

File ID Number	13-2674
Introduction Date	12-11-13
Enactment Number	13-2561
Enactment Date	12/11/13
By	OK



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

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

December 11, 2013

To: Board of Education

From: Gary Yee, Superintendent
 Maria Santos, Deputy Superintendent of Instruction, Leadership & Equity-in-Action
 Curtiss Sarikey, Associate Superintendent of Family, School, and Community Partnerships Dept.
 Barbara McClung, Director, Behavioral Health Department

Subject: **District Submitting Grant Agreement**

ACTION REQUESTED:

Approval and support by the Board of Education of District applicant submitting Standard Grant Agreement for OUSD schools for fiscal years 2013-2014 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 2013-2014 fiscal year were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant agreement packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
13-2674	Yes	Grant	Oakland Unified School District Elementary, Middle, and High School Sites	To provide allowable supplementary educational activities and support services to eligible refugee students.	August 15, 2013 - August 14, 2014	State of California-Health and Human Services Agency, California Department of Social Services: Refugee School Impact Grant	\$145,800.00 (First Installment in the amount of \$84,564.00)

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 agreement 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: \$145,800.00

RECOMMENDATION:

Approval and support by the Board of Education of District applicant submitting a Standard Grant Agreement for OUSD schools for fiscal year 2013-2014 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:

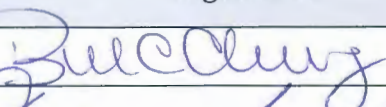
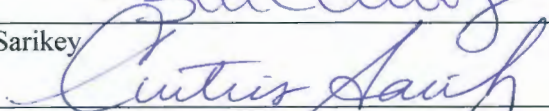
- Grant Face Sheet
- Standard Grant Agreement
- General Terms and Conditions/Scope of Work
- Refugee School Impact Grant (RSIG) Program, Continuation Funding Proposal
- Appendix A: Number of Refugee Children in California, Ages 5 through 18, Federal Fiscal Years 2009-11
- Appendix B: Application Scoring Rubric
- Appendix C: California Public Records Act Instructions
- Appendix D: Proposed Budget
- Appendix E: Contact Information
- Appendix F: Student Enrollment Methodology Form
- Appendix G: Estimate Number of Refugee Students
- Appendix H: Collaboration Form
- Appendix I: Refugee School Impact Grant Assurance Form
- Appendix J: Debarment and Suspension Certification
- Appendix K: Drug-Free Workplace Certification
- Appendix L: Nondiscrimination Clause
- Appendix M: Privacy, Security, and Confidentiality
- Appendix N: Certification Regarding Lobbying

OUSD Grants Management Face Sheet

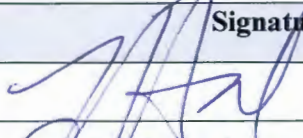
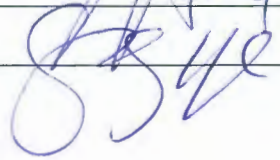
Title of Grant: Refugee School Impact Grant	Funding Cycle Dates: August 15, 2013-August 14, 2014
Grant's Fiscal Agent: (contact's name, address, phone number, email address) Oakland Unified School District 746 Grand Avenue Oakland, CA 94610	Grant Amount for Full Funding Cycle: \$145,800.00 (First Installment \$84,564.00 for FY 2013-14)
Funding Agency: California Department of Social Services Refugee Programs Bureau 744 P Street M.S. 8-9-646 Sacramento, CA 95814	Grant Focus: Services to support enrollment, summer school, after school, college readiness, and parent education programs for newly arriving Refugee and Asylee students in OUSD.
List all School(s) or Department(s) to be Served: 35 OUSD schools with high numbers of Refugee Students including Oakland International High, Roosevelt Middle, Franklin Elementary, and Manzanita Elementary Schools.	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Refugee and Asylee Students face many challenges assimilating to a new culture and school system. By providing targeted and ongoing case management, tutoring, academic counseling, after school and summer enrichment, and parent outreach and education, Refugee students reach higher levels of achievement on US standards.
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.)	The impact on participating student achievement for Refugee and Asylee students will be measured through ELD Improvement (CELDT), School Attendance, High School Graduation rates, Credit Recovery, and CAHSEE pass rates.
Does the grant require any resources from the school(s) or district? If so, describe.	N/A
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 4.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Yes
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	N/A. The program is provided before, after-school, and during the summer months. Other components of the program are integrated into the classroom.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Barbara McClung, Director, Behavioral Health Family, Schools, and Community Partnerships Department Lakeview Campus, 746 Grand Avenue, Oakland, CA 94610 415-533-3709

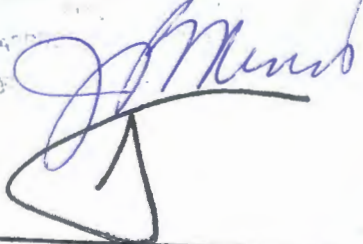
Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Barbara McClung		11/8/13
Department Head (e.g. for school day programs or for extended day and student support activities)	Curtiss Sarikey		11/8/13

Grant Office Obtained Approval Signatures:

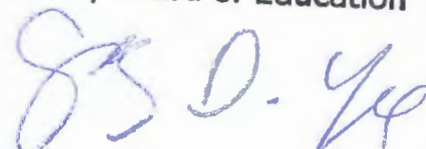
Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Gary Yee		

OAKLAND UNIFIED EDUCATION DISTRICT



12/2/13

David Kakishiba
President, Board of Education



12/2/13

Gary Yee, Ed.D.
Secretary, Board of Education

File ID Number: 13-2674
 Introduction Date: 12/11/13
 Enactment Number: 13-2561
 Enactment Date: 12/11/13
 By: oh



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

October 29, 2013

Curtiss Sarikey
Associate Superintendent
Oakland Unified School District
1025 2nd Avenue
Oakland, CA 94606

Dear Mr. Sarikey:

Enclosed for your records is a copy of your school district's fully executed Standard Agreement under the federal Refugee School Impact Grant (RSIG) which covers the initial 58 percent of funding for the 2013-14 grant year.

Your school district's Standard Agreement was signed on October 25, 2013; therefore, you may begin expending the 58 percent of the grant as of that date. By signing the agreement, your school district agreed to comply with the terms and conditions contained in the attached scope of work and program description, including any amendments.

We look forward to working with your school district to administer the RSIG program that addresses the academic and social needs of refugee students. If you have questions regarding the RSIG funding, contact Ms. Priscilla Duverseau at (916) 657-3748 or Priscilla.Duverseau@dss.ca.gov. If you have questions regarding the RSIG program, please feel free to contact KJ Evans at (916) 654-1376 or KJ.Evans@dss.ca.gov.

Sincerely,

STAN CAGLE, Chief
Child Care and Refugee Programs Branch

Enclosure

STANDARD AGREEMENT

GRANT (NEW) (AMENDED)

This Agreement is entered into between the State Agency and the Grantee named below:

AGENCY California Department of Social Services (State/CDSS)	STATE GRANT NUMBER 1214RSIG
GRANTEE Oakland Unified School District	GRANT I.D. NUMBER RSIG13OU

VII. THE PARTIES mutually agree and understand that this agreement is a legally binding document, inuring to the benefit of the public that is authorized pursuant to Section 412 (c)(1)(A) of the Immigration and Nationality Act. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this agreement.

