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Introduction Date	5-8-13
Enactment Number	13-0771
Enactment Date	5/8/13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To: Board of Education

From: Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Subject: District Submitting Grant Application

ACTION REQUESTED:

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

File ID	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	X	Grant	Oakland Adult & Career Education	Supplemental activities in support of instruction for adults with academic skills below 12 th grade level, and focusing on adults with skills below 8 th grade level.	07/01/2013 to 06/30/2014	California Department of Education	\$216,000.00

DISCUSSION:

The District created a Grant Face Sheet process to:

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

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

FISCAL IMPACT:

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

- Grants valued at: \$216,000.00

RECOMMENDATION:

Approved and support by the Board of Education of District applicant submitting grant application 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.

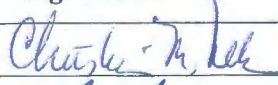

ATTACHMENTS:

Grant Face Sheet; Grant Application


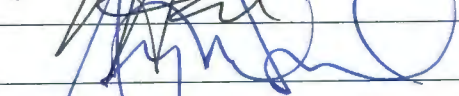
OUSD Grants Management Face Sheet

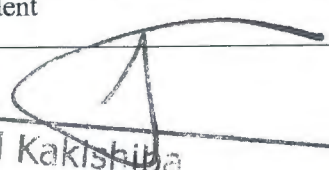
Title of Grant: WIA Title II Grant		Funding Cycle Dates: July 1, 2013 – June 30, 2014	
Grant's Fiscal Agent: (contact's name, address, phone number, email address) California Department of Education 1430 N Street, Suite 6408 Sacramento, CA 95814		Grant Amount for Full Funding Cycle: Approximately \$216,000; exact amount to be determined by CA Department of Education	
Funding Agency: California Department of Education		Grant Focus: Supplemental activities in support of Instruction for adults with academic skills below 12th grade level, and focusing on adults with skills below 8th grade level.	
List all School(s) or Department(s) to be Served: Oakland Unified School District Adult Education			
Information Needed		School or Department Response	
How will this grant contribute to sustained student achievement or academic standards?		Grant funds are based on student achievement as measured by CASAS test scores in reading and math. Grant funds are used primarily for instructional costs, professional development, curriculum development and instructional materials.	
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.17% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)		Staff from Adult Education's Analysis and Accountability unit will continue to track and report student test scores relative to standards set by the CDE.	
Does the grant require any resources from the school(s) or district? If so, describe.		The grant is supplemental to base program funding. A standard maintenance of effort is required.	
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 4.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)		No	
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)		No	
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)		Christian Nelson, Administrator, OUSD Adult Education 2607 Myrtle Street Oakland, CA 94607 christian.nelson@ousd.k12.ca.us	

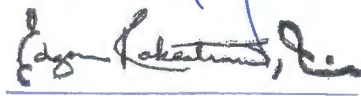
Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Administrator	Christian Nelson		4-3-13
Department Head (e.g. fr school day programs or for extended day and student support activities)	Alison McDonald		4-4-13

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Tony Smith		4/16/13


 David Kakishiba
 President, Board of Education 5/9/13


 Edgar Rakestraw, Jr., Secretary
 Board of Education 5/9/13

File ID Number: 13-0668
 Introduction Date: 5/8/13
 Enactment Number: 13-0711
 Enactment Date: 5/8/13
 By: OS

THIS PAGE FOR CDE USE ONLY

Date Received

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

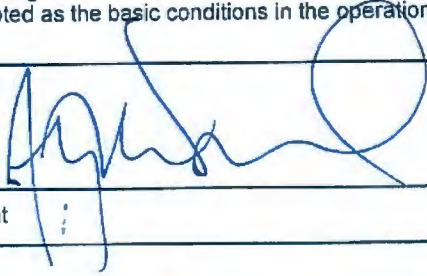
Funding Source	Resource Code	PCA	Program Focus Area Check the box to apply	2012-13 Funding Status	2011-12 Payment Points
Section 225	3840	13971	<input type="checkbox"/> Adult Basic Education (ABE, Vocational ABE) Adult Secondary Education (ASE) High School Diploma General Education Development (GED) Test English as a Second Language (ESL, Vocational ESL)	Not funded	0
Section 231	3913	13978	<input checked="" type="checkbox"/> Adult Secondary Education (ASE) High School Diploma General Education Development (GED) Test	Funded	188
	3905	14508	<input checked="" type="checkbox"/> Adult Basic Education (ABE, Vocational ABE) English as a Second Language (ESL, Vocational ESL)	Funded	460
EL Civics	3926	14109	English Literacy and Civics Education (EL Civics) <input checked="" type="checkbox"/> Citizenship Preparation <input checked="" type="checkbox"/> Civic Participation	Funded	456

* Selecting EL Civics programs automatically selects ESL, and learning gains from Comprehensive Adult Student Assessment Systems (CASAS) ESL pre- and post- tests will count toward Resource Code 3905 performance payment points in future years.

