

File ID Number	16-0802
Introduction Date	6-8-16
Enactment Number	16-0905
Enactment Date	6-8-16
By	



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools. Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools and Student Services
Department
June 8, 2016

To: Board of Education
From: Antwan Wilson, Superintendent
Subject: Grant Agreement, Grant ID #12VSPCA003 - Corporation for Nation and Community Service

ACTION REQUESTED:

Approval by Board of Education of a Memorandum of Agreement (MOA) between District and the Corporation for National and Community Services AmeriCorps*VISTA (Agreement No. 12VSPCA003), accepting \$16,624.00 in federal assistance and up to twenty-one (21) AmeriCorps VISTA Members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty related human, social, and environmental problems as specified in the project application, incorporated herein by reference as part of Agreement, funding Grant Year 4, June 28, 2015 through July 9, 2016, pursuant to terms and conditions herein.

BACKGROUND:

Grant amendment agreement for OUSD schools for the 2015-2016 fiscal years were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
16-0802	Yes	Grant	Oakland Unified School District, Community Schools and Student Services (CSSS) Department	Support CSSS's management of volunteers/mentors for the OUSD Community Schools Project, Year 4.	June 28, 2015 through July 9, 2016	Corporation for National and Community Service (CNCS)	\$16,624.00

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: \$16,624.00 + 21 VISTA members

RECOMMENDATION:

Approval by Board of Education of a Memorandum of Agreement (MOA) between District and the Corporation for National and Community Services AmeriCorps*VISTA (Agreement No. 12VSPCA003), accepting \$16,624.00 in federal assistance and up to twenty-one (21) AmeriCorps VISTA Members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty related human, social, and environmental problems as specified in the project application, incorporated herein by reference as part of Agreement, funding Grant Year 4, June 28, 2015 through July 9, 2016, pursuant to terms and conditions herein.

ATTACHMENTS:

Grant Face Sheet

Notice of Grant Award, Project Number 12VSPCA003

Amendment to the Memorandum of Agreement

OUSD Community Schools Project Budget

VISTA Assignment Descriptions (VAD)



CONTRACT JUSTIFICATION FORM

**This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.**

Legislative File ID No. 16-0802

Department: Community Schools and Student Services

Vendor Name: Corporation for National and Community Service

Contract Term: Start Date: 06/28/2015 End Date: 07/09/16

Annual Cost: \$ 191,952.00 Total

Approved by: Andrea Bustamante / Curtiss Sarikey

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

Corporation for National and Community Service provides AmeriCorps VISTAs to create systems for recruitment, training, and evaluation of Volunteers/Mentors for the OUSD Community Schools Project.

Summarize the services this Vendor will be providing.

This Grant will support the Department of Community Schools and Student Services' management of the Community School VISTAs (Volunteers In Service To America). VISTA members will implement projects to impact student attendance at target sites with chronic absenteeism for the OUSD Community Schools Project, Year 4.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

We applied for a Grant and were funded by this federal agency that provides AmeriCorps volunteers to work hand in hand with local partners, in intensive service each year at nonprofits, schools, public agencies, and community groups across the country. This is year 4 of the Grant.

2) Please check the competitive bid exception relied upon:

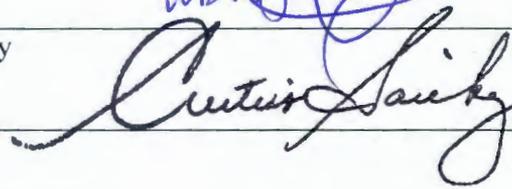
- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

OUSD Grants Management Face Sheet

Title of Grant: AmeriCorps VISTA	Funding Cycle Dates: June 28, 2015 – July 9, 2016
Grant's Fiscal Agent: (contact's name, address, phone number, email address) Corporation for National and Community Service Gail Benton Shoemaker, State Program Specialist 1301 Clay Street, 354-South Oakland, CA 94612 (510) 637-1750, GBentonShoemaker@cns.gov	Grant Amount for Full Funding Cycle: <ul style="list-style-type: none"> ▪ \$16,624.00 + (10) cost share standard VISTA members and Summer Associate; ▪ \$63,984.00 Agreement increase from \$127,968.00 to an amount not to exceed \$191,952.00.
Funding Agency: Corporation for National and Community Service (CNCS) AmeriCorps VISTA	Grant Focus: AmeriCorps VISTAs to create systems for recruitment, training, and evaluation of Volunteers/Mentors for the OUSD Community Schools Project.
List all School(s) or Department(s) to be Served: Community Schools and Student Services (CSSS) Department	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will support CSSS's management of the Community School VISTAs (Volunteers In Service To America). VISTA members will implement projects to impact student attendance at target sites with chronic absenteeism.
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 5.46% 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.)	Volunteers/mentors will impact attendance of students served, increasing 10% attendance over four (4) years. VISTA members will track volunteer placements and students served by those volunteers. VISTA members will monitor attendance for students served by the program.
Does the grant require any resources from the school(s) or district? If so, describe.	10% CSSS staff coordination time from the Coordinator of Family & Community Engagement and the Director of Community Partnerships plus the cost share for four (4) VISTA members and Summer Associate in the amount of \$127,968.00.
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 5.46% 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.)	Andrea Bustamante Director, Community School Partnerships 1000 Broadway, Suite 150, Oakland, CA 94607 (510) 879-2901 Andrea.Bustamante@ousd.org

Applicant Obtained Approval Signatures:

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

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Antwan Wilson		

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

AmeriCorps VISTA

MEMORANDUM OF AGREEMENT



Between

Oakland Unified School District
746 Grand Ave
Oakland, CA 94610-2714
EIN: 946000385

and

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

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

This Memorandum of Agreement, hereinafter referred to as "the Agreement", between the two above-captioned parties: 1) Corporation for National and Community Service, hereinafter referred to as "CNCS"; and 2) Oakland Unified School District, hereinafter referred to as the "Sponsor", sets forth the parties' understanding concerning the establishment and operation of a local project under the AmeriCorps VISTA program, pursuant to Title I, Part A of the Domestic Volunteer Service Act, as amended, (42 U.S.C. §§ 4950 et seq.), hereinafter may be referred to as "the Act". The primary purpose of this agreement is for CNCS to provide the Sponsor with up to twenty-one (21) AmeriCorps VISTA members and up to zero (0) Summer Associates to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems as specified in the Project Application. The Project Application is incorporated in this Agreement by reference.