- | | | |
|--|------------|--|
| Exhibit A – General Terms and Conditions/Scope of Work | 9 Page(s) | If Amended
<input type="checkbox"/> |
| Exhibit B – School District Application | 25 Page(s) | <input type="checkbox"/> |
| – Proposed Expenditure Report | | |
| – Refugee Student District Enrollment Form | | |
| – Collaboration Form | | |
| – Assurance Form | | |
| – Debarment and Suspension Certification | | |
| – Drug-Free Workplace Certification | | |
| – Nondiscrimination Clause Certification | | |
| – Privacy, Security, and Confidentiality | | |
| – Certification Regarding Lobbying | | |

VIII. TERMS

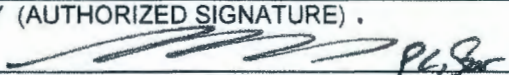
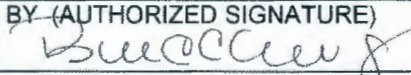
The term of this Agreement shall be from August 15, 2013 through August 14, 2014
Date Date

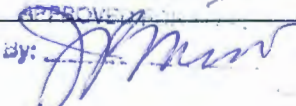
IX. MAXIMUM AMOUNT PAYABLE

The maximum amount payable under this Agreement shall not exceed (enter both numeral and text)
\$ 84,564.00 / Eighty four thousand five hundred sixty four dollars.

First installment of \$84,564 (58%) of \$145,800 total 2013/14 RSIG proposed budget.

IN WITNESS WHEREOF, this agreement has been executed when signed by all parties hereto.

STATE OF CALIFORNIA		GRANTEE	
AGENCY California Department of Social Services		GRANTEE Oakland Unified School District	
BY (AUTHORIZED SIGNATURE) 		BY (AUTHORIZED SIGNATURE)  9/30/13	
PRINTED NAME OF PERSON SIGNING Will Lightbourne	DATE 10/25/13	PRINTED NAME OF PERSON SIGNING Director, Behavioral Health	DATE
TITLE Director, California Department of Social Services		TITLE Barbara McClung	
		ADDRESS 746 Grand Avenue	
		CITY, STATE, ZIP Oakland, Ca 94610	

Office of
by: 

Refugee School Impact Grant General Terms and Conditions and Scope of Work

By submitting an application for funding, the applicant understands that as a condition of funding, successful applicants (Grantees) agree to the following general terms and conditions and scope of work.

GENERAL TERMS AND CONDITIONS

1. Undertake, carry out, and complete, in a competent manner, all of the work and services set forth in this Scope of Work and the Grantee's approved application for funding.
2. Abide by all requirements in the Office of Refugee Resettlement (ORR) funding notice, Refugee School Impact Grant (RSIG) announcement, Request for Applications, school district application, and any other requirements related to the RSIG program.
3. Expend funds as described in the approved application unless prior written permission is granted by the California Department of Social Services, Refugee Programs Bureau (RPB).
4. Identify and serve eligible refugee students as defined in Title 45 Code of Federal Regulations (CFR) Sections 400.43 and 401.2, and other relevant statutes, regulations and guidelines, and keep student and eligibility records available for review by the United States (U.S.) Department of Health and Human Services/Administration for Children and Families (DHHS/ACF), ORR, and RPB at all times.
5. Maintain and manage records of participating RSIG students, program activities, and expenditures in accordance with all applicable federal and California state privacy laws.
6. Use the funds from this program to provide allowable supplementary educational activities and support services to eligible refugee students.
7. Submit the RSIG Semi-Annual Progress Report to the RPB by the due dates specified.
8. Submit the RSIG Final Performance Report, covering the two-year grant cycle, to the RPB by the due date specified.
9. Participate and present at conferences and workshops, at the request of RPB, in order to (1) disseminate and share RSIG program knowledge and best practices,

(2) network and exchange information with other organizations regarding the RSIG, and (3) disseminate information regarding federal grant activities.

10. Certify, to the best of the Grantee's knowledge and belief, that the Grantee, subgrantees, or subcontractors are not debarred or suspended from federal financial assistance programs and activities or proposed for debarment, declared ineligible or voluntarily excluded from participation in covered transactions by any federal department or agency. The Grantee also certifies that the Grantee, subgrantees, or subcontractors are not listed on the Excluded Parties Listing System (www.epls.gov).

These provisions have no force or effect until a Standard Agreement Form is signed by both parties. A grant award is not legally in effect until approved by RPB and the authorized Grantee agent.

The Standard Agreement may be terminated without cause by either party by giving 30 calendar days advance written notice by certified mail to the other party. The notification shall state the effective date of the termination. RPB shall pay only the reasonable value of the satisfactory services rendered, as determined in RPB's sole discretion, through the date of termination.

SCOPE OF WORK

The RSIG program is authorized by section 412(c)(1)(A)(iii) of the Immigration and Nationality Act (8 U.S.C. 1522 (c)(1)(A)), as amended. The funding available under this program is designed to support local school systems that are impacted by significant numbers of newly-arrived refugee children. The primary focus of this grant is to help newly-arrived refugee school-age children who are making major initial adjustments and school-age children who have been in the U.S. for three years or less and face persistent and continuing challenges in school.

The ORR has awarded RPB funding for the RSIG grant period of August 15, 2013 through August 14, 2014 to provide supplemental educational/support services to school-age refugee children. RPB is awarding grants to up to six school districts for the provision of services in the following eligible counties: Alameda, Los Angeles, Orange, Sacramento, San Diego, and Santa Clara.

RPB has received continuation funding from ORR for the 2013-14 grant period subject to the satisfactory progress of the California RSIG projects and the availability of funds. Continued funding for school districts is subject to the satisfactory progress in their RSIG projects and the availability of federal funds. Awards shall be based on one-year budget periods.

I. THE PARTIES

A. This Agreement is between successful applicants (Grantees) and the RPB.

II. GRANTEES' RESPONSIBILITIES

The Grantees shall:

- A. Identify and serve eligible refugee students as defined in Title 45 CFR Sections 400.43 and 401.2 and other relevant statutes, regulations, and guidelines. Maintain copies of federal documentation, as listed in State Letter 00-17, that verifies eligibility of participants and make these copies available for review and/or audit by DHHS/ACF, ORR, and RPB.
- B. Collaborate and provide evidence of collaboration as instructed by RPB with the county refugee coordinator (CRC), one voluntary agency (VOLAG), and three service providers. This collaboration must be documented as on-going, and serve as a critical component to the program's design, implementation, and operations. (Grantees are also required to attend the local refugee forum meetings if forum meetings are held in the area.)
- C. Provide prompt and unrestricted access to RPB to any documentation, files, reports, materials, or data assembled/developed by Grantee for the RSIG, and maintain:
 - a. individual student files that include, but are not limited to, the following performance measures and documentation:
 1. English language and math grades, standardized testing, and/or pre-post test results that, to the extent possible, measure the impact of RSIG activities on the refugee student
 2. school/RSIG program attendance records
 3. acceptable documentation of participants' eligibility for RSIG services
 - b. complete records of program activities and expenditures of the RSIG that include, but are not limited to, the following performance measures:
 1. number of students served by activity
 2. number of students projected to complete/completed grade level or graduation requirements
 3. school/RSIG program attendance records
 4. documentation of the provision of services
 5. evidence of collaboration with CRCs, VOLAGs, and service providers
- D. Expend RSIG funds only for those activities that are allowed under the grant, including but not limited to (unless prior written approval from RPB has been obtained by the Grantee):
 1. supplemental English-as-a-Second Language instruction
 2. development and use of school curricula that encourage optimum learning and acquisition of necessary skills
 3. after-school tutoring programs focused on helping refugee students understand and complete assignments

4. after-school/summer programs that support remedial work or promote school readiness
 5. parental involvement programs
 6. mentoring
 7. interpreter services for parent/teacher meetings and conferences
 8. services of bilingual/bi-cultural counselors and aides
 9. staff training on refugees' culture and use of English as a Second Language teaching materials
 10. utilization of modern technology deemed to speed up English language acquisition and other school related skills
 11. utilization of special educational materials proven to help children with learning disabilities
 12. evaluation of the effectiveness/outcomes of the services provided
 13. other activities approved in writing by the RPB prior to implementation
- E. Implement the program and expend the funds as described in the approved application unless written permission is granted by RPB for any modifications.
- F. Grantee has submitted a request for continuation funding for the August 15, 2013 to August 14, 2014 grant period by the due date specified and in compliance with the RPB Request for Applications (RFA) specifications. Continuation funding is subject to RPB receipt of funding from ORR and satisfactory progress of RSIG programs.
- G. Provide RSIG Semi-Annual Progress Reports in the format and within the time frames specified by RPB. The reporting periods and reporting dates are listed below:

Period Covered	Due to RPB
08/15/2013 – 02/14/2014	02/28/2014
02/15/2014 – 08/14/2014	08/30/2014

- NOTE: These reports from the Grantee are an integral part of the state's ability to meet federal RSIG requirements. Completion of reports is the Grantee's responsibility.**
- H. Provide RSIG Final Performance Reports in the format and within the time frame specified by RPB.
- I. Provide RSIG Expenditure reports, school district invoices, and supporting documentation on a quarterly basis in the format and within the time frames specified by RPB (See page 8 for due dates).
- J. Meet with RPB staff as necessary regarding the operation of the RSIG program.