Certification	Initials	Date
Specific Assurances		
Superintendent/CEO		
Entered Date Received in CDE Data Access Page		
Reviewed by Shadidi Sia-Maat, Regional Consultant		
Notes		

I. Grants, Signatures, and Contacts

A. Superintendent/CEO Certification

<p>CERTIFICATION: I hereby agree to comply with all applicable state and federal rules and regulations, and program guidelines and requirements. I certify that to the best of my knowledge, the information contained in this application is correct and complete, and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.</p>								
Superintendent/CEO:	Anthony Smith							
	<i>Signature:</i>							
Title:	Superintendent							
Telephone:	510 434-7790							
Mailing Address:	1025 Second Avenue Oakland, CA 94606-2212							
Email:	tony.smith@ousd.k12.ca.us							
	<table border="1"> <thead> <tr> <th>County</th> <th>District/Vendor Code</th> <th>Charitable Trust No. (for CBOs only)</th> </tr> </thead> <tbody> <tr> <td>Alameda</td> <td>6125</td> <td></td> </tr> </tbody> </table>	County	District/Vendor Code	Charitable Trust No. (for CBOs only)	Alameda	6125		
County	District/Vendor Code	Charitable Trust No. (for CBOs only)						
Alameda	6125							
<p>*The correct Charitable Trust number and District/Vendor code must be provided for the application to be accepted. If necessary, call the Office of the Attorney General at (916) 445-2021 or 445-2022 for verification.</p>								
My agency is a(n):	District							
Indicate your governance method:	School Board							
If you chose "Other" as your governance method above, please specify:								

I. Grants, Signatures, and Contacts

B. Program Administration

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

I. Grants, Signatures, and Contacts

C. Program Area Contacts

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

I. Grants, Signatures, and Contacts

D. Funding Requested

Please select the Program Area(s) your agency will address with this grant. Agencies are allowed to add new program areas for 2013–14. The newly added program areas will be eligible for performance payment points in future years provided agencies are in good standing. The addition of a program area will not add to or increase the funding of the Workforce Investment Act (WIA) Title II grant award for 2013–14.

Funding Source	Resource Code	PCA	Program Focus Area Check the box to apply	2012–13 Funding Status	2011–12 Payment Points
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II. Additional Program Information

A. Statewide and Local Program Level Completion

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

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

To negotiate the performance goals of California funded agencies, the CDE uses the latest available aggregated performance data of all NRS eligible learners within each of the educational functioning levels. For example, in February 2011, the CDE used the performance of all NRS eligible learners for the 2010–11 program year to negotiate the performance goals for 2011–12.

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

Educational Functioning Level	California Federal Table 4 Program Year 2011–12		Applicant Agency Federal Table 4 Program Year 2011–12	
	Performance Goal	Percentage Completing Level	Section 231 and EL Civics	
			Percentage Completing Level	Comparison to State Goal
ABE Beginning Literacy	33.00 %	47.50 %	44.00 %	+11.00
ABE Beginning Basic Education	48.00 %	56.10 %	43.00 %	-5.00
ABE Intermediate Low	47.00 %	50.70 %	30.00 %	-17.00
ABE Intermediate High	32.00 %	33.40 %	19.00 %	-13.00
ASE Low	33.00 %	34.90 %	13.00 %	-20.00
ASE High	—	28.30 %	100.00 %	+100.00
ESL Beginning Literacy	63.00 %	63.80 %	68.00 %	+ 5.00
ESL Beginning Low	63.00 %	65.10 %	79.00 %	+16.00
ESL Beginning High	59.00 %	61.40 %	69.00 %	+10.00
ESL Intermediate Low	53.00 %	53.70 %	61.00 %	+ 8.00
ESL Intermediate High	48.00 %	49.50 %	49.00 %	+ 1.00
ESL Advanced	23.00 %	23.10 %	12.00 %	-11.00

II. Additional Program Information

B. Core Performance Outcome

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

- High School (HS) diploma/GED
- Entered postsecondary training
- Entered employment
- Retained employment

The chart below shows the number of core performance outcomes that were reported for the 2011-12 year.