The project shall be cost-shared between CNCS and the Sponsor. Accordingly, the Agreement provides for the Sponsor's funding of up to \$127,962.00 to cost-share up to eight (8) AmeriCorps VISTA member(s) and up to zero (0) Summer Associates and the assignment of up to thirteen (13) AmeriCorps VISTA members(s) and up to zero (0) Summer Associates supported by CNCS. The Sponsor's cost-share of up to eight (8) VISTAs and Summer Associates is subject to annual review and renewal every 12 months. The final numbers of AmeriCorps VISTA members and/or Summer Associates placed may be less than the number listed above due to considerations, such as those related to the management, resources and budget of the VISTA program. Specific details regarding cost-share payment roles and responsibilities associated with this Agreement are set forth in paragraph 20 of Part II of this Agreement.

I. GENERAL PROVISIONS

1. Duration of This Agreement

This Agreement is for one year, and shall become effective on the date of 06/28/2015 execution of this Agreement. The date of execution of this agreement is the date that the final signatory for either party signs and dates this Agreement. This Agreement is subject to performance of the terms as set forth in this Agreement, below in Part II. Activity on the project shall be deemed to have begun on 06/28/2015 and shall end thereafter on 07/09/2016, unless terminated sooner by either or both of the parties.

2. Status of VISTA Members During Service

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

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

II. RESPONSIBILITIES OF THE PARTIES

1. CNCS Responsibilities. CNCS will:

- a. Select individuals to serve as AmeriCorps VISTA members at Sponsors, and enroll individuals as AmeriCorps VISTA members in the AmeriCorps VISTA program.
- b. Assign AmeriCorps VISTA members to the Sponsor. All member assignments are at the discretion at the discretion of CNCS and subject to availability of funds.
- c. Provide technical assistance to the Sponsor in planning, development, and implementation of the project.
- d. Process and select member applications submitted by Sponsor.
- e. Provide AmeriCorps VISTA candidate in-processing and pre-service orientation at AmeriCorps VISTA program expense.
- f. Provide AmeriCorps VISTA members with any benefits to which each is eligible, as prescribed by statute and VISTA program policy. Depending on the eligibility and circumstances of each VISTA member, benefits may include living allowance, relocation assistance, end of service awards, health coverage, life insurance coverage, and/or child care coverage.
- g. Subject to the availability of funds, conduct training for the Sponsor's AmeriCorps VISTA supervisors(s).
- h. Periodically review and assist the Sponsor's use of AmeriCorps VISTA members to achieve the objectives and perform the task(s) specified in the Project Narrative part of the Project Application.
- i. Promptly respond to written requests by the Sponsor to remove any AmeriCorps VISTA member from the project in accordance with CNCS's policies and procedures.
- j. Provide the Sponsor timely information concerning applicable CNCS and AmeriCorps VISTA regulations, policies and procedures.
- k. Provide to AmeriCorps VISTA candidate and members information regarding volunteer discrimination complaint procedures, and grievance procedures, as provided in federal law, applicable regulations, and the AmeriCorps VISTA Member Handbook.
1. Effect removals of AmeriCorps VISTA members from Sponsors, and effect early terminations from the AmeriCorps VISTA program of AmeriCorps VISTA members.

2. Sponsor Obligations. The Sponsor will:

- a. To the maximum extent practicable, consult with and use the people of the community to be served by AmeriCorps VISTA members in planning, developing, and implementing the project.
- b. Operate the project in accordance with the provisions of the Act, applicable program policies and regulations, and other Federal laws, regulations, and policies which are, or become, applicable to the program.

- c. Operate the project in accordance with the approved Project Application.
- d. Prepare and have approved by the appropriate CNCS State Office a Volunteer Assignment Description (VAD) for each VISTA member assigned to the Sponsor.
- e. Engage in best efforts to accomplish the goals set out for the AmeriCorps VISTA members in the Project Application, and comply with the Assurances included within the Project Application.
- f. Arrange and be responsible for providing in-depth on-site orientation and training for all incoming AmeriCorps VISTA members at the beginning of their service.
- g. Assist in the provision of pre-service, and in-service training (online or face-to-face), as specified in the Project Narrative.
- h. Supervise all assigned AmeriCorps VISTA members on a day-to-day basis, and as described in the Project Narrative.
- i. Provide on-the-job transportation, administrative resources and other project support needed to successfully conduct the project.
- j. Provide all AmeriCorps VISTA members grievance rights and procedures in accordance with federal law, applicable regulations, and the AmeriCorps VISTA Member Handbook.
- k. Maintain such records and accounts, including the tracking of leave taken by assigned AmeriCorps VISTA members, and make such reports and investigations concerning matters involving AmeriCorps VISTA members and the project, as CNCS may require. The Sponsor agrees to retain such records as CNCS may require for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to CNCS for the purpose of litigation, audit or examination.
- l. If circumstances require, the Sponsor will advance up to \$500.00 to any AmeriCorps VISTA member in case of any emergency (e.g., critical illness or death in the immediate family) to be reimbursed by CNCS when the Sponsor and AmeriCorps VISTA member have completed and submitted an AmeriCorps VISTA Payment Voucher. CNCS will not be responsible for the reimbursement of these funds unless the AmeriCorps VISTA Payment Voucher form is submitted to the State Program Director.
- m. Report to the appropriate CNCS State Office, within 24 hours, the unscheduled departure of all assigned AmeriCorps VISTA members, and otherwise keep CNCS timely informed of unscheduled changes of status and conditions of AmeriCorps VISTA members, such as arrests, medical emergencies, hospitalization, and absence without leave.
- n. Submit Project Progress Reports within the required time frame.
- o. Submit on-site orientation training plans to the appropriate CNCS State Office at least thirty (30) days in advance of the proposed starting date of such training. On-site orientation training must occur and be completed within the first two to four weeks of an AmeriCorps VISTA member's assignment to the Sponsor.
- p. Ensure that the Sponsor's AmeriCorps VISTA Supervisor(s) participate(s) in AmeriCorps VISTA supervisory orientation provided by CNCS, and ensure training of subrecipient supervisors.
- q. Make every reasonable effort to ensure that the health and safety of all assigned AmeriCorps VISTA members are protected during the performance of their assigned duties. The Sponsor shall not assign or require AmeriCorps VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- r. By the effective date of this Agreement, the Sponsor must certify that it has conducted a self-evaluation of its compliance with Section 504 of the Rehabilitation Act of 1973, including that it has taken all reasonable measures to ensure that its facilities and all participating project sites (i.e., subrecipients) are accessible to qualified persons with

disabilities, promotes their equal participation, and does not otherwise discriminate against such persons based on disability.

s. On a biweekly basis, return the Sponsor Verification Form to the CNCS State Office within three (3) workdays of receipt. The Sponsor must indicate actual departure date(s) of AmeriCorps VISTA member(s) who leaves prior to completion of service date(s). The Sponsor must certify the Form even if no AmeriCorps VISTA members left/leave during the pay period covered by the form.

