

File ID Number	12-0741
Introduction Date	4-25-12
Enactment Number	12-1140
Enactment Date	4-25-12
By	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education
 From: *[Signature]* Tony Smith, Superintendent *VEA G.T.S.*
 Prepared by Christian Nelson, Administrator, Oakland Adult & Career Education
 Subject: **District Submitting Grant Proposal**

ACTION REQUESTED:

Approval and support by the Board of Education of District applicant submitting grant proposal for OUSD schools for fiscal years 2012-2013 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

BACKGROUND:

Grant proposal for OUSD schools for the 2012-2013 fiscal year were 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
12-0741	X	Grant	Oakland Adult & Career Education	Supplemental activities in support of instruction for adults with academic skills below 12 th grade level, and focusing on adults with skills below 8 th grade level.	07/01/2012 to 06/30/2013	California Department of Education	\$341,000.00

DISCUSSION

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- 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 funder.

- Grants valued at: \$341,000.00

RECOMMENDATION:

Approval and support by the Board of Education of District applicant submitting grant proposal for OUSD schools for fiscal years 2012-2013 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

Attachments:

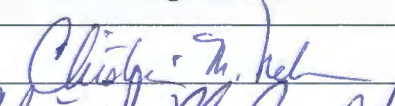
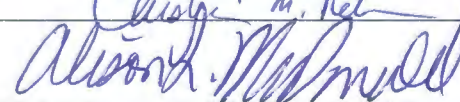
Grant Face Sheet; Grant Application

OUSD Grants Management Face Sheet


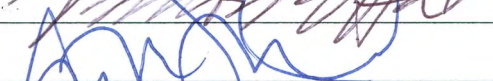
Title of Grant: WIA Title II 231 Grant	Funding Cycle Dates: July 1, 2012 – June 30, 2013
Grant's Fiscal Agent: (contact's name, address, phone number, email address) California Department of Education 1430 N Street, Suite 6408 Sacramento, CA 95814	Grant Amount for Full Funding Cycle: Approximately \$341,000; exact amount to be determined by CA Dept of Education
Funding Agency: California Department of Education	Grant Focus: Supplemental activities in support of instruction for adults with academic skills below 12th grade level, and focusing on adults with skills below 8th grade level.
List all School(s) or Department(s) to be Served: OUSD Adult Education	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Grant funds are based on student achievement as measured by CASAS test scores in reading and math. Grant funds are used primarily for instructional costs, professional development, curriculum development and instructional materials.
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 5.17% 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.)	Staff from Adult Education's Analysis and Accountability unit will continue to track and report student test scores relative to standards set by the CDE.
Does the grant require any resources from the school(s) or district? If so, describe.	The grant is supplemental to base program funding. A standard maintenance of effort is required.
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 5.17% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Christian Nelson, Administrator, OUSD Adult Education 2607 Myrtle Street Oakland, CA 94607 Christian.nelson@ousd.k12.ca.us

Applicant Obtained Approval Signatures:

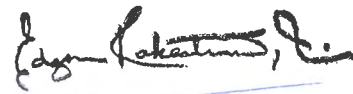
Entity	Name/s	Signature/s	Date
Administrator	Christian Nelson		3-9-12
Department Head (e.g. for school day programs or for extended day and student support activities)			3-14-12

Grant Office Obtained Approval Signatures:


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

 4/26/12

Jody London
President, Board of Education

 4/26/12

Edgar Rakestraw, Jr., Secretary
Board of Education

File ID Number: 12-0741
 Introduction Date: 4-25-12
 Enactment Number: 12-1140
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 By: 

THIS PAGE FOR CDE USE ONLY

Name	Oakland Unified School District
CDS/Vendor Code	01-6125

Date Received

Funding Source	Resource Code	PCA	Program Focus Area	2011-12 Funding Status	2012-13 Applying For	2012-13 Grant Award Notification	2010-11 Payment Points
Section 225	3940	13971	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	Not eligible		0
Section 231	3905	14508	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE) Family Literacy	Yes	Yes		920
			ESL-Citizenship <i>[NOTE: Requires CASAS training to administer the Citizenship Interview Test]</i> <i>[May not participate in EL Civics Citizenship Preparation]</i>	No	No		0
	3913	13978	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes		136
EL Civics	3926	14109	Civic Participation	Yes	Yes		903
			Citizenship Preparation <i>[NOTE: Requires CASAS training to administer the Citizenship Interview Test]</i> <i>[May not participate in Section 231 ESL-Citizenship]</i>	Yes	Yes		