- K. Reimburse RPB for any disallowed costs as determined by a state and/or federal audit or review.
- L. Abide by all requirements in the RSIG announcement, RFA, school district application, ORR funding notice, and any other requirements related to the RSIG program
- M. Perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 as mandated by the federal Office of Management and Budget (OMB) Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Failure to comply may be cause for disqualification from participating in the RSIG.
- N. Provide a copy of the annual A-133 financial and compliance audit report to RPB within 30 days of receipt from the independent auditors by the school district. Grantees should report to RPB of any significant A-133 audit findings. Failure to comply may be cause for disqualification from participating in the RSIG.
- O. Ensure that federal RSIG funds are expended in accordance with the uniform administrative requirements and cost principles of 45 CFR, Part 74 (Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-profit Organizations, and Commercial Organizations). Grantees are responsible for ensuring that RSIG funded activities comply with all applicable federal and state laws.
- P. Abide by the provisions of the Consolidated Appropriations Act, 2012 (Public Law 112-74), enacted December 23, 2011, which limits the salary amount that may be awarded and charged to DHHS/ACF grants and cooperative agreements. This law places a salary cap of \$179,700 on the executive salary that may be funded using RSIG monies. Awards funded under the RSIG may not be used to pay the salary, or any percentage of salary, to an individual for any amounts above the \$179,700 salary cap. Any portion of the salaries that is above the cap must be funded with other monies. This salary limitation also applies to subawards/subcontracts under an ACF grant or cooperative agreement. Additional information may be accessed at: <http://www.gpo.gov/fdsys/pkg/PLAW-112publ74/pdf/PLAW-112publ74.pdf>
- Q. Amendments to the Scope of Work must be initiated in writing by either RPB or the Grantee, and must be approved in writing by both parties, before any changes can be implemented.

III. RPB RIGHTS AND RESPONSIBILITIES

RPB shall:

- A. Provide program consultation and technical assistance to the Grantee. An RPB Grants Manager will be assigned to assist the Grantee. The Grants Manager will be the primary contact responsible for consultation and assistance to the project.

- B. Monitor and evaluate the Grantee's performance, expenditures, and service levels for compliance with grant requirements. RPB may review data, eligibility documentation, materials, publications, curricula used by the project, etc., and all fiscal records related to the program. Grant monitoring shall be accomplished in a manner, location, and time at the sole discretion of RPB.
- C. Provide the Grantee with reporting forms and/or formats and time frames for submission of reports.
- D. Evaluate Grantee's semi-annual report for compliance and provide a written response within 15 days of receipt if the report is determined inconsistent with reporting requirements. Grantees are to comply with RPB's written response, including requested due dates.
- E. Review all invoices submitted by Grantee for allowable costs and approve for payment as appropriate, as determined in RPB's sole discretion, and conditioned on the availability of funds.
- F. Retain the right to modify the program and this Scope of Work based on the results of its evaluation and review. RPB may use the results of the evaluation and monitoring review in future grant decisions. The evaluation shall include, but is not limited to grant compliance, effectiveness of planning, and program results.
- G. Reimburse for necessary travel and transportation expenses. Expenses for out-of-state or international travel are not allowed.

IV. Budget Detail and Payment Provisions

A. Fiscal Provisions

1. Payment is to be paid Grantee, as provided herein, shall be in compensation for Grantee's expenses incurred in the performance hereof, including travel, unless otherwise expressly so provided.
2. The maximum amount payable to Grantees shall not exceed the award amount for the two-year project period, subject to continued federal funding.
3. Grantee shall maintain accurate and complete financial records of costs and operating expenses. Such records shall reflect the actual cost of services described herein for which reimbursement is requested.
4. Upon satisfactory performance of the services provided by the Grantee under this Scope of Work, as determined in RPB's sole discretion, RPB agrees to pay when invoices are submitted. Payments will be made on the basis of the Grantee's submitted and approved budget.

5. Changes may be made to individual line items in the Budget subject to prior written approval by RPB. Changes to the line-item budget may be made if the Grantee adequately documents the need for change, the changes do not violate grant requirements, and RPB provides prior written approval. Grantee shall submit a written request to the RPB project analyst for budget/program modification, explain the need for change(s), and specifically identify the item(s) to be reduced or increased, before such changes are made.
6. RPB reserves the right to deny requests for reimbursement of any expenditure in excess of any line item in the budget.
7. Grantees will be reimbursed for services provided in accordance with the grant through the invoice process in accordance with CDSS and the State Controller's Office regulations and rules. The request for payment must include the RSIG Expenditure Report, invoice on official school letterhead, and supporting documentation, and be submitted on a quarterly basis (see page 10 for due dates) to RPB.
8. Purchase of any electronic devices or computer-related software (i.e., laptops computers, printers, copiers, iPads, e-readers, Rosetta Stone or other software programs, etc.) must be included in the original RSIG application. Requests to purchase such items, in deviation from the original application, must be submitted in writing to RPB and include the reason for the purchase, how it relates to the RFA, how it will be used in the classroom, how it benefits refugee students, and how the equipment will be disposed of after the project ends. The Grantee must obtain written RPB approval prior to the purchase. RPB may not reimburse invoices that do not meet these requirements.
9. Purchases of equipment, supplies, and other items in excess of \$500 must be accompanied with supporting documentation and must be included with the invoice for reimbursement. RPB may not reimburse invoices that do not meet these requirements.
10. Minor corrections on invoices, such as mathematical errors, may be made by CDSS. Invoices that require major corrections, such as improper completion of the invoice, invoices without authorized signatures, or invoices which have been significantly altered, will not be processed and will be returned to the Grantee with an explanation of the problem and may delay payment of the invoice.
11. Final invoices for the entire two-year RSIG grant cycle must be submitted by **September 28, 2014**, 45 calendar days after the end of the grant period. Failure to comply with this provision will jeopardize payment unless the Grantee has received written approval of an extension from RPB prior to the expiration of the 45-day period.

B. Invoicing and Payment

1. The maximum amount payable to a Grantee shall not exceed the award amount for the two-year project period, subject to continued funding.
2. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), RPB agrees to reimburse the Grantee for said services.
3. Grantee shall submit the request for payment for the 2013-14 grant period using the RSIG Expenditure Report Form, along with an invoice on official school letterhead, and supporting documentation on a quarterly basis by the due dates below:

Period Covered	Due to RPB
08/15/2013 – 11/14/2013	12/01/2013
11/15/2013 – 02/14/2014	03/01/2014
02/15/2014 – 05/14/2014	06/01/2014
05/15/2014 – 08/14/2014	09/01/2014

4. Invoices shall include the RPB Grant Number, and be signed by the authorized representative in blue ink, and submitted on district letterhead to:

California Department of Social Services
Refugee Programs Bureau
ATTN: KJ Evans
744 P Street, MS 8-9-646
Sacramento, CA 95814

5. Invoice payment will be conditioned upon the timely receipt by RPB of the RSIG Semi-Annual Progress Reports and RSIG Final Performance Report from the Grantee within the specified due dates and in a manner acceptable by the RPB. If acceptable reports are not received or a request for extension of a due date has not been granted by RPB, invoices will not be processed and will be returned to the Grantee.