t. Should activities be organized in the communities where the AmeriCorps VISTA members are assigned for service, allow assigned AmeriCorps VISTA members to participate in Days of Service, e.g., Martin Luther King, Jr. Holiday, National Volunteer Week.

u. VISTA resources include the time and activities of the VISTA member CNCS assigns to the VISTA Sponsor and supports through VISTA member benefits. The Sponsor is required to ensure that all VISTA resources are properly used at all times. If CNCS determines that the Sponsor, and/or, if applicable, any subrecipient of the Sponsor (as described below in Section II.3. of this Agreement), has misused VISTA resources in violation of Federal law, Federal regulation, or the terms or conditions of this Memorandum of Agreement, the Sponsor and/or the subrecipient may be held financially responsible to reimburse CNCS for VISTA living allowances, and, if applicable, end of service awards and other CNCS funds provided in support of a VISTA member. Whether the Sponsor and/or the subrecipient is held financially responsible to reimburse CNCS is within CNCS's complete discretion.

3. Obligations of the Sponsor and any subrecipient of the Sponsors:

a. The Sponsor may carry out a VISTA project through, in part, one or more subrecipients. The Sponsor must enter into a subrecipient agreement with each subrecipient. A subrecipient agreement must have at least the following elements:

- (1) A project plan to be implemented by the subrecipient;
- (2) Records to be kept and reports to be submitted;
- (3) Responsibilities of the parties and other program requirements;
- (4) Suspension and termination policies and procedures.
- (5) Written understanding and agreement that: (i) the subrecipient is required to properly ensure that all VISTA resources are used to carry out the VISTA project in conformity with all applicable CNCS laws, regulations, policies, procedures and program guidance; and (ii) the subrecipient must provide information to the Sponsor on the use of all VISTA resources; and
- (6) Written understanding and agreement that while the Sponsor maintains responsibility for the subrecipient's proper use of VISTA members, the subrecipient may be held financially responsible to CNCS for the inappropriate use of all such VISTA resources by the subrecipient.

b. The Sponsor retains the responsibility for compliance with this Memorandum of Agreement; any agreements that it has with subrecipient(s); all applicable regulations; and all applicable policies, procedures, and program guidance issued by CNCS regarding the VISTA program. The Sponsor shall not request or receive any compensation from a subrecipient for services performed by a VISTA member of Summer Associate.

c. The Sponsor shall not receive payment from, or on behalf of, the subrecipient for costs associated with VISTA program assistance, except for reasonable and actual costs incurred by the Sponsor directly related to the subrecipient's participation in a VISTA project.

4. Affiliation with Corporate for National and Community Service and AmeriCorps VISTA

a. The Sponsor must identify the project as an AmeriCorps VISTA project and assigned members as AmeriCorps VISTA members. In case where the Sponsor has one or more subrecipient(s) as described above in Section II.3., all subrecipient agreements related to the AmeriCorps VISTA project must explicitly state that the project is an AmeriCorps VISTA project and assigned AmeriCorps VISTA members are the resource being provided.

b. AmeriCorps VISTA is a registered service mark of the Corporation for National and Community Service. If a Sponsor uses a CNCS or AmeriCorps VISTA service mark or name, AmeriCorps VISTA must be identified as a Federal assistance provider. Sponsors and subrecipients must use the AmeriCorps VISTA name and logo in accordance with CNCS requirements. The Sponsor may not use or display the AmeriCorps VISTA name or logo in connection with any prohibited activity referenced in Sections 8-11 of Part II of this Agreement.

5. Joint Responsibilities

The Sponsor will identify and interview AmeriCorps VISTA applicants with support from CNCS.

The Sponsor and CNCS will cooperate together in all pre-service and in-service trainings (online or face-to-face), in accordance with all applicable CNCS policies.

6. Prohibition on Nepotism

To avoid actual or apparent favoritism in the operation of an AmeriCorps VISTA project, CNCS's AmeriCorps VISTA program prohibits certain placement and assignment arrangements, as follows:

a. VISTA Members

An AmeriCorps VISTA member cannot be placed or assigned to an AmeriCorps VISTA project site if s/he:

is in the immediate family (e.g., spouse, domestic partner, parent or guardian whether by blood or adoption, child whether by blood or adoption) of a project site staff member or a CNCS staff person in the applicable State Office or who manages the project, either at the Sponsor or a subrecipient;

is a close relative, whether by blood or adoption, (e.g., grandparent, grandchild, aunt, uncle, niece, nephew, first cousin) of a project site staff member or a CNCS staff person in the applicable State Office or who manages the project, either at the Sponsor or a subrecipient;

is in the immediate family (e.g., spouse, domestic partner, parent or guardian whether by blood or adoption, child whether by blood or adoption) of a member of the board of directors of the specific AmeriCorps VISTA project site where the VISTA member reports for service; or

is a close relative, whether by blood or adoption, (e.g., grandparent, grandchild, aunt, uncle, niece, nephew, first cousin) of a member of the board of directors of the specific AmeriCorps VISTA project site where the VISTA member reports for service.

b. VISTA Project Supervisory Employees

A project site employee is prohibited from holding a VISTA project supervisory position if s/he:

is in the immediate family (e.g., spouse, domestic partner, parent or guardian whether by blood or adoption, child whether by blood or adoption) of any CNCS official responsible for the AmeriCorps VISTA project;

is a close relative, whether by blood or adoption, (e.g., grandparent, grandchild, aunt, uncle, niece, nephew, first cousin) of any CNCS official responsible for the AmeriCorps VISTA project;

is in the immediate family (e.g., spouse, domestic partner, parent or guardian whether by blood or adoption, child whether by blood or adoption) of any project site employee who holds supervisory authority over him/her; or

is a close relative, whether by blood or adoption, (e.g., grandparent, grandchild, aunt, uncle, niece, nephew, first cousin) of any project site employee who holds supervisory authority over him/her.

7. Nondiscrimination

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

8. Sexual Harassment

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

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

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

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

9. Delegation and Subcontracting

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

10. Supplemental Payments Prohibited

Monetary subsistence (living) allowances provided to AmeriCorps VISTA members are designed to permit AmeriCorps VISTA members to live at or below the economic level of the persons served, as required by law. Neither the Sponsor nor its subrecipients may supplement these allowances in a manner that would interfere with the member's experience of living at or below the poverty level. Sponsors and subrecipients are strictly prohibited from providing VISTA members or Summer Associates with cash.