Certification	Initials	Date
State and Federal Drug-Free Workplace		
Lobbying		
Debarment, Suspension, Ineligibility and Voluntary Exclusion		
Specific Assurances		
Superintendent/CEO		
Entered Date Received in CDE Data Access Page		
Reviewed by Neil Kelly, Regional Consultant		
Notes		

I. Grants, Signatures, and Contacts

A. Superintendent/CEO Certification

CERTIFICATION: I hereby agree to comply with all applicable state and federal rules and regulations, and program guidelines and requirements. I certify that to the best of my knowledge, the information contained in this application is correct and complete, and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.

Superintendent/CEO:	Anthony Smith <i>Signature: Anthony Smith</i>
Title:	Superintendent
Telephone:	510 879-2000
Mailing Address:	1025 Second Avenue Oakland, CA 94606-2212
Email:	anthony.smith@ousd.k12.ca.us

County	District/Vendor Code	Charitable Trust No. (for CBOs only)
01	6125	

*The correct Charitable Trust number and District/Vendor code must be provided for the application to be accepted. If necessary, call the Office of the Attorney General at (916) 445-2021 or 445-2022 for verification.

My agency is a(n):	District
Indicate your governance method:	School Board
If you chose "Other" as your governance method above, please specify:	

I. Grants, Signatures, and Contacts

B. Program Administration

Main School/Site:	Oakland Adult & Career Education, McClymonds Educational Campus
Principal/Director:	Name: Chris Nelson Title: Administrator Telephone: 510 273-2303 Email: christian.nelson@ousd.k12.ca.us
Vice/Asst Principal:	Name: Title: Telephone: 510 Email:
Mailing Address:	2607 Myrtle Street Oakland, CA 94607

I. Grants, Signatures, and Contacts

C.Program Area Contacts

Title	First name	Last name	Email	Phone
Additional Administrative Personnel				
Adult Education Director	Chris	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
Administrative Assistant	Veronica	Richardson	veronica.richardson@ousd.k12.ca.us	(510) 273-2310
Fiscal/Budget Administrator	Chris	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
Categorical Program Monitor (CPM)	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
Data Accountability Coordinators				
Enrollment/Attendance	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
J18/19-A Coordinator	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
A22 Course Approval Coordinator	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
TOPSpro Coordinator	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
CASAS Coordinator	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
Curriculum Coordinators				
ABE Coordinator	Chris	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
ASE Coordinator	Chris	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
ESL Coordinator	Sue	Pon	sue.pon@ousd.k12.ca.us	(510) 336-7529
CTE Coordinator	Chris	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
Additional Program Coordinators				
WIA II - 231 Coordinator	Byron	Huey	byron.huey@ousd.k12.ca.us	(510) 273-2321
WIA II - 225 Coordinator				
WIA II - EL Civics Coordinator	Sue	Pon	sue.pon@ousd.k12.ca.us	(510) 336-7529
WIA Title I Coordinator				
CALWorks	Christian	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
Innovation Program Coordinator	Christian	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
Carl Perkins Coordinator	Chris	Nelson	christian.nelson@ousd.k12.ca.us	(510) 273-2303
CBET Coordinator	Sue	Pon	sue.pon@ousd.k12.ca.us	(510) 336-7578
Even Start Coordinator				

I. Grants, Signatures, and Contacts

D. Funding Requested

Funding may be requested for any section (225, 231, EL Civics) approved in the prior program year. Agencies are permitted to use their funding in all program focus areas within an approved resource code category and claim the payment points earned within that resource code. Payment points may only be generated in programs for which an agency has been approved.

Section 231 programs: Agencies approved in the prior program year for Section 231 funding are permitted to apply for either or both Resource Code categories exhibited in the table below. All eight 231 Program Focus Areas are combined under the two Resource Code categories (3905 and 3913). Agencies may offer programs and earn payment points in any of the eight program focus areas; however, funding will be awarded only to the Resource Code(s) that generated payment points in 2010–11.