Core Performance Outcome Measures	California Core Performance Outcomes Achieved	Applicant Agency Core Performance Outcomes Achieved
High School (HS) diploma/GED	9,008	54
Entered postsecondary training	758	5
Entered employment	1,407	32
Retained employment	1,305	7

**California Department of Education
Adult Education and Family Literacy Act P. L. 105-220
Workforce Investment Act, Title II Specific Assurances**

In addition to the General Assurances of the California Department of Education (CDE), which are located at (<http://www.cde.ca.gov/fg/fo/fm/generalassur2012.asp>), the duly authorized agent of the applicant certifies that the applicant will comply with the following Workforce Investment Act (WIA) Title II specific program requirements:

1. Funds made available for adult education and literacy activities under this subtitle shall supplement and not supplant other State or local public funds expended for adult education and literacy activities. (Workforce Investment Act of 1998, Title II §241) The duly authorized agent of the applicant agrees to submit the following for approval by the CDE Adult Education Office before grant funds can be distributed:
 - a. Program Budgets by the due date specified in the Grant Award notification. For additional information, see the *Workforce Investment Act Title II, Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education, Program Reapplication Guidelines and Requirements 2011-12 (Workforce Investment Act of 1998, Title II §232)*
 - b. Memorandums of Understanding for cooperative arrangements for services (*EDGAR §80.37(a)(1-4)(b)(1-3), and Workforce Investment Act of 1998, Title II §232*).
 2. The duly authorized agent of the applicant agrees to fulfill all data collection, surveys, and reporting requirements in an accurate and timely manner (*Workforce Investment Act of 1998, Title II §212 and 224(b), and California State Plan, Chapter 5.*)
 - a. Data Foundation and Structure: The duly authorized agent of the applicant agrees to use the state's standardized policies and procedures for intake, placement, goal setting, and follow-up surveys. The agent agrees to implement an assessment and attendance tracking system using the Comprehensive Adult Student Assessment System (CASAS) and TOPSpro™ Enterprise software for collecting student information. The duly authorized agent of the applicant agrees that students must attend a minimum of 12 hours before being considered as participating students (*National Reporting System (NRS) Implementation Guidelines, Chapter 1. NRS Measures*)
- Note: The CDE will provide TOPSpro™ Enterprise software, assessment materials, and staff training to all funded agencies free of charge. If your agency does not use TOPSpro™ Enterprise, your data system must be capable of producing all data elements included in TOPSpro™ Enterprise and in the same sequence as the TOPSpro™ Enterprise reports (Workforce Investment Act of 1998, Title II Sec. 212 and 224(b), and California State Plan, Chapter 5.0).**
- b. Data Collection, Verification, Analysis, and Reporting: The duly authorized agent of the applicant agrees to have staff with clear responsibility for data collection, data entry, attestation, and procedures for correcting errors and resolving missing data. The duly authorized agent of the applicant agrees to use student data for program management and improvement such as evaluating learning gains, teacher performance, and meeting student needs.
 3. Professional Development: The duly authorized agent of the applicant agrees to train staff that will be responsible for general NRS requirements including assessment and follow-up policy procedures, and student goal-setting. Staff must receive training on data entry and collection procedures, interpreting reports, the process and ability to conduct follow-up surveys, and data matching procedures.
 4. Federal law Title 34 *Code of Federal Regulations 80.21 (i)* requires that any interest earned by grantees on federal dollars be returned to the U.S. Department of Education (ED) if the amount is in excess of \$100. Grantees shall promptly, but at least quarterly, remit interest earned on advances to the California Department of Education for return to the ED.

5. The duly authorized agent of the applicant agrees to be bound by *Federal law Title 34 Code of Federal*

Regulations 80.25 (b), Title 34 Code of Federal Regulations 80.25 (g)(2), and Title 34 Code of Federal Regulations 76.534 that state local grantees may collect fees subject to the following conditions: income generated by fees must be used only for allowable costs specified in the grant and the fees collected must be tracked and reported to the CDE by the grantee in grantee's final expenditure claim report. Applicant's agent also acknowledges that collected fees may not be used toward meeting the match, cost sharing, or Maintenance of Effort requirements of the grant.

6. The duly authorized agent of the applicant agrees to use not less than 95 percent of its approved funds for carrying out adult education and literacy activities. The remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and interagency coordination. In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the CDE will negotiate with the agency an adequate level of funds to be used for non-instructional purposes (*Workforce Investment Act of 1998, Title II, Section 233*).

7. The duly authorized agent of the applicant agrees to meet state imposed program participation criteria that include, but are not limited to, attendance at CDE-sponsored training related to CASAS, budget development, and program development (*California State Plan 6.1.13*).

8. The duly authorized agent of the applicant agrees to document procedures and guidelines pertaining to their standardized assessment practices. Adult literacy providers may use the *Workforce Investment Act, Title II Adult Education and Family Literacy Act Assessment Policy Guidelines* as the policy foundation, in conjunction with Test Administration Manuals, *CASAS Administration Manual for California*, and regional training workshops to provide a basis for development of local procedures, guidelines, and implementation practices.

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

Name of Applicant: OAKLAND UNIFIED SCHOOL DISTRICT

Name of Program: Workforce INVESTMENT ACT TITLE II ADULT EDUCATION

Printed Name and Title of Authorized Representative:

Signature:  Date: 4/16/13