11. Prohibitions of Use of CNCS Assistance By Sponsor

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

- a. Partisan and non-partisan political activities associated with a candidate, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

12. Whistleblower Rights and Remedies for Employees of the Sponsor

A. The Sponsor is required to notify all of its employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712, as described at <http://www.cnsoig.gov/contractor-whistleblower-protection-0#node-100>. As such, Sponsor is required to notify all of its employees that they may not be discharged, demoted, or otherwise discriminated against for disclosing information that an employee reasonably believes is evidence of:

1. Gross mismanagement or waste of a Federal contract or grant;
2. An abuse of authority relating to a Federal contract or grant (an arbitrary and capricious exercise of authority that is inconsistent with the mission of CNCS or the successful performance of a contract or grant of CNCS);
3. A substantial and specific danger to public health or safety, or

4. A violation of law, rule, or regulation related to a Federal contract or grant.

B. The Sponsor is required to notify all of its employees that an employee may disclose suspected wrongdoing described above in Section 12.A. to any of the following:

1. The CNCS Office of Inspector General;

2. A CNCS employee responsible for contract or grant oversight or management;

3. A management official or other employee of the Sponsor who has the responsibility to investigate, discover, or address misconduct, or;

4. An authorized official of the U.S. Department of Justice or other law enforcement agency, a Member of Congress, or a representative of a committee of Congress, or the Government Accountability Office (GAO).

C. The Sponsor is required to notify all of its employees in writing that if an employee believes that he or she has been subjected to reprisal for disclosed wrongdoing described above in Section 11.A., the employee may submit a complaint to the CNCS OIG within three (3) years of the date on which the alleged reprisal took place.

13. The Sponsor further agrees not to:

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

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

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

d. Request, charge or accept participation or application fees from VISTA members, VISTA candidates, and potential AmeriCorps VISTA candidates.

e. Require or accept application fees from potential subrecipients, or require participation fees above and beyond the actual cost of support provided by the primary Sponsor.

14. Amendments

This Memorandum of Agreement may be amended at any time, in writing, executed by authorized representatives of the Sponsor, and the appropriate CNCS State Director, and, if appropriate, the appropriate CNCS Executive Officer. In addition all parties agree to amend this Agreement as required by paragraph 19 of Part II, "Increases in AmeriCorps VISTA Members Allowances During This Agreement."

15. Severability

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

16. Notices

All notices and communications required to be given to CNCS by the Sponsor, except as specifically provided in paragraph 17 of Part II, shall be directed to the CNCS State Program Director or Specialist at the State Program Office Address provided below. All notices to be given to the Sponsor by CNCS shall be directed to Andrea Bustamante at 746 Grand Ave

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

17. Termination, Suspension, Or Non-Renewal

Sponsor: Right to Terminate with Notice. The Sponsor may terminate this Agreement at any time by giving at least thirty (30) days' notice in writing to CNCS of its intent.

CNCS: Right to Terminate or Suspend. CNCS may terminate or suspend this Agreement in accordance with applicable terms and procedures set forth in applicable Federal regulations and 42 U.S.C. § 5052. Sponsor understands and agrees that CNCS may take action to terminate or suspend this Agreement, or deny renewal of this Agreement or VISTA resources, for failure to comply with the applicable terms and conditions of this Agreement.

18. Order of Precedence

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

19. Increases in AmeriCorps VISTA Payment Amounts During This Agreement

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

20. Cost Share Payment Provisions

a. **Bi-Weekly Allowance Payments Made By CNCS to VISTA members.** The Sponsor shall reimburse CNCS for bi-weekly payments to all cost-share VISTA members, covered by this Agreement, for their living allowances (i.e., monthly subsistence allowances) as stated in the Budget.

b. **Reimbursement Schedule For Sponsor to Pay Back CNCS.**

i. **CNCS Issues Monthly Invoices:** At the end of each month during which cost-share VISTA members are serving throughout the term of this Agreement, CNCS will provide the Sponsor with an invoice detailing the member allowance expenditures made by CNCS, on behalf of the Sponsor, in that month. The Sponsor will have 30 days to tender full reimbursement to CNCS of the total expenditures noted on the invoice.

ii. **Requirement For Full Reimbursement to CNCS By Due Date:** In accordance with the Debt Collection Improvement Act of 1986, 31 U.S.C. chapter 37 (DCIA), CNCS's Claims Collection Regulations at 45 CFR Part 2506, and the Federal Claims Collections Standards (FCCS) (31 CFR Parts 900 to 904), the Sponsor is required to fully reimburse CNCS for the expenditures that CNCS made to the cost-share VISTA member(s) on behalf of the Sponsor by the Due Date set forth on the Invoice. Also, under federal law, any expenditures that CNCS makes to the cost-share VISTA member(s) on behalf of the Sponsor is considered a debt of the Sponsor, and CNCS must try to collect the debt it is owed.

c. **Reimbursement Procedures For Sponsor to Pay Back CNCS.**

All reimbursements made by the Sponsor to CNCS - i.e., monthly reimbursements and close-out payments for any amounts remaining due -- may be paid through www.pay.gov. Within 45 days after the end of the project (whether by termination or by expiration of this Agreement), CNCS shall provide a final accounting of member allowance expenditures, together with a final invoice for any amount remaining due, pursuant to the Sponsor's cost-share Agreement. Payment of any invoice described above is due within 30 days of the date of the invoice.

d. Interest, Administrative Costs, and Penalties For Non-Reimbursement And Delinquencies.

The parties to this Agreement understand that the reimbursement amounts that the Sponsor owes CNCS, as set forth in the invoices, discussed above in parts b. and c., are considered debts under Federal law and applicable regulations. As a federal agency, CNCS must comply with the Debt Collection Improvement Act of 1986, 31 U.S.C. chapter 37 (DCIA), CNCS's Claims Collection Regulations at 45 CFR Part 2506, and the Federal Claims Collections Standards (FCCS) (4 CFR Part II.). Accordingly, CNCS is required to try to collect all debts that it is owed. Such debts include any and all reimbursement amounts that the Sponsor owes CNCS.

The Sponsor is required to pay CNCS the full reimbursement amount set forth on each invoice, by the date specified on the invoice. Any reimbursement amount unpaid by the Sponsor to CNCS by the date specified on the invoice becomes a delinquent debt. A debt becomes delinquent the day after the date specified on the invoice for the full reimbursement amount.