C. Advancing Funds

1. RPB agrees to advance a Grantee up to 25 percent of the total grant amount upon receipt of an advance request. The request for an advance shall be submitted in writing on official letterhead with an original signature in blue ink from an authorized or designated representative.

D. State Budget Contingency Clause

1. It is mutually agreed that if a Budget Act of the current state fiscal year (SFY) and/or any subsequent SFYs covered under this Scope of Work does not appropriate sufficient funds for the program, this Scope of Work shall be of no further force and effect. In this event, RPB shall have no liability to fund or reimburse Grantee whatsoever or to furnish any other consideration under this Scope of Work, and Grantee shall not be obligated to perform any provisions of this Scope of Work.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, RPB shall have the option to either cancel this Agreement with no liability occurring to RPB, or offer an amendment to Grantee to reflect the reduced amount.
3. It is mutually understood that authority for RPB to award grants and reimburse Grantees for allowable expenditures is dependent upon the appropriation of funds within a state Budget Act. As a result, funding will not be released to Grantees until such authority has been given by the passage/signing of the Budget Act.

E. Federal Funds

1. This Scope of Work is valid and enforceable only if sufficient funds are made available to RPB by the United States Government for the term of Scope of Work for the purposes of this program.
2. Federal funds may be released incrementally by the United States Government. The funding of any increment of the Grantee's grant is contingent upon the State's receipt of the final award and funding of the federal grant. In the event federal funds are not awarded in part or in full, this Scope of Work shall be amended to reflect any reduction of funds.
3. In addition, this Scope of Work is subject to any additional restrictions, limitations, or conditions enacted by Congress or any statute enacted by Congress or any other federal regulations or guidelines issued by any federal agency which may affect the provision, terms, or funding of this Scope of Work in any manner.
4. It is mutually agreed that if Congress does not appropriate sufficient funds for the program, this Scope of Work shall be amended to reflect any reduction of funds.

**REFUGEE SCHOOL IMPACT GRANT (RSIG) PROGRAM
CONTINUATION FUNDING PROPOSAL
OAKLAND UNIFIED SCHOOL DISTRICT**

1. PROGRAM NARRATIVE:

Oakland, California has been a hub of refugee resettlement and secondary migration since the 1980s. There are currently has more than 340 verified refugee youth currently enrolled in the Oakland Unified School District, who have arrived since the start of the 2009-2010 school year (out of an estimated total refugee population of 2,000). Based on self-reported arrival data, birthplace, OUSD's home language survey and local asylum-granting trends, the Refugee & Asylee Student Assistance Program (RASAP) conservatively estimates an additional 202 asylees, victims of trafficking, or other RSIG-eligible students currently enrolled in the OUSD. Thus, RASAP's conservative estimation is that there are currently 525 RSIG-eligible students in the OUSD.

RASAP is proposing the following Proposed Activities to build upon students' strengths and assets and implement programming that will meet the language, academic, cultural and emotional needs of refugee students in the following ways: **Need Area I: Building a Strong Foundation:** **(1.1) School Enrollment & Placement:** Liaise with VOLAGS to provide enrollment assistance for 100 new students and their families/year, including paperwork support, academic counseling, school placement, and making contact with schools to coordinate in-school registration and enrollment in school-based programs. RASAP will contract a stipended volunteer with the International Rescue Committee to streamline these services. **(1.2) School Orientation:** Provide basic school supplies and an OUSD Orientation to 100% of newly-enrolled families, including: 1) overview of the U.S. school system / OUSD ; 2) an explanation of the Neighborhood School System, the School Options Process, and language testing/classification; 3) the importance of parental involvement; 4) general school rules; 5) the school calendar; 6) information about community programs (such as tutoring and computer giveaways); and 7) Information about RASAP programs.

Need Area II: Extended Academic Programming: In order to improve their CELDT, CST and CAHSEE scores and catch up to grade level, refugee students need extended learning opportunities. RASAP will establish and/or improve upon the following: **(2.1) Summer School programming & case management:** RASAP will support the following targeted academic programs for refugee youth over the summer, a time during which students are known to lose language, academic and social progress made during the school year. **F**Annual summer School programs will include: *An elementary summer intervention program for pre-K through 5th grade* refugee students at Franklin Elementary School. (76 hours total) ; *A high school credit-based ELD program for 9th-12th grade* refugee students. Students who successfully complete the 6-week course will be awarded 5 high school credits toward graduation. (60 hours/class); *A middle school credit-based ELD program for 6th-8th grade* grade refugee students, taught by certificated teachers and focusing on high school preparation and skill building (60 hours/class); *An extensive case-management system* for refugee students ineligible for the above programs. Case management will include referrals to programming at other schools and community

centers. **(2.2) After School Program Support & Referrals:** In collaboration with school staff and service provider Refugee Transitions, RASAP will support ELD-specific after school programs at four schools with large refugee populations: Oakland International High School, Franklin Elementary School, Manzanita Elementary School, Roosevelt Middle School. Reaching over 150 refugee students/year, 80% of regularly-attending students at RT after school programs have shown progress in an academic skill area as measured by report cards, teacher and student surveys. **Frequency:** OIHS: 4 days/week; Franklin: 1 day/week; Manzanita: 1 day/week; Roosevelt: 2 days/week.

Need Area III: Ongoing Parent Support, Education and Leadership Opportunities:

Parent education and engagement opportunities positively impacts student performance. RASAP will build/expand upon the following parent support programs, analyzing data to measure parent program participation against their student's attendance and performance: **(3.1) Community Engagement Meetings :** In addition to weekly office hours, an extensive system of referrals, and various forms of on-going outreach to parents/guardians, RASAP runs monthly OUSD Refugee Community Engagement Meetings. All meetings include refreshments, transportation assistance, educational incentives, youth gardening projects, and babysitting. **(3.2) Parent ESL Classes:** RASAP will offer an ongoing beginning level ESL class during the school year at a community location, as well a 4-week intensive summer English refugee parents and guardians.

Need Area IV: Teacher & School Support: Due to their low literacy skills and cultural/linguistic isolation, teachers and school staff struggle to provide appropriate academic and socio-emotional support services to refugee students and families. RASAP will collaborate with OUSD's Manager of English Language Instruction to improve teacher training, include information about refugee backgrounds and link newcomer teachers to RASAP for support needs as well as program referrals.

Need Area V: Educational Case-Management: For high-need refugee students including unaccompanied youth, students in special education and students with significant mental health challenges, RASAP will work with families, schools, VOLAGS and other agencies to ensure that these students receive culturally sensitive services that provide a pathway to success.

Need Area VI: Socio-emotional support programming: If provided supportive, safe environments for community building and recreation, newcomer students build confidence and language skills that in turn support their academic growth. RASAP will fund and support the following: **(6.1) Full-Service Community School Center at Oakland International High School (OIHS):** Having received initial seed money from RASAP, OIHS (which serves 99% of Oakland's refugee high schoolers) has launched a full-fledged community school initiative to "serve the whole child, invite the community in, extend boundaries into the community in order to accelerate academic achievement, and share responsibility for student, family and community success." **(6.2) Refugee Community Soccer Camp:** RASAP will contract Soccer Without Borders (SWB) to run an annual soccer camp for refugee students ages 5-18, as well as a year-round "soccer student academy" for middle schoolers to improve their academic skills. **(6.3) Gardening:** RASAP will contract Community Health for Asian Americans (CHAA) to provide community gardening opportunities in conjunction with summer school, extended day programs and refugee family meetings.

As a result of the activities outlined above, OUSD's Refugee & Asylee Student Assistance Program will achieve the following outcomes:

- **Number of students served; 340+.** RASAP will continue to serve all identified, RSIG-eligible students in the OUSD, and will continue to outreach to additional communities, service providers and schools to ensure maximum RSIG enrollment/identification.