For information on specific program focus areas, refer to the [Program Reapplication Guidelines and Requirements for 2012–13](#).

Funding Source	Resource Code	PCA	Program Focus Area	2011–12 Funding Status	2012–13 Applying for	2010–11 Payment Points
Section 225	3940	13971	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	Not eligible	0
Section 231	3905	14508	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE) Family Literacy	Yes	Yes	920
			ESL-Citizenship [NOTE: Requires CASAS training to administer the Citizenship Interview Test] [May not participate in EL Civics Citizenship Preparation]	No	No	0
	3913	13978	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes	136
EL Civics	3926	14109	Civic Participation	Yes	Yes	903
			Citizenship Preparation [NOTE: Requires CASAS training to administer the Citizenship Interview Test] [May not participate in Section 231 ESL-Citizenship]	Yes	Yes	

II. Additional Program Information

A. Statewide and Local Program Level Completion

The California Department of Education (CDE) is required to annually negotiate with the U. S. Department of Education (ED) statewide performance goals for each of the educational functioning levels included in the National Reporting System (NRS) for Adult Education. The performance goals project what percentage of all learners, who meet the NRS reporting requirements, will make an educational gain equal to completing a program level during the year. Completion of a level is determined by the learner's completed TOPSpro Entry record, Update record, CASAS pretest score, and CASAS post-test score.

At the end of each program year, the state's performance is reported (in Federal Table 4) to the ED. The ED compares California's performance to the previously negotiated goals and to the performance of other states.

To negotiate the performance goals of California funded agencies, the CDE uses the latest available aggregated performance data of all NRS eligible learners within each of the educational functioning levels. For example, in February 2010, the CDE used the performance of all NRS eligible learners for the 2009-10 program year to negotiate the performance goals for 2010-11.

Since the CDE uses aggregated eligible adult learner data from all WIA Title II funded local agencies to set the annual performance goals, it is important for all funded local agencies to review their own agency's performance and compare it to the statewide performance. This comparison will provide information about how well the agency is performing against the statewide average and assist CDE Consultants and agency staff in targeting areas of program improvement that can result in increased learner performance.

Educational Functioning Level	California Federal Table 4 Program Year 2010–11		Applicant Agency Federal Table 4 Program Year 2010–11	
			Section 231 and EL Civics	
	Performance Goal	Percentage Completing Level	Percentage Completing Level	Comparison to State Goal
ABE Beginning Literacy	32.00 %	44.70 %	15.73 %	-16.27
ABE Beginning Basic Education	41.00 %	52.70 %	42.37 %	+ 1.37
ABE Intermediate Low	40.00 %	48.80 %	36.47 %	-3.53
ABE Intermediate High	28.00 %	32.70 %	22.73 %	-5.27
ASE Low	20.00 %	32.60 %	0.00 %	---
ESL Beginning Literacy	44.00 %	61.60 %	62.60 %	+18.60
ESL Beginning Low	35.00 %	63.00 %	67.46 %	+32.46
ESL Beginning High	50.00 %	61.00 %	52.16 %	+ 2.16
ESL Intermediate Low	47.00 %	53.40 %	49.32 %	+ 2.32
ESL Intermediate High	44.00 %	48.20 %	45.88 %	+ 1.88
ESL Advanced	21.00 %	22.60 %	15.00 %	-6.00

II. Additional Program Information

B. Core Performance Outcome

The NRS also reviews California's Core Performance Outcomes on Table 5. The performance outcomes that are reported each year include:

- High School diploma/GED completion
- Entered postsecondary training
- Entered employment
- Retained employment

The chart below shows the number of core performance outcomes that were reported for the 2010-11 year.

Core Performance Outcome Measures	California Core Performance Outcomes Achieved	Applicant Agency Core Performance Outcomes Achieved
HS Diploma/GED	9,390	80
Entered Postsecondary Ed/Training	879	4
Entered Employment	998	5
Retained Employment	1,104	10

Place of Performance (street address, city, county, state, zip code)

OAKLAND UNIFIED SCHOOL DISTRICT
1025 SECOND AVENUE, ROOM 301
OAKLAND, CA 94606-2296

Check if there are workplaces on file that are not identified here.