The parties to this Agreement understand that to the extent that the reimbursement amount that the Sponsor owes CNCS, as set forth on the invoice, becomes delinquent, the Sponsor is subject to interest on that delinquent debt in accordance with the DCIA at 31 U.S.C. § 3717. To the extent the Sponsor's debt remains delinquent for more than 60 days, CNCS shall initiate action to collect such debt with interest. In addition, in instances where the Sponsor has such debt that remains delinquent for more than 90 days, CNCS shall also initiate action to collect administrative costs and penalties. Debt collection may include referral to the U. S. Department of the Treasury, Debt Management Services. The debt may also be collected by the Internal Revenue Service through the U.S. Department of the Treasury Offset Program (TOP).

e. Non-Reimbursement or Delinquency May Result in Cessation of VISTA Operations

The Sponsor understands and agrees that if the full reimbursement amount set forth on each cost share invoice is not paid by the date specified on the invoice and thus becomes a delinquent debt, CNCS may deny refunding of the VISTA project, or suspend or terminate the VISTA project prior to the conclusion of the last term of service date for all VISTA members or Summer Associates currently assigned to the Sponsor, or may take such other action as is appropriate and legally available to CNCS. The Sponsor further understands and agrees that should CNCS take any action available to it as a result of a failure to make a full reimbursement amount set forth on each cost share invoice, that the debt owed by the Sponsor to CNCS is not extinguished, and that such debt remains due and owing regardless of other actions taken for violations of this Agreement.

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

Sponsor

Corporation for National and Community Service

Electronically
Signed By: Sarikey, Curtiss

Title:

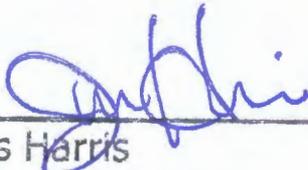
Date: 28-MAY-15

Oakland Unified School District
Address: 746 Grand Ave
Oakland, CA 94610-2714

Phone: (510) 273-1569

Sponsor Location Code Number: 61515

Sponsor DUNS Number: 076554500



James Harris
President, Board of Education


Antwan Wilson
Secretary, Board of Education

Electronically
Signed By: Hawkins, Gayle

Title: Senior Program Officer

Date: 31-MAY-15

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

Phone: 808-541-2832

Electronically
Signed By: George, Michelle

Title: Executive Officer

Date: 01-JUN-15

Corporation for National and Community Service
Address: 250 E Street SW
Suite 300
Washington, DC 20525-0001

Phone: 202-606-6626

File ID Number: 16-0802

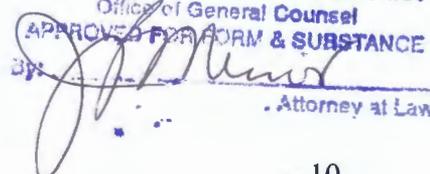
Introduction Date: 6-8-16

Enactment Number: 16-0905

Enactment Date: 6-8-16

By:

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>

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

Notice of Grant Award**Corporation for National and Community Service**601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323**VISTA State****Grantee**Oakland Unified School District
746 Grand Ave Oakland CA 94610-2714EIN: 946000385
DUNS: 076554500**Award Information**

Agreement No.:	12VSPCA003	Performance Period:	06/28/2015 - 07/09/2016
Amendment No.:	0	Budget Period:	06/28/2015 - 07/09/2016
CFDA No.:	94.013	Grant Year:	4

Award Description

This amendment awards 2015 VISTA funding.

Purpose

The purpose of this award is to assist the Project Sponsor in carrying out an anti-poverty AmeriCorps VISTA project as authorized under Title I, Part A of the Domestic Volunteer Service Act of 1973, as amended (Pub. L. 93-113).

Funding Information

Year 4	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$16,624	\$16,624
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$16,624	\$16,624

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$32,000
Total CNCS Funds Awarded to Date	\$48,624

Funding Source and Amount

2015--OPE1-A23-OPO-22500-4101 \$16,624.00

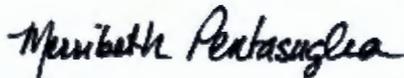
Terms of Acceptance: The Sponsor agrees to comply with all terms and conditions of the Memorandum of Agreement and all applicable federal statutes, regulations and guidelines of VISTA. The Terms & Conditions are also binding on grantees receiving cash awards. By accepting VISTA funds, the grantee agrees to comply with the Terms & Conditions:

<https://egrants.cns.gov/termsandconditions/GeneralTermsandConditions20141217.pdf>,

<https://egrants.cns.gov/termsandconditions/VISTAPrgTC1115.pdf> or

<https://egrants.cns.gov/termsandconditions/VISTASupTC1115.pdf>, and all applicable federal statutes, regulations and guidelines. The grantee agrees to operate in accordance with the approved application and budget.

Corporation for National and Community Service:

 06/04/2015

Signature

Award Date

Oakland Unified School District

Legal Applicant

Notice of Grant Award

601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323

VISTA State

Grantee

Oakland Unified School District
746 Grand Ave Oakland CA 94610-2714

EIN: 946000385
DUNS: 076554500

Corporation for National and Community Service:

Merribeth Pentasuglia
Senior Grants Officer

Andrea Bustamante
Project Director

Ben Stoltenberg, 2159646314
Grants Officer

Curtiss Sarikey
Certifying Official/Executive Officer

Gail L. Benton Shoemaker, 510-637-1750
Program Officer

OUSD Community Schools Project Oakland Unified School District

Program Type: Support Grant
Cost Share

Application ID: 15VS174744

Budget Dates: 06/28/2015 - 07/09/2016

	Total Amt	CNCS Share	Grantee Share	Member Support
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	95,858	13,234	82,624	0
Supervisor	9,657	0	9,657	0
Total	\$105,515	\$13,234	\$92,281	\$0
B. Personnel Fringe Benefits	13,163	3,390	9,773	0
FICA	1,088	0	1,088	0
Health Insurance	1,044	0	1,044	0
Retirement	1,892	0	1,892	0
Life Insurance	4	0	4	0
Total	\$17,190	\$3,390	\$13,800	\$0
C. Project Staff Travel				
Local Travel				
Long Distance Travel				
Total	\$0	\$0	\$0	\$0
D. Equipment				
E. Supplies	8,600	0	8,600	0
F. Contractual Service				
Payroll	0	0	0	0
Total	\$0	\$0	\$0	\$0
I. Other Volunteer Support Costs				
Communications	1,000	0	1,000	0
Printing	5,000	0	5,000	0
Logistics	0	0	0	0
Total	\$6,000	\$0	\$6,000	\$0
J. Indirect Costs				
Section I. Subtotal	\$137,305	\$16,624	\$120,681	\$0
Section II. Volunteer Expenses				
A. Personnel Expenses				
Living Allowances				
Full Time (Federal)	210,336	0	0	210,336
Full Time (non-Federal)	127,962	0	127,962	0
Summer Associate (Federal)				
Summer Associate (non-Federal)				
Education and End of Service Awards				
Education Award	116,550	0	0	116,550
Education Award - Summer Associate	0	0	0	0
End of Service Stipend - Regular	0	0	0	0
End of Service Stipend - Leader	0	0	0	0
End of Service Stipend - Summer Associate	0	0	0	0
Total	\$454,848	\$0	\$127,962	\$226,886
B. Fringe Benefits				
Health Insurance				
Health Insurance	56,700	0	0	56,700
FICA				
FICA	0	0	0	0
Total	\$56,700	\$0	\$0	\$56,700
C. Travel	7,150	0	7,150	0
G. Other Volunteer Expenses				
Federal COLA Increase	0	0	0	0
Non-Federal COLA/Costshare Increase	0	0	0	0
Fingerprinting Reimbursement Enter \$25 per full-time grant VISTA				