- **Number of families served: 80+**

- **Number of students completing grade level and graduation requirements: 80%**

- **Standardized testing results: The California English Language Development Test:** Table 1, right, reflects the California English Language Development Test (CELDT) growth between 2011-2012. Our goal is for no more than 8% to show no growth, and for more than 70% to grow more than 50 points as a result (at least partially) of RSIG programming.

	%
No Growth	10%
Grew Less Than 25 Points	7%
Grew Between 25 and 49 Points	18%
Grew Between 50 and 99 Points	32%
Grew Between 100 and 199 Points	24%
Grew More than 200 Points	9%
	100%

- **Math & English Testing Results:** As Table 2 reflects, 71% of students are testing below or far below basic in the annual CST (California Standardized Testing) Math test, and 78% below or far below in English/Language Arts. While we think this number accurately reflects the difficulties of accessing and mastering grade level content in the first three years in the U.S., our goal is for that that number will drop at least one percentage point in each category.

- **Pre-post test results:** We expect that 80% of students participating in RASAP's annual summer ELD program for middle and high school students will show measurable growth, based on their pre- and post-tests given in each class, as well as their Achieve 3000 literacy/lexile scores.

Student Performance	Attendance	Interrupted Formal Education (estimate)	CST Below or Far Below Basic		CAHSEE English (11 th & 12 th Grade)		CAHSEE Math (11 th & 12 th Grade)	
			ELA	Math	Passed	Not Passed	Passed	Not Passed
	97%	80%	78%	71%	7%	93%	18%	82%

- **School attendance rates:** Given our very high current attendance rate of 97% (see Table 2), we hope to keep this rate the same or higher in 2013-2014.

BUDGET DETAIL & JUSTIFICATION at 100%: \$145,800

1) Personnel: \$52,000

The following staff will ensure that RSIG programming is designed, implemented and delivered as outlined in the Activities and Purpose section above. These staff have relevant skills and expertise in refugee-related programming. All RSIG staff will be cross-funded through both the RSIG and another funding source (ex. Title III Immigrant funds) in order to expand overall-staffing numbers for the program.

Staffing break-down:

- 50% %FTE of The OUSD Refugee Student Specialist to oversee RASAP-related programming and contractors as well as serve as main liaison for refugee students, families, school sites, VOLAGS, and community partners
- 10%FTE of an OUSD Bi-Lingual Spanish/English Academic Counselor to provide direct academic counseling, enrollment support, summer programming support, and school site communication for all newly enrolling refugee students. Counselor will work with an interpreter as needed
- 20%FTE of the Full Service Community School Manager at Oakland International High School (where 99% of all HS age refugee students attend high school) to provide RSIG services for all refugee students at the HS as well as parents/guardians
- 10%FTE Salary of an Admin III to provide support for the Refugee School Impact Grant related programming

2) Fringe Benefits (estimated at 35%): \$29,575

Approximate cost for benefits for all of the above OUSD staff members.

3) Substitutes: \$0

4) Travel: \$1,000

Work-related local travel (mileage/parking) and for travel to relevant trainings and conferences to enhance the capacity and collaborative opportunities of RSIG staff

- \$1,000 for travel/accommodation related to state and national conferences, including the DSS RSIG Grantees' training

5) Instructional Supplies and Materials: \$1,214

Bi-lingual dictionaries will be distribution to students when they first enroll in the school district, and as needed during academic and ELD programming.

6) Other Supplies: \$0

7) Other: \$22,950

In order to implement the programming outlined in the Activities and Purpose section above, RSIG funds will cover the following:

- \$200 for East Bay Refugee Forum (EBRF) Annual Dues

- \$2,000 for translation and interpretation support through outside CBO partners for those languages not supported through the OUSD Translation Unit
- \$5,000 for CBO Refugee Transitions to conduct after school programming and home-based tutoring for K-12 refugee students
- \$5,750 to CBO Partner Soccer Without Borders to run after school and weekend soccer and youth leadership programming for refugee middle school students and to organize and implement the 6th annual Refugee Community soccer and health program during summer 2013
- \$10,000 to VOLAG IRC to manage a Refugee Education Consultant who will assist with streamlining the IRC-OUSD enrollment process and will provide follow-up with all newly enrolled students

8) Total Direct Charges: \$139,239

9) Total Indirect Charges: \$6,561

- 4.5% total grant (\$145,800) will be retained by the OUSD for overhead expenses

10) Total: \$145,800

Appendix A

Number of Refugee Children in California Ages 5 through 18 Federal Fiscal Years 2009-11 *

County	2009	2010	2011	3-Year TOTALS
ALAMEDA Total	125	135	103	363
BUTTE Total	0	0	13	13
CONTRA COSTA Total	28	31	25	84
EL DORADO Total	0	1	1	2
FRESNO Total	14	18	10	42
KERN Total	8	9	1	18
LOS ANGELES Total	717	531	445	1693
MADERA Total	0		1	1
MARIN Total	12	3	4	19
MERCED Total	2	1	0	3
MONTEREY Total	0	9	2	11
ORANGE Total	130	127	102	359
PLACER Total	13	4	10	27
RIVERSIDE Total	28	31	21	80
SACRAMENTO Total	195	185	165	545
SAN BERNARDINO Total	45	30	17	92
SAN DIEGO Total	1282	1050	610	2942
SAN FRANCISCO Total	59	49	24	132
SAN JOAQUIN Total	8	8	7	23
SAN LUIS OBISPO Total	0	3	2	5
SAN MATEO Total	27	17	25	69
SANTA BARBARA Total	4	1	1	6
SANTA CLARA Total	125	87	76	288
SANTA CRUZ Total	3	0	0	3
SOLANO Total	11	2	2	15
SONOMA Total	2	4	5	11
STANISLAUS Total	83	67	30	180
SUTTER Total	5	4	0	9
TULARE Total	0	1	1	2
VENTURA Total	10	5	4	19
YOLO Total	26	13	7	46
California County TOTALS:	2962	2426	1714	7102

* As reported in the 2012 Department of Health and Human Services, Administration for Children and Families funding announcement number HHS-2012-ACF-ORR-ZE-0317