Drug-Free Workplace Act/Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *CFR* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: OAKLAND UNIFIED SCHOOL DISTRICT

Name of Program: WORKFORCE INVESTMENT ACT / ADULT EDUCATION

Printed Name and Title of Authorized Representative: _____

Signature:  Date: 3/19/12

Lobbying

Certification regarding lobbying for federal grants in excess of \$100,000.

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 *Code of Federal Regulations (CFR)* Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the *U.S. Code*, and implemented at 34 *CFR* Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 *CFR* Part 82, Sections 82.105 and 82.110, the applicant certifies that:

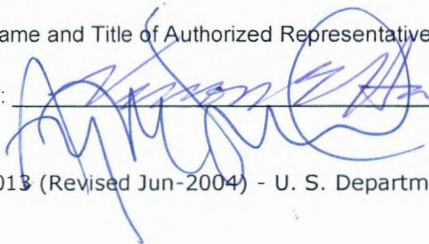
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," (revised Jul-1997) in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: OAKLAND UNIFIED SCHOOL DISTRICT

Name of Program: WORKFORCE INVESTMENT ACT / ADULT EDUCATION

Printed Name and Title of Authorized Representative: _____

Signature:  Date: 3/19/12

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: OAKLAND UNIFIED SCHOOL DISTRICT

Name of Program: WORK FORCE INVESTMENT ACT / ADULT EDUCATION

Printed Name and Title of Authorized Representative: _____

Signature:  _____ Date: _____

**California Department of Education
Adult Education and Family Literacy Act P. L. 105-220**

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES (continued)

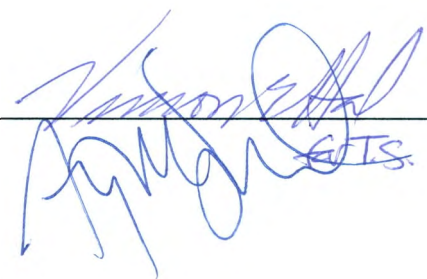
5. The duly authorized agent of the applicant agrees to use not less than 95 percent of its approved funds for carrying out adult education and literacy activities. The remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and interagency coordination. In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the CDE will negotiate with the agency an adequate level of funds to be used for non-instructional purposes (*Workforce Investment Act of 1998, Title II, Section 233*).
6. The duly authorized agent of the applicant agrees to meet state imposed program participation criteria that include, but are not limited to, attendance at CDE-sponsored training related to CASAS, budget development, and program development (*California State Plan 6.1.13*).
7. The duly authorized agent of the applicant agrees to document procedures and guidelines pertaining to their standardized assessment practices. Adult literacy providers may use the *Workforce Investment Act Title II Adult Education and Family Literacy Act Assessment Policy Guidelines* as the policy foundation, in conjunction with Test Administration Manuals, *CASAS Administration Manual for California*, and regional training workshops to provide a basis for development of local procedures, guidelines, and implementation practices.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and requirements. It is also understood that failure to comply will result in withholding or forfeiture of Workforce Investment Act Title II funding.

Name of Applicant: OAKLAND UNIFIED SCHOOL DISTRICT

Name of Program: WORKFORCE INVESTMENT ACT / ADULT EDUCATION

Printed Name and Title of Authorized Representative:

Signature:  Date: 3/19/12

Debarment and Suspension

Certification regarding debarment, suspension, ineligibility and voluntary exclusion--lower tier covered transactions.

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

GENERAL ASSURANCES

California Department of Education

Discrimination

As the duly authorized representative of the applicant, I certify that the applicant will comply with all federal statutes relating to nondiscrimination, including (a) Title VI of the Civil Rights Act of 1964 (45 *United States Code* [USC] sections 2000d through 2000d-4) prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (20 USC sections 1681-1683) prohibiting discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (20 USC Section 794) prohibiting discrimination on the basis of handicap; and The Age Discrimination Act (42 USC Section 6101, *et seq.*) prohibiting discrimination on the basis of age.