OUSD Community Schools Project Oakland Unified School District

Program Type: Support
Cost Share Grant

Section II. Volunteer Expenses

	Total	\$0	\$0	\$0	\$0
Section II. Subtotal		\$518,698	\$0	\$135,112	\$383,586
Budget Totals		\$656,003	\$16,624	\$255,793	\$383,586
Budget Total Percentage			3%	39%	
Required Match			n/a		
# of years Receiving CNCS Funds			n/a		
Cost/MSY			\$792		

OUSD AmeriCorps VISTA Roster

Program Code: 12VSPCA003

Program Name: OUSD Community Schools Project

Program Sponsor: Andrea Bustamante

VISTA Member Name		Project Name	Department
1	Nanyamka King	Vista Leader	Community Schools & Student Services Department
2	Micaela Bailey	Community Schools Project	Transition Specialist High School to College – Post Secondary Readiness
3	Olivia Brown	Community Schools Project	Success Mentors Attendance Project – Attendance and Discipline Support Services
4	Michelle Chen	Community Schools Project	Newcomer Attendance & Achievement Project - Oakland International High School
5	Kazumi Chin	Community Schools Project	Community School Communications – Community Partnerships Unit
6	Kylie Dalton	Community Schools Project	Communications Partner - Social Emotional Learning & Leadership
7	Jamal Denman	Community Schools Project	OUSD Parents & Volunteer Outreach and Communications - African American Male Achievement
8	Rukiya Humphries	Community Schools Project	OUSD Parents & Volunteers - Family and Community Engagement
9	Grace Persico	Community Schools Project	Summer Associate – Summer Learning Programs
10	Tara Umemoto	Community Schools Project	Safe Routes to School and Wellness Specialist - Health & Wellness

VISTA Assignment Description (VAD)

Title: Community School Communications

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 06/28/2015 - 07/09/2016

Site Name (if applicable): Family School and Community Partnerships

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To engage students, family and staff around community schools and health and wellness in order to 1) connect students and families with available services, 2) build capacity to advocate for personal, school and community resources, and 3) improve attendance by reducing health related absences and increasing access to supports.

Objective of the Assignment (*Period of Performance: Full year*)

Establish and run Student and Parent Communications Advisory

Member Activity: Meet with Student, Family and Community Engagement Unit and Health & Wellness Unit staff to discuss alignment with existing work

Member Activity: Recruit students and families through network of site-based staff

Member Activity: Develop draft goals and activities for the year; create meeting schedule

Member Activity: Convene both Boards and develop norms as well as review goals and activities

Member Activity: Continue to convene both Boards throughout the year based on established timetable

Objective of the Assignment (*Period of Performance: Full year*)

Establish ongoing communication mechanisms, including through social media, for engaging students, parents and staff around health information and resources to improve student attendance and thus student graduation rates.

Member Activity: Meet with Communications Department and Health & Wellness Unit staff to discuss alignment with existing work

Member Activity: Develop a communications plan for the year that includes desired outcomes and social media priorities (e.g. Twitter or Facebook)

Member Activity: Implement plan and review as needed for revisions

Objective of the Assignment (*Period of Performance: Full year*)

Create community school communications toolkits for staff to use to school-wide.

Member Activity: Research what other school districts have done (e.g. San Francisco)

Member Activity: Identify themes and review with Communications Advisory

Member Activity: Create timeline for toolkit development and roll-out

Member Activity: Create toolkits and share with school site staff

VISTA Assignment Description (VAD)

Title: Transition Specialist Middle to High School

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 06/28/2015 - 07/09/2016

Site Name (if applicable):

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To develop a system for connecting Oakland middle school students with high school career pathways

Objective of the Assignment (*Period of Performance: 8/1/15-8/1/16*)

Create outreach materials about Career Pathways and a system for sites to engage students and families

Member Activity: Meet with middle school students, parents, and staff to identify knowledge gaps and best options for addressing them (print, social media, web-based tool, etc)

Member Activity: Create (or work with partner to create) draft materials for feedback including planning tool for students to use (or identify existing) to think through Pathway choices

Member Activity: Identify site system(s) for utilizing materials

Member Activity: Identify other needed on-site outreach supports

Member Activity: Create annual outreach and engagement timeline

Objective of the Assignment (*Period of Performance: 8/1/15-8/1/16*)

Investigate successful outreach models in OUSD for replication

Member Activity: Meet with Linked Learning and pathway staff to identify middle schools with good outreach strategies

Member Activity: Schedule calls/meetings with schools with potential model processes

Member Activity: Create summary document that outlines processes, gaps and lessons learned

Objective of the Assignment (*Period of Performance: 8/1/15-8/1/16*)

Identify student transition support needs

Member Activity: Meet with Linked Learning Office and pathway staff to identify needs

Member Activity: Survey and/or conduct student focus groups of current students and recent grads

Member Activity: Prioritize areas of need and identify new and existing resources to meet them

Member Activity: Develop plan for addressing support needs through existing District structures or community partners

VISTA Assignment Description (VAD)

Title: Transition Specialist High School to College

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 06/28/2015 - 07/09/2016

Site Name (if applicable):

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To support the creation of a dual enrollment process with local community college partners

Objective of the Assignment (*Period of Performance: 8/1/15-8/1/16*)

Supporting the dual enrollment agreements currently in development at various high school career pathways

Member Activity: Meet with Linked Learning staff to understand history and context of dual enrollment

Member Activity: Meet with school pathway staff to understand what's worked well as well as areas of need

Member Activity: Identify priority areas of support and timeline

Objective of the Assignment (*Period of Performance: 8/1/15-8/1/16*)

Research successful dual enrollment models in CA and identify promising practices for implementation in OUSD

Member Activity: Meet with Linked Learning, Career Ladders and Peralta Community College Staff, as well as conduct internet research, to identify potential models

Member Activity: Schedule calls with potential model districts/community college systems

Member Activity: Create summary document that outlines processes, gaps and lessons learned

Objective of the Assignment (*Period of Performance: 8/1/15-8/1/16*)

Identify student transition support needs for dual enrollment post-secondary success

Member Activity: Meet with Linked Learning Office and pathway staff to identify student needs

Member Activity: Survey and/or conduct student focus groups of current students and recent grads

Member Activity: Prioritize student needs

Member Activity: Identify schools where process is already working well

Member Activity: Develop and share system for addressing student support needs

VISTA Assignment Description (VAD)

Title: Safe Routes to School and Wellness Specialist

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 06/28/2015 - 07/09/2016

Site Name (if applicable): OUSD Community Schools and Student Services

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To support Safe Routes to School systems and activities to increase attendance, safety and community engagement at 41 elementary schools with more than 50% free/reduced lunch eligibility. To create evaluation and communications tools and systems to improve wellness programs across OUSD.