Appendix B

APPLICATION SCORING RUBRIC

DATE:		EVALUATOR INITIALS:	SCHOOL DISTRICT:		TOTAL SCORE:
Evidence of Impact (35 points)	0 For an application that demonstrates	5 For an application that demonstrates	15 For an application that demonstrates	25 For an application that demonstrates	35 For an application that demonstrates
	<ul style="list-style-type: none"> • No evidence of impact; • Some or little concentration of refugee students with relative need; • No comprehensive assessment; • Needs assessment data not present; • No plan to protect confidential refugee information 	<ul style="list-style-type: none"> • Little evidence of impact; • Some concentration of refugee students with relative need; • Little or no assessment; • Needs assessment data may or may not be present; • Little or no plan to protect confidential refugee information. 	<ul style="list-style-type: none"> • Fair evidence of impact; • Significant concentration of refugee students with significant need; • Some assessment; • Needs assessment data present; • Plan to protect confidential refugee information. 	<ul style="list-style-type: none"> • Good evidence of impact; • High concentration of refugee students with exceptional need; • Relatively comprehensive assessment; • Quality needs assessment data; • Clear plan to identify refugees in future. 	<ul style="list-style-type: none"> • Strong evidence of impact; • High concentration of refugee students with exceptional need; • Comprehensive assessment; • Exceptional quality of the needs assessment data; • Exceptionally thorough plan to protect confidential refugee information.
Activities/ Purpose (25 points)	0 For an application that demonstrates	5 For an application that demonstrates	15 For an application that demonstrates	20 For an application that demonstrates	25 For an application that demonstrates
	<ul style="list-style-type: none"> • No evidence of linkage between needs and interventions in either academic or social domains; • Staff do not appear qualified to complete grant objectives; • Material resources clearly lacking. 	<ul style="list-style-type: none"> • Little evidence of linkage between needs and interventions in either academic or social domains; • Staff not especially qualified to complete grant objectives; • Material resources not sufficient to implement program. 	<ul style="list-style-type: none"> • Fair evidence of linkage between needs and interventions in either academic or social domains; • Some staff may be qualified to complete grant objectives; • Material resources may be adequate to implement program. 	<ul style="list-style-type: none"> • Good evidence of linkage between needs and interventions in both academic and social domains; • Staff qualified to complete grant objectives; • Material resources adequate to implement programs. 	<ul style="list-style-type: none"> • High evidence of linkage between needs and interventions in both academic and social domains; • Staff well qualified to complete grant objectives; • Material resources clearly sufficient to implement program;
Collaboration (20 points)	0 For an application that demonstrates	5 For an application that demonstrates	10 For an application that demonstrates	15 For an application that demonstrates	20 For an application that demonstrates
	<ul style="list-style-type: none"> • No evidence of collaboration in the planning, development, and implementation of the RSIG program between the school district, CRC, VOLAG, and service providers; • No evidence of collaboration to obtain accurate documentation establishing refugee status; • No letters of support/evidence of current or on-going collaboration. 	<ul style="list-style-type: none"> • Little or no evidence of collaboration in the planning, development, and implementation of the RSIG program between the school district, CRC, VOLAG, and service providers; • May contain evidence of collaboration to obtain accurate documentation establishing refugee status; • May contain a letter of support/evidence of current and on-going collaboration. 	<ul style="list-style-type: none"> • Some evidence of collaboration in the planning, development, and implementation of the RSIG program between the school district, CRC, VOLAG, and service providers; • Some evidence of collaboration to obtain accurate documentation establishing refugee status; • Letter of support/evidence of some current and on-going collaboration. 	<ul style="list-style-type: none"> • Good evidence of collaboration in the planning, development, and implementation of the RSIG program between the school district, CRC, VOLAG, and service providers; • Good evidence of collaboration to obtain accurate documentation establishing refugee status; • Letter of support/evidence of good current and on-going collaboration. 	<ul style="list-style-type: none"> • Strong evidence of collaboration in the planning, development, and implementation of the RSIG program between the school district, CRC, VOLAG, and service providers; • Applicant clearly collaborated to obtain accurate documentation establishing refugee status; • Letter of support/evidence of strong current and on-going collaboration.

Appendix B

APPLICATION SCORING RUBRIC

Results (15 points)	0 For an application that demonstrates	4 For an application that demonstrates	8 For an application that demonstrates	12 For an application that demonstrates	15 For an application that demonstrates
	<ul style="list-style-type: none"> • Little or no probability of results, or method to report quantifiable data in English language proficiency, mathematics, language arts, and high school graduation rates • No evidence of evaluation plan and corresponding interventions to show movement toward program goals. 	<ul style="list-style-type: none"> • Little probability of results, or method to report quantifiable data in English language proficiency, mathematics, language arts, and high school graduation rates; • Little or no evidence of evaluation plan and corresponding interventions to show movement toward program goals. 	<ul style="list-style-type: none"> • Fair probability of results and method to report quantifiable data in English language proficiency, mathematics, language arts, and high school graduation rates; • Fair evaluation plan and corresponding interventions to show movement toward program goals. 	<ul style="list-style-type: none"> • Good probability of results and method to report quantifiable data in English language proficiency, mathematics, language arts, and high school graduation rates; • Good evaluation plan and corresponding interventions to show movement toward program goals. 	<ul style="list-style-type: none"> • High probability of results and method to report quantifiable data in English language proficiency, mathematics, language arts, and high school graduation rates; • Strong evaluation plan and corresponding interventions to show movement toward program goals.
Budget (5 points)	0 For an application that demonstrates	2 For an application that demonstrates	3 For an application that demonstrates	4 For an application that demonstrates	5 For an application that demonstrates
	<ul style="list-style-type: none"> • Little or no correlation between expenditures and program activities; • Little or no correlation between proposed program activities/services • Little or no evidence funds and services will be used to supplement rather than supplant. 	<ul style="list-style-type: none"> • Little correlation between expenditures and program activities; • Little correlation between proposed program activities/services • Little evidence funds and services will be used to supplement rather than supplant. 	<ul style="list-style-type: none"> • Some correlation between expenditures and program activities; • Some correlation between proposed program activities/services • Some evidence funds and services will be used to supplement rather than supplant. 	<ul style="list-style-type: none"> • Good correlation between expenditures and program activities; • Good correlation between proposed program activities/services. • Good plan demonstrating relationship between current funds and services and plan to expand services. 	<ul style="list-style-type: none"> • High correlation between expenditures and program activities; • Clearly demonstrates correlation between proposed program activities/services. • Clearly articulated plan showing relationship between current funds and services and plan to expand services.

Appendix C

California Public Records Act Instructions

The Public has a right to inspect and/or obtain copies of public records maintained by state and local agencies pursuant to the California Public Record Act (CPRA). While many records are accessible, the CPRA as well as other statutes may protect (exempt) records from disclosure, including but not limited to, confidential records such as medical records, investigative records, private information about other people (such as foster families), trade secrets, advice from lawyers, records in connection with pending litigation, etc. The California Department of Social Services (Department) must review requested records to determine if an exemption applies before a record may be inspected or copied. In addition, many records are readily available on the Department website at www.cdss.ca.gov.

Request for Inspection or Copies of Public Records: In order to help the Department provide records promptly, requestors should provide specific information about the records they seek. When a record cannot be identified by name, the requestor should attempt to be as specific as possible in describing the record, based on its content. If known, requestors should indicate the office, division, branch, or section of the Department that created or maintains the records. When a request is not sufficiently specific, Department staff will help the requestor identify the information, describe how the records are maintained or their physical location, and provide suggestions on how to overcome practical barriers to disclosure. The Department does not supplement responses to previous requests when new records are created or received. A separate request must be submitted each time records are sought.

To ensure accuracy in responding to a request for public records, the Department encourages the submission of all requests in writing. Requests can also be made orally, by telephone, or in person at a public counter in one of our offices. Please direct all requests to:

California Department of Social Services
Legal Division
ATTN: PRA Request
744 P Street, MS 8-5-161
Sacramento, CA 95814
Fax: 916-654-1171
Email: PRARrequest@dss.ca.gov

You may call to inquire about the filing a Public Records Act request or about the status of a current request at (888) 422-3120.

Response Time: Public records in the possession of the Department that are not exempt from disclosure shall be available for inspection during normal business hours of the Department (8:00 am – 5:00 pm, Monday through Friday). If the requestor seeks inspection of numerous records, a mutually agreeable time shall be established for

Appendix C

inspection. Departmental function will not be suspended to permit the inspection of records, and records will not be available for inspection during periods when Department personnel in the performance of their duties require the records. Records will not be removed from the possession of the Department. A Department employee will be present during the inspection of records.

Some simple requests can be satisfied immediately, others may require more time. Regardless, records that are not exempt from disclosure shall be available in a reasonable period of time. The Department will notify you within ten days of receipt of your request if the Department has records that can be disclosed, in whole or in part. Under some circumstances the Department is allowed up to 14 additional calendar days to determine what records exist and what can be disclosed. By the end of this period, the Department will notify you whether and when records will be produced. If some or all of the records you requested cannot be released because they are exempt under law, the Department will let you know what exemptions apply.

