3) of the Code. In the event that your organization licenses or transfers Intellectual Property to a third party, such license or transfer will also comply with Section 501(c)(3) of the Code.

You certify that your organization does not discriminate on any unlawful basis with regard to hiring or employment practices or in the administration or provision of programs and services, and does not discriminate on the basis of sexual orientation or gender identity.

Your organization agrees to comply with all applicable laws, including but not limited to those relating to terrorism, trade sanctions, bribery or corruption, including the regulations promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. Foreign Corrupt Practices Act and, if not a U.S. entity, any other similar laws applicable to organizations doing business in your country. Your organization certifies that no grant funds will be used to promote or engage in violence or the destruction of property, or to provide support or make payments to any person or entity that promotes or engages in such activities. Tides reserves the right to modify or discontinue funding associated with this grant if your organization fails to comply with the terms of this Grant Award Letter, or if Tides determines that any statements, representations or documents provided by your organization, including in any grant reports, is false or materially misleading. In such an event, your organization agrees, at Tides' request, to repay grant funds and/or redirect them to another organization selected by Tides to carry out the purposes of this grant. Your organization will indemnify, defend and hold Tides harmless from any costs or damages incurred by Tides related to any misrepresentation in or failure to comply with this Grant Award Letter.

Your organization certifies that it is legally authorized to receive this grant under its own policies, as well as any other applicable laws and regulations. Your organization certifies that the person accepting payment has the authority and has obtained all necessary approvals to accept the grant award.

If you have occasion to announce or acknowledge this grant publicly, please indicate that support was provided by Early Care and Education Pathways to Success (ECEPTS), a project of The Tides Center.

If you have further questions, please contact Linda Barney, Advisor, by email at lbarney@tides.org.

Tides has supported organizations working for positive social change since 1976. We are proud to include your organization in that history, and we wish you the best of luck in your endeavors!

Sincerely,

A handwritten signature in black ink that reads "Janiece Evans-Page". The signature is written in a cursive style with a large, looping initial "J".

Janiece Evans-Page
Chief Executive Officer

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EXHIBIT A

The Grantee will submit narrative and financial reports, as scheduled in the grant award letter. The narrative report should summarize the progress made on the following Required Key Activities and Progress Measures. The financial report should describe how grant funds were spent based on the following Budget. The Grantee remains responsible for reporting until all requirements have been fulfilled.

REQUIRED KEY ACTIVITIES

- OUSD will participate in an 8-month ECEPTS Institute from January to August of 2023.
- OUSD will participate in ongoing ECEPTS Technical Assistance meetings.
- OUSD will partner with Berkeley City College and employers to successfully launch the Youth Apprenticeship (YA) cohorts.
- OUSD will create outreach, recruitment, selection, and enrollment (ORSE) materials and events that focus on equity, recruiting students of color, students from low-income households, recent immigrants, and students who typically do not have plans to obtain four-year degrees.
- OUSD will submit and maintain in the ECEPTS Apprenticeship Management System the following data: apprentice enrollment, demographic, academic, employment, and other information as needed to comply with DAS and DOL requirements.
- OUSD will enroll a minimum of 60 apprentices within the grant term (20 apprentices in 2023-24 and 40 apprentices in 2024-25).

PROGRESS MEASURES

For each type of apprentice registered by the Grantee under this grant:

- Number of Apprentices who completed during the reporting period.
- Number of New Apprentices enrolled during the reporting period.
- Total Active Apprentices as of the last day of the reporting period (including New Apprentices).

BUDGET

| Line Item | Budget |
|--|-----------------|
| Technology (e.g., training, laptops, peripherals) | \$60,000 |
| Student Related Expenses (e.g., success coordination, tutoring, mentoring) | \$28,703 |
| TOTAL | \$88,703 |

REFERENCE: G0010318-071223-OUSD

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