Objective of the Assignment (*Period of Performance: Full Year*)

To support up to 41 elementary schools implement Safe Routes to Schools program.

Member Activity: Participate in city-wide SRTS planning collaborative.

Member Activity: Recruit schools by providing outreach to principals, teachers, parents and partners.

Member Activity: Lead school site activities such as Walk to School Day, Bike to School Day and Golden Sneaker Contest.

Member Activity: Collect survey and evaluation data on SRTS program.

Objective of the Assignment (*Period of Performance: Full Year*)

Create and implement communications and evaluation strategies for OUSD Wellness Program.

Member Activity: Create and implement on-line strategies to send out information about all wellness programs.

Member Activity: Create and disseminate materials to inform several audiences about OUSD Wellness Policy and aligning programs.

Member Activity: Create and manager online tracking tool for school site level wellness program implementation.

Member Activity: Create and analyze survey tools for evaluation purposes.

VISTA Assignment Description (VAD)

Title: Success Mentors Attendance Project
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 06/28/2015 - 07/09/2016
Site Name (if applicable):
Focus Area(s) Primary: Education Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: Pilot the implementation plan for the Attendance Success Mentors Program in Oakland and support sites in implementing positive attendance strategies.

Objective of the Assignment (*Period of Performance: August - September*)

Identify Schools Interested in Participating in the Pilot

Member Activity: Contact Principals to identify 2-6 pilot schools

Member Activity: Draft Letter of Agreement for pilot schools outlining expectations of participating schools and mentors.

Member Activity: Share Letter of Agreement with Principals of pilot schools.

Member Activity: Conduct orientation with participating schools.

Member Activity: Finalize supervision structure for mentors.

Objective of the Assignment (*Period of Performance: August - September*)

Create and Conduct Outreach. Develop Training Plan for Success Mentors

Member Activity: Research best practices for mentor outreach.

Member Activity: Finalize process for on-boarding mentors.

Member Activity: Create outreach plan including social media, networking, recruitment events, etc.

Member Activity: Collaborate with Attendance Works to create training curricula for the mentors.

Member Activity: Research adult learning and create training guide.

Objective of the Assignment (Period of Performance: August - September)

Begin recruitment/training for mentors

Member Activity: Work with attendance team to identify priority schools

Member Activity: Utilize created outreach plan to begin to recruit mentors

Member Activity: Support mentors through the on-boarding process

Member Activity: Collaborate with Attendance Works, OUSD, and other partners to provide training and orientation to initial group of mentors

Member Activity: Update outreach plan as needed to reflect lessons learned from outreach and training.

Objective of the Assignment (Period of Performance: August - July)

Monitor Success Mentors

Member Activity: Develop reporting process for tracking success mentors efforts at sites

Member Activity: Check in with mentors each week by conducting site visits

Member Activity: Hold monthly mentor meetings to discuss progress and address challenges

Member Activity: Check in with Site Administrators each month about the mentor program.

Member Activity: Attend Attendance Team meetings twice a semester at each pilot site

Member Activity: Collaborate with mentor supervisor on a monthly basis.

Objective of the Assignment (Period of Performance: June - July)

Complete an Evaluation of the Pilot Program

Member Activity: Develop exit survey for mentors, participating families, and sites

Member Activity: Complete analysis of pilot using observation and survey data.

Objective of the Assignment (Period of Performance: September - June)

Support Sites Implement Positive Attendance Strategies

Member Activity: Support targeted sites and their attendance teams to develop attendance incentive campaigns and use data to identify chronically absent students.

Member Activity: Support Attendance and Discipline Staff with outreach to schools and communities related to attendance strategies.

VISTA Assignment Description (VAD)

Title: OUSD Parent Volunteer Outreach and Communication

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 06/28/2015 - 07/09/2016

Site Name (if applicable): Oakland Unified School District

Focus Area(s)

Primary: Education

Secondary: Other

VISTA Assignment Objectives and Member Activities

Goal of the Project: Increase family involvement at target, under-performing sites in distressed neighborhoods to impact positive school culture, attendance, and reading.

Objective of the Assignment (*Period of Performance: Full Year*)

Create volunteer placement, orientation, and training systems to support establishment of parent volunteer program aligned to district priorities (school culture, attendance, reading).

Member Activity: Complete inventory of parent volunteer service opportunities by visiting and building relationships with all site volunteer coordinator/family liaisons, make revisions to contacts and service opportunities in the online volunteer management system.

Member Activity: Lead outreach and communication to site volunteer coordinators/family liaisons to create awareness of new volunteer management system.

Member Activity: Schedule orientation and training on the volunteer management system (to enable site coordinators to create own service opportunities).

Objective of the Assignment (*Period of Performance: Full Year*)

Recruit parent volunteers to work with work with other parents to increase family involvement with academic priorities at target sites.

Member Activity: Coordinate parent-parent recruitment drives with site based volunteer coordinator/family liaison utilizing non-traditional, innovative methods to reach un-involved families.

Member Activity: Develop parent volunteer recruitment handbook for annual use.

Objective of the Assignment (*Period of Performance: Full Year*)

Assist family engagement liaisons in establishing site based parent volunteer structures at target sites.

Member Activity: Recruit and train parent volunteers as parent volunteer coordinators for target sites, in collaboration with family engagement liaisons.

Member Activity: Create presentation on various options for parent volunteer structures, such as but not limited to PTSA/PTA/PTO, Padres Unidos, African American Parent Council.

Objective of the Assignment (*Period of Performance: Full Year*)

Support target sites in collecting relevant family engagement data in relation to tracking increased family involvement with academic priorities.

Member Activity: Work with site based family liaison/coordinator 5-10 hours per week to support data collection for family involvement best practices such as, but not limited to: Academic Parent Teacher Teams, Parent Action Team, Parent Attendance Team, African American Parent Council.