Fees: There is no charge for records copied if the requestor uses their own equipment on the premises. If the Department makes copies, the requester must pay \$0.20 per page. However, charges are waived if the request is limited to 49 pages per month. A minimum charge of \$10.00 will apply for any amount of pages 50 or more and must be received in advance. This fee applies to all requests for paper copies. (Example: If the request were for 51 pages the charge would be \$10.20 and \$0.20 for each additional page.) If the records exist in electronic form and the requester prefers that format, the Department can copy the documents onto a CD or DVD. The Department shall make electronic records available in the format requested IF the requested format is one used by the Department to create copies for its own use or for other departments, and if the security or integrity of the original is not jeopardized or compromised. Different charges may apply to records in electronic form; we will inform you of those before they are incurred. You will need to pay either by check or money order made payable to "Department of Social Services – PRA Request" and send payment to the same address as above before the Department commences with work.

Appendix D

PROPOSED BUDGETS Refugee School Impact Grant Program Year 2013-2014

District Name: Oakland Unified School District

Instructions: Attached to this form, the applicant must provide two Budget Detail and Justification attachments, not to exceed four pages. This document should provide a detailed narrative (per unit if applicable) of each budgeted line item for each budget, showing the calculations used to arrive at the total projected costs figures. Provide a brief justification for each of the expenditures, linking the use of funds to RSIG program goals, outcomes, and objectives. The justifications should illustrate how the particular expenditures support the implementation of the program as described in the program narrative. Funds should to be expended by August 14, 2014.

Budget Categories

Proposed Budget

1. Personnel (Certificated and Classified)		\$84,500
2. Fringe Benefits		\$29,575
3. Substitutes		
4. Travel		\$1,000
5. Instructional Supplies and Materials		\$1,214
6. Other Supplies		\$22,950
7. Other - please specify _____		\$0
8. Total Direct Charges (sum of 1-7)		\$139,239
9. Indirect Charges	+	\$6,561
10. TOTAL (sum of 8 and 9)	=	\$145,800
11. TOTAL Funding Awarded @ 58% (*)	=	\$84,564

** Federal funds may be released incrementally by the United States Government. The funding of any increment of the Grantee's grant is contingent upon the State's receipt of the final award and funding of the federal grant. In the event federal funds are not awarded in part or in full, the Scope of Work shall be amended to reflect any reduction of funds.*

Appendix E

CONTACT INFORMATION
Refugee School Impact Grant
Program Year 2013-14

Name of Applicant: Oakland Unified School District

Mailing Address: 746 Grand Avenue

City: Oakland State: CA Zip: 94610 - _____

Program Contact Person: Barbara McClung

Title/Office: Director, Behavioral Health

Mailing Address: 746 Grand Avenue

City: Oakland State: CA Zip: 94610 - _____

Telephone: (415) 533-3709 FAX: (510) 273-1501

E-mail Address: barbara.mcclung@ousd.k12.ca.us

Authorized Representative/Designee Information:

Name: Barbara McClung

Title/Office: Director, Behavioral Health Unit ; Family Schools & Community Partnerships Dept.

Mailing Address: 746 Grand Avenue

City: Oakland State: CA Zip: 94610 - _____

Telephone: (415) 533-3709 FAX: (510) 273-1501

E-mail Address: barbara.mcclung@ousd.k12.ca.us

> Barbara McClung
 Authorized Representative/Designee Signature

9/30/13
 Date

Appendix F

STUDENT ENROLLMENT METHODOLOGY FORM

Refugee School Impact Grant
Program Year 2013-14

Name of Applicant: Oakland Unified School District

County: Alameda County

School District: Oakland Unified School District

Enter the number of refugee students enrolled according to the method/s used to determine the number of refugee students enrolled.

Method 1: Actual number based on verified documentation 323

Method 2: Estimation based on foreign-born data (include **Appendix G**) 202

Method 3: Survey results indicating refugee (Include **Appendix G**) _____

Method 4: Other (Please describe.) _____

Based on the results of the method chosen to identify refugee students, what is the total number of refugee students enrolled in the school district?

530

Appendix G

ESTIMATE NUMBER OF REFUGEE STUDENTS

Refugee School Impact Grant
Program Year 2013-14

Name of Applicant: OUSD's Refugee & Asylee Program County: Alameda
School District: Oakland Unified School District

NOTE: The countries listed below are areas of the world where refugees are known to originate from. However, not all people who come from these countries are refugees, and the list is not exhaustive. Refugees from a country not listed below may be added to the list; however, the country must be listed and the number of students from each additional country must be provided.

NAME OF COUNTRY	NUMBER OF POTENTIAL REFUGEE STUDENTS	NAME OF COUNTRY	NUMBER OF POTENTIAL REFUGEE STUDENTS
Afghanistan	9	Somalia	2
Armenia		Sri Lanka	
Belarus		Sudan	4
Bhutan	9	Ukraine	
Burma	3	Uganda	
Burundi		Yugoslavia (former)	
China	10	Vietnam	10
Colombia		Zaire	
Cuba	8	Pakistan	3
D.R. of Congo		Kenya	6
Egypt		Haiti	6
El Salvador	15	Honduras	10
Eritrea	12	Yemen	15
Ethiopia	15		
Fiji			
Guatemala	52		
Indonesia			
Iran	8		
Iraq			
Laos			
Liberia	5		
Moldova			
Palestine			
Russia			

Appendix H
COLLABORATION FORM
Refugee School Impact Grant
Program Year 2013-14

Name of Applicant: Oakland Unified School District
County: Alameda

County Refugee Coordinator Information (CRC)

Name: Lynette Foy Linnen
Mailing Address: 2100 Amador Street
City: Hayward State: CA Zip: 94544
Telephone: (510) 259 - 3812 FAX: (510) 259 - 3810
E-mail Address: lfoylin@acgov.org

Voluntary Agency (VOLAG)

Name: International Rescue Committee
Contact Name: Igor Radulovic Title: Site Supervisor
Mailing Address: 405 14th Street Suite 1401
City: Oakland State: CA Zip: 94601
Telephone: (510) 452 - 8222 FAX: (510) 452 - 8228
E-mail Address: igorr@rescue.org

Local Refugee Forum Meeting


Name of Forum: East Bay Refugee Forum
Address Where Meeting are Held: 433 Jefferson St, Oakland, Ca 94607
Meeting Dates: Third Tuesday of the Month Meeting Times: 10:00-12:00
Contact Person: Blythe Raphael, eastbayrefugeeforum@gmail.com

Appendix H

Local Refugee Service Providers

Service Provider #1: Refugee Transitions
Contact Name: Laura Vaudreuil Title: Executive Director
Mailing Address: 870 Market Street Suite 718
City: San Francisco State: CA Zip: 94102 - _____
Telephone: (415) 989 - 2151 FAX: (415) 989 - 2153
E-mail Address: laura@reftrans.org

Service Provider #2: Burma Refugee Family Network
Contact Name: Su Su Maung Title: Board Chair
Mailing Address: 655 International Blvd.
City: Oakland State: CA Zip: 94606 - _____
Telephone: (650) 201 - 0652 FAX: () _____ - _____
E-mail Address: burmarefugeefamilynetwork@gmail.com

Service Provider #3: Oakland International High School
Contact Name: Lauren Markham Title: Community Program Man 
Mailing Address: 4521 Webster Street
City: Oakland State: CA Zip: 94609 - _____
Telephone: (510) 597 - 4287 FAX: (510) 597 - 4292
E-mail Address: laurenmarkham@oaklandinternational.org

Information for additional service providers may be attached to this appendix.

Appendix I

**REFUGEE SCHOOL IMPACT GRANT
ASSURANCE FORM
PROGRAM YEAR 2013-14**

I certify that the information in this Assurance Form is accurate and complete.

