

File ID Number	21-1349
Introduction Date	6/9/21
Enactment Number	21-0994
Enactment Date	6/9/2021 er
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**OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education**

June 9, 2021

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Lucia Moritz, Executive Director, College & Career Readiness  
Rebecca Lacocque, Director, Linked Learning

Subject: Grant Award - California Department of Education - California Partnership Academies (CPA) Program: Career Technical Education Initiative (ID #0456)

**ACTION REQUESTED:**

Acceptance by the Board of Education of a Grant Award from the California Department of Education, for the California Partnership Academies (CPA) Program, for Skyline High School Education Academy, ID #0456, in the amount of \$77,670.00, to support the Career Technical Education Initiative, as described in the attachment, for the period of July 1, 2020 through June 30, 2022, pursuant to the terms and conditions thereof.

**BACKGROUND:**

Grant Award for OUSD schools for the 2020-22 fiscal years was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
21-1349	Yes	Grant	Oakland Unified School District, Skyline High School, Education Academy	To support students in the Education Academy ("EA") at Skyline High School to become college and career ready through integrated projects, Career Technical Education (CTE), CTE-integrated academics, and work-based learning experiences.	July 1, 2020 - June 30, 2022	California Department of Education, College and Career Transition Division	\$77,670.00

**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: \$77,670.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Award for Skyline High School for fiscal years 2020-2022 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof, if any.

**ATTACHMENTS:**

- Grant Face Sheet
- Grant Award Notification



## OUSD Grants Management Face Sheet

<b>Title of Grant:</b> California Partnership Academies (CPA) Program: Career Technical Education Initiative	<b>Funding Cycle Dates:</b> July 1, 2020 - June 30, 2022
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Rebecca Lacocque, Director of Linked Learning Oakland Unified School District 1000 Broadway, Suite 440, Oakland, CA 94607 510-879-4611 <a href="mailto:Rebecca.Lacocque@ousd.org">Rebecca.Lacocque@ousd.org</a>	<b>Grant Amount for Full Funding Cycle:</b>  \$77,670.00
<b>Funding Agency:</b> Michelle Upton, Staff Services Analyst Career and College Transition Division California Department of Education 1430 N Street, Suite 4202 Sacramento, CA 95814-5901	<b>Grant Focus:</b> To support Skyline High School's Skyline Education Academy (0456).
<b>List all School(s) or Department(s) to be Served:</b> Skyline High School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will provide funding for the students in the Education Academy at Skyline High School to become college and career ready through integrated supports, Career Technical Education (CTE), CTE-integrated academics, and work-based learning experiences.
How will this grant be evaluated for impact upon student achievement?  (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.56% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	The High School Linked Learning Office reviews program data annually and supports with reporting to CDE through the Perkins Grant Management System.
Does the grant require any resources from the school(s) or district? If so, describe.	One-to-one matching funds are required and will be provided by the High Network Office and the funded school site.
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 5.56% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Yes
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	Outside learning experiences (work-based learning) are a component of California Partnership Academies.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Rebecca Lacocque, Linked Learning Director High School Linked Learning Office Oakland Unified School District 1000 Broadway, Suite 440, Oakland, CA 94607 510-874-4611 <a href="mailto:Rebecca.Lacocque@ousd.org">Rebecca.Lacocque@ousd.org</a>

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**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Linked Learning Director	Rebecca Lacocque		5/7/2021
Department Head (e.g. for school day programs or for extended day and student support activities)	Sondra Aguilera		5/14/2021

**Grant Office Obtained Approval Signatures:**

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

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**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Dr. Kyla Johnson-Trammell, Superintendent Oakland Unified School District 1000 Broadway, Suite 300 Oakland, CA 94607-4099				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				20	23181	61259	08
<b>Attention</b> Dr. Kyla Johnson-Trammell, Superintendent				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> Accounting Office, Categorical Programs				<b>Resource Code</b>	<b>Revenue Object Code</b>	01	
<b>Telephone</b> 510-434-7790				7220	8590	<b>INDEX</b>	
<b>Name of Grant Program</b> California Partnership Academies (CPA) Program							0615
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$77,670		\$77,670		7/01/2020	6/30/2022	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		