VISTA Assignment Description (VAD)

Title: OIHS Newcomer Attendance & Achievement Project

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 06/28/2015 - 07/09/2016

Site Name (if applicable):

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The Goal of the OIHS Newcomer Attendance & Achievement project will be to support OIHS to build strategies and systems to transform unacceptably high truancy and chronic absenteeism among its newcomer students. The VISTA will play a strategic role in an information campaign and data dive to identify the various needs and demographics of truant students, the multilayered reasons that lead to truancy, and how OIHS can support positive attendance and achievement. The VISTA will help create improved systems and build strategic partnerships for OIHS to address truancy and increase academic success for all students, building a legacy for OIHS staff to build upon for the success of current and future generations of newcomer students.

Objective of the Assignment (*Period of Performance: August 2015-October 2015*)

Research & Support Implementation of Truancy Best Practices among urban, low-income and/or newcomer students: What are best practices that already exist in combating truancy and supporting positive attendance? How might we implement similar practices or programs at OIHS?

Member Activity: Consult with OUSD Student Attendance Office to identify best practices model for limiting truancy, effective for the specific group of students at OIHS

Member Activity: Conduct research into best practices for mitigating truancy among newcomer immigrant populations nation-wide

Member Activity: Initiate listening campaign from stakeholders (parents, students, teachers, staff, COST members and After School providers) on what positive interventions are needed to transform truancy at OIHS

Member Activity: Share findings with OIHS Leadership Team

Objective of the Assignment (Period of Performance: September 2015-June 2016)

Analyze and Utilize Data to improve understanding of and interventions for OIHS truancy issues school-wide.

Member Activity: Work with OIHS and district staff to conduct periodic data analysis on OIHS truancy, monitoring trends & demographics related to truancy

Member Activity: Use data to work with OIHS leadership and COST teams to identify service gaps and develop data-informed action plans related to student attendance

Member Activity: Attend weekly COST meetings to learn more about student needs, challenges, existing interventions, and trends

Member Activity: Use data to identify early warning signs and work with school leadership and district experts to develop early intervention strategies

Member Activity: Improve and develop systems, processes, and methods to address truancy in most truant student populations, identifying steps, processes, and systems for better supporting this population of students and their families and encouraging regular school attendance.

Member Activity: Work with Dean of Discipline to provide truancy data updates/presentations to staff, COST/Community Partners, After School Program providers, student leaders, and families

Objective of the Assignment (Period of Performance: November 2015-August 2016)

Build Partnerships with community stakeholders to work in concert with OIHS to combat truancy and support student needs

Member Activity: Improve family engagement and outreach strategies for truant families, develop best practices in home-visits

Member Activity: Establish partnerships with community organizations that better support most truant populations--including mentorship programs, job training programs, and subsidized housing resources

Member Activity: Develop better school resources and information regarding Independent Study, job corps, and alternative education opportunities

Member Activity: Work with teaching teams and Coordination of Services Teams to develop staff capacity to connect students to services

Member Activity: Work with OUSD Translation services and parent leaders to leverage translation/interpretation during truancy meetings and home visits, building OIHS's capacity for culturally/linguistically supportive truancy interventions

VISTA Assignment Description (VAD)

Title: OUSD AAMA Event and Program Support
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 06/28/2015 - 07/09/2016
Site Name (if applicable): Office of African American Male Achievement
Focus Area(s) Primary: Education Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: To support the Office of African American Male Achievement's community events and Manhood Development Program.

Objective of the Assignment (*Period of Performance: Full Year*)

Conduct outreach and event coordination for Office of African American Male Achievement and Manhood Development Program (MDP).

Member Activity: 1)Plan and coordinate logistics of several staple major events. 2)Creatively promote the event through the use of several social media platforms and maintain correspondence.3)Create effective systems for volunteer recruitment. 4)Build and maintain relationships with partners and stakeholders.5)Implement strategic evens for parent and family engagement events.

Objective of the Assignment (*Period of Performance: Full Year*)

Create and maintain systems to support MDP.

Member Activity: 1) Establish an effective and efficient library system for MDP.2) Collect and conduct data entry for several tools including but not limited to: Observation Tool, MDP Facilitator Narrative Tool, Student Skills Tool, 360 Tool, and Surveys.

Objective of the Assignment (*Period of Performance: Full Year*)

Provide support to MDP Program Manager

Member Activity: Serve as a liaison between Program Manager (PM) and MDP facilitators by keeping record of and reporting requests from facilitators to PM, and communicate feedback, questions, and concerns.

VISTA Assignment Description (VAD)

Title: OUSD AAMA Event Coordination & Outreach
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 06/28/2015 - 07/09/2016
Site Name (if applicable): Office of African American Male Achievement
Focus Area(s) Primary: Education Secondary: Capacity Building
Note: This VAD was rejected on 02/22/2016 Comments: No longer recruiting

VISTA Assignment Objectives and Member Activities

Goal of the Project: To support events used to highlight and uplift all achievement and positive advancements of African American males inside Oakland Unified School District. Duties include, but are not limited to: planning, logistics, correspondence, registration and tracking attendees, promotion, and community outreach to maintain and build relationships

Objective of the Assignment (*Period of Performance: Full Year*)

Coordinate events and outreach for the Office of African American Male Achievement.

Member Activity: 1)Plan and coordinate logistics of several staple major events. 2)Creatively promote the event through the use of several social media platforms and maintain correspondence.3)Create effective systems for volunteer recruitment. 4)Build and maintain relationships with partners and stakeholders.



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2015-2016

Basic Directions

Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	Corporation for National and Comm Svc			Agency's Contact Person	Gail Benton Shoemaker
Street Address	1301 Clay Street, 354-South			Title	State Program Specialist
City	Oakland			Telephone	(510) 637-1750
State	CA	Zip Code	94612	Email	GBentonShoemaker@cns.gov
OUSD Vendor Number	I006005				
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Program Planning Tool and Budget <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)				

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	06/28/2015	Date work will end	07/09/2016	Total Contract Amount	\$ 63,984.00
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
9206	Alameda Cty Pub Health/Wellness	9221636305	5825	\$ 15,996.00	R0165574
9252	Int'l Network for Publ	3539252101	5825	\$ 15,996.00	
9196	Atl.Phil./ Health Pathways	9121215202	5825	\$ 15,996.00	
9196	Atl.Phil./Safe Passages	9221215202	5825	\$ 15,996.00	

OUSD Contract Originator Information

Name of OUSD Contact	Andrea Bustamante	Email	andrea.bustamante @ousd.k12.ca.us		
Telephone	510-879-2901	Fax	510-879-4605		
Site/Dept. Name	922/Community Schools and Student Services Dept.				

Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			
2. Resource Manager			
3. Network Officer or Deputy Chief			
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			
5. Board of Education or Superintendent			
Procurement	Date Received		