- Our RSIG program will identify and provide educational services to eligible refugee students as defined in 45 Code of Federal Regulations Sections 400.43, 401.2, 400.208 and other relevant statutes; and will maintain copies of federal documentation as described in State Letter 00-17 verifying eligibility of participants and make these copies available for review and/or audit by the United States (U.S.) Department of Health and Human Services, Administration for Children and Families (DHHS/ACF), the federal Office of Refugee Resettlement (ORR), and the California Department of Social Services (CDSS).
- Federal funding is available for a state's expenditures for assistance and services to a family unit which includes a refugee parent or two refugee parents and one or more of their children who are non-refugees, including children who are U.S citizens. Federal funding is not available for a state's expenditures for assistance and services provided to a non-refugee adult member of a family unit or to a non-refugee child or children in a family unit if one parent in the family unit is a non-refugee. Further information on eligible RSIG participants and acceptable documentation is available at: <http://www.acf.hhs.gov/programs/orr/about/whoweserve.htm>
- Our RSIG program will collaborate, and maintain records of collaboration, with the County Refugee Coordinator, one voluntary agency, and three service providers. We will also regularly attend the local refugee forum meeting if one meets in our area. The records will be available for review and/or audit by DHHS/ACF, ORR, and/or CDSS, and/or the representatives or designees of these departments.
- Our RSIG program will maintain complete documentation of program activities and expenditures. The records will be available for review and/or audit by DHHS/ACF, ORR, and/or CDSS, and/or the representatives or designees of these departments.

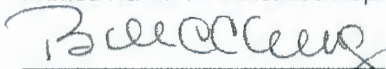
I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described above. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California. In addition, I certify that, to the best of my knowledge, the information contained in this application is complete and correct.

Barbara McClung

Director, Behavioral Health

Printed Name of Authorized Representative or Designee

Title



9/30/13

Signature of Authorized Representative or Designee

Date

Oakland Unified School District

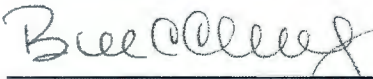
Name of Applicant

Appendix J

Debarment and Suspension Certification

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

GRANTEE/BIDDER ORGANIZATION NAME	FEDERAL ID NUMBER
Oakland Unified School District	94-6000385
BY (Authorized Signature)	DATE EXECUTED
	9/30/13
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)
Barbara McClung	415-533-3709

GRANTEE/APPLICANT ORGANIZATION'S MAILING ADDRESS

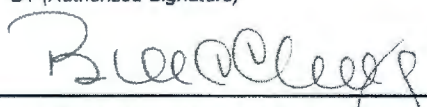
The grant recipient named above hereby certifies that to the best of his/her knowledge and belief that he/she and their principals or affiliates or any sub-contractor utilized under the Refugee School Impact Grant, are not debarred or suspended from federal financial assistance programs and activities nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. The applicant also certifies that it or any of its sub-contractors are not listed on the Excluded Parties Listing System (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, and 44 CFR Part 17).

Appendix K

DRUG-FREE WORKPLACE CERTIFICATION

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

GRANTEE/BIDDER ORGANIZATION NAME	FEDERAL ID NUMBER
Oakland Unified School District	94-6000385
BY (Authorized Signature) 	DATE EXECUTED
	9/30/13
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)
Barbara McClung	415-533-3709
GRANTEE/APPLICANT ORGANIZATION'S MAILING ADDRESS	
746 Grand Avenue, Oakland, CA 94610	

The grant recipient named above hereby certifies compliance with California Government Code Section 8355 and the federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701 *et seq.*, as amended), as defined at 45 CFR Subtitle A, Part 84, Section 82.100, in matters relating to providing a drug-free workplace. The above named grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The Grantee's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs.
 - (d) Penalties that may be imposed upon employees for drug abuse violations.

Appendix K

3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement.
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the grant.
 - (c) 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.
4. Notify the agency in writing within 10 calendar days after receiving notice under paragraph (3) (c) 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.
5. Take one of the following actions, within 30 calendar days of receiving notice under paragraph (3) (c) with respect to any employee who is so convicted:
 - (a) Take 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
 - (b) Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Appendix L

NONDISCRIMINATION CLAUSE

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

Barbara McClung

DATE EXECUTED

9/30/13

EXECUTED IN THE COUNTY OF

Alameda

PROSPECTIVE GRANTEE'S SIGNATURE

Barbara McClung

PROSPECTIVE GRANTEE'S TITLE

Director, Behavioral Health

PROSPECTIVE GRANTEE'S LEGAL NAME

Same

1. During the performance of this grant, Grantee and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Grantees and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provision of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
2. This Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the grant.

ORGANIZATION NAME

Oakland Unified School District

Appendix L

The organization named above (hereinafter referred to as "prospective Grantee") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective Grantee agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.

Appendix M

PRIVACY, SECURITY, AND CONFIDENTIALITY

If, in the course of carrying out this work, the Grantee gathers or processes personal (private) information, Grantee must provide written assurance that the data will be managed in accordance with all applicable federal and California state privacy laws including, but not limited to: Family Educational Rights and Privacy Act of 1984 (20 U.S.C. Sec. 1232g), and Children's Online Privacy Protection Act (COPPA), and California Education Code sections 49069 to 49079. Examples of personal information include, but are not limited to: name, telephone, e-mail account, address, date of birth, immigration status, and social security number.

There are civil and criminal actions that may be invoked for unauthorized disclosure of information from confidential records. (California Penal Code section 11140-11144, 13301-13303, Civil Code section 1798, Chapter 709, Statute of 1997 define civil and criminal actions for unauthorized disclosure of information from confidential records.) Grantee shall instruct all employees with access to confidential and sensitive information regarding: (1) the confidential nature of the information, and (2) the sanctions against unauthorized access, use, or disclosure found in the California Civil Code section 1798.55, and the Penal Code section 502.

In addition, the Grantee will be expected to demonstrate that it has taken specific steps to ensure the data are kept secure and confidential as evidenced by, at a minimum, the following:

- Each and every employee, subcontractor or other person who has access to personal information is required to sign a statement that they understand that the information is personal and they will take steps to ensure that unauthorized personnel do not gain access to personal data.
- Personal data, while being transmitted electronically, must be encrypted.
- Any repository for the data will be locked and have access restricted to those personnel that have a legitimate need to access the data and have signed a confidentiality agreement.

Any security breach must be reported to the California Department of Social Services (CDSS) immediately within 24 hours of initial detection of any unauthorized access, use, and disclosure of information. Notification shall be reported by telephone or email to:

Information Security Officer
916-654-0910
iso@dss.ca.gov

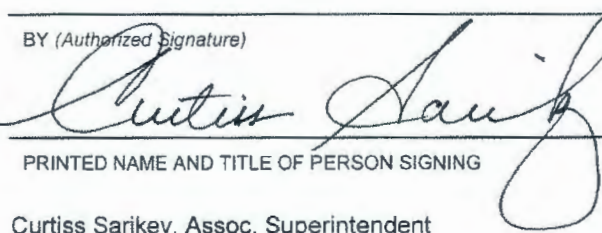
CDSS considers mailing information (including e-mail address) to be personal (private). As such, if the Grantee asks a person for his or her mailing information, the Grantee must make it clear to the person providing the information whether the information will be shared with any organization other than CDSS and the Grantee. In addition, the Grantee will provide the person providing the mailing information an "opt-out" (i.e. the person can elect to not have his or her mailing information shared with organizations outside of CDSS and the Grantee).

Appendix N

CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds.

- (1) For agreements with Contractors who are state entities not under the authority of the Governor, or cities, private firms or agencies which are receiving in excess of \$100,000 in federal funds from CDSS to perform services. By signing this Agreement the Contractor certifies that to the best of his or her knowledge and belief 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 awarding of a federal contract, cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, 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 their federal grant or agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. The Contractor shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.
- (2) This certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and not more than \$100,000 for each such failure.

GRANTEE/BIDDER ORGANIZATION NAME	FEDERAL ID NUMBER
Oakland Unified School District	94-6000385
BY (Authorized Signature) 	DATE EXECUTED
	10/15/13
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)
Curtiss Sarikey, Assoc. Superintendent	510.273.1500
GRANTEE/APPLICANT ORGANIZATION'S MAILING ADDRESS	
746 Grand Ave. Oakland, CA 94610	