I am pleased to inform you that you have been funded for the Skyline Education Academy (0456) at Skyline High School.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

Please return the original, signed Grant Award Notification (AO-400) to:

Michelle Upton, Staff Services Analyst  
 Career and College Transition Division  
 California Department of Education  
 1430 N Street, Suite 4202  
 Sacramento, CA 95814-5901

<b>California Department of Education Contact</b> Maria Burright		<b>Job Title</b> Education Programs Consultant	
<b>E-mail Address</b> mburright@cde.ca.gov		<b>Telephone</b> 916-319-0460	
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 		<b>Date</b> December 10, 2020	
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>			
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>			
<b>Printed Name of Authorized Agent</b> Dr. Kyla Johnson-Trammell		<b>Title</b> Superintendent	
<b>E-mail Address</b> Kyla.johnson@dusd.org		<b>Telephone</b> 510-879-8000	
<b>Signature</b> 		<b>Date</b> 1/22/21	

**Grant Award Notification (Continued)**

The following conditions apply:

1. The grant award will be processed upon receipt of the signed Grant Award Notification (AO-400). This AO-400 must be signed by the superintendent or an authorized official and **returned within 10 working days**.
2. All approved program funds must be expended within the dates designated and for the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. **No extensions of this grant will be allowed.**
3. The grantee is required to use these funds only for the operation and maintenance of the California Partnership Academy (CPA) at the high school noted in the AO-400 in accordance with the provisions of California *Education Code (EC)* sections 54690 through 54697. These funds may not supplant current fixed costs. Expenditures shall comply with all applicable provisions for federal, state, and local rules, regulations, and policies relating to the administration and accounting for public school funds, including but not limited to the *EC*. These funds are instructional in nature. These funds may not be used for out-of-state travel expenses.
4. The grantee must limit administrative indirect costs to the rate approved by the California Department of Education (CDE) for the applicable fiscal year in which the funds are spent.
5. Upon receipt of the required certifications, scheduled payments of grant funds will be as follows:
  - Fifty percent of the funds will be released upon completion and return of the AO-400. Please allow approximately four weeks for processing.
  - Final payment will be processed after receipt and approval of the CPA Annual Report due October of each year. Maximum reimbursement is based upon the number of qualified students as described in *EC* Section 54691. The reduced amount per qualified student is 4.11 percent (\$863 per qualified student for fully implemented program grades ten through twelve). The final payment is adjusted based on the number of qualified students not to exceed the maximum grant amount.
  - The End-of-Project (EOP) Expenditure Report is due after all funds have been expended but no later than 60 days after the end of the grant period. The EOP Expenditure Report is on the CDE CPA web page at <https://www.cde.ca.gov/ci/qs/hs/cpagrantinfo.asp>.
  - The EOP Expenditure Report should include a narrative of the final expenditures. Failure to submit the EOP Expenditure Report with a detailed narrative within 90 days from the end of the grant period will result in a billing from the CDE for the entire amount of any grant funds paid and possible reduction of any subsequent years' grants.
6. At least three key staff members from each CPA are required to attend the virtual CPA Conference to be held **February 28–March 2, 2021**. These funds can be used for that purpose.

If the grantee terminates its participation in the program, the grantee shall submit a final expenditure report within 30 days and return the unexpended funds upon receipt of a billing from the CDE. Supplies and equipment purchased with these funds will be redirected to other CPA sites.

If you have any questions regarding the CPA program requirements of the grant, please contact Maria Burrig, Education Programs Consultant, High School Innovations and Initiatives Office (HSIIO), by phone at 916-319-0460 or by email at [mburrig@cde.ca.gov](mailto:mburrig@cde.ca.gov). If you have questions regarding the fiscal requirements of the grant, please contact Michelle Upton, Staff Services Analyst, HSIIO, by phone at 916-445-7755 or by email at [mupton@cde.ca.gov](mailto:mupton@cde.ca.gov).