Costs

As the duly authorized representative of the applicant, I certify that the applicant will comply with the general cost principles set forth in federal regulations, 34 *Code of Federal Regulations* (CFR) Section 74.27 and 34 CFR Section 80.22, and the Office of Management and Budget circulars applicable to my entity.

I further certify that the applicant will comply with the expenditure requirements set forth in the federal Education Department Guidelines Administrative Regulations (EDGAR) contained in Title 34 of the CFR.

Records

As the duly authorized representative of the applicant, I certify that the applicant will make reports to the state or federal agency designated in the application as may reasonably be necessary to enable those agencies to perform their duties. The applicant will maintain and provide access to all records used in the preparation of such reports for a period of five years. Such records shall include, but not be limited to, records which fully disclose the amount and disposition by the recipient of funds, the total cost of the activity for which the funds are used, the share of the cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for five years after the completion of the activities for which the funds are used.

Applicable Law

As the duly authorized representative of the applicant, I certify that the applicant will comply with all state and federal statutes, regulations, program plans, and eligibility requirements applicable to each program under which federal and state funds are made available through the application.

California Department of Education
Adult Education and Family Literacy Act P. L. 105-220

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES

In addition to the General Assurances of the California Department of Education, the duly authorized agent of the applicant certifies that the applicant will comply with the following Workforce Investment Act Title II specific program requirements:

1. The duly authorized agent of the applicant agrees to submit the following for approval by the CDE Adult Education Office before grant funds can be distributed:
 - a. Program Budgets by the due date specified in the Grant Award notification. For additional information, see the *Workforce Investment Act Title II, Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education, Program Reapplication Guidelines and Requirements 2011-12 (Workforce Investment Act of 1998, Title II §232)*
 - b. Memorandums of Understanding (MOUs) for cooperative arrangements for services (*EDGAR §80.37(a)(1-4) (b)(1-3), and Workforce Investment Act of 1998, Title II §232*).
2. The duly authorized agent of the applicant agrees to fulfill all data collection, surveys, and reporting requirements in an accurate and timely manner (*Workforce Investment Act of 1998, Title II §212 and 224(b), and California State Plan, Chapter 5*)
 - a. Data Foundation and Structure: The duly authorized agent of the applicant agrees to use the state's standardized policies and procedures for intake, placement, goal setting, and follow-up surveys. The agent agrees to implement an assessment and attendance tracking system using the Comprehensive Adult Student Assessment System (CASAS) and TOPSpro software for collecting student information. The duly authorized agent of the applicant agrees that students must attend a minimum of 12 hours before being considered as participating students (*National Reporting System (NRS) Implementation Guidelines, Chapter 1. NRS Measures*).

Note: The CDE will provide TOPSpro software, assessment materials, and staff training to all funded agencies free of charge. If your agency does not use TOPSpro, your data system must be capable of producing all data elements included in TOPSpro and in the same sequence as the TOPSpro reports (Workforce Investment Act of 1998, Title II Sec. 212 and 224(b), and California State Plan, Chapter 5.0).
 - b. Data Collection, Verification, Analysis, and Reporting: The duly authorized agent of the applicant agrees to have staff with clear responsibility for data collection, data entry, attestation, and procedures for correcting errors and resolving missing data. The duly authorized agent of the applicant agrees to use student data for program management and improvement such as evaluating learning gains, teacher performance, and meeting student needs.
3. Professional Development: The duly authorized agent of the applicant agrees to train staff that will be responsible for general NRS requirements including assessment and follow-up policy procedures, and student goal-setting. Staff must receive training on data entry and collection procedures, interpreting reports, the process and ability to conduct follow-up surveys, and data matching procedures.
4. Federal law Title 34 *Code of Federal Regulations 80.21* (i) requires that any interest earned by grantees on federal dollars be returned to the U.S. Department of Education (ED) if the amount is in excess of \$100. Grantees shall promptly, but at least quarterly, remit interest earned on advances to the California Department of Education for return to the ED.

Drug Free Workplace

Certification regarding state and federal drug-free workplace requirements.

Note: Any entity, whether an agency or an individual, must complete, sign, and return this certification with its grant application to the California Department of Education.

Grantees Other Than Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *Code of Federal Regulations (CFR)* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace
 - 2. The grantee's policy of maintaining a drug-free workplace
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
 - e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: