

File ID Number	18-0087
Introduction Date	2-14-18
Enactment Number	18-0224
Enactment Date	2-14-18
By	



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

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

To: Board of Education
From: Kyla Johnson-Trammell, Superintendent

Subject: **District Acceptance of WorkAbility I Grant for 2017-18 school year**

ACTION REQUESTED:

Acceptance by the Board of Education of WorkAbility I Grant Award for 2017-18 (Project No. 088-03), pursuant to terms and conditions thereof, from the California Department of Education, in the amount of \$321,627.00, to provide instructional services and support for employment and post- secondary education for students of the District's SELPA for Fiscal Year 2017-18.

BACKGROUND:

WorkAbility I Grant award notification received for OUSD schools for the 2017-2018 fiscal year. The Grant Face Sheet, grant award notification letter and final budget are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	X	Grant	Oakland Unified School District for Castlemont HS, Community Immersion Program, Dewey HS, Fremont HS, Life Academy, McClymonds, Met West, Oakland HS, Oakland TECH, Skyline, Rudsdale/Sojourner Truth, The Phillips Academy (NPS), Bay Tech, Bret Harte MS, West Oakland MS, Frick MS, Montera MS, Roosevelt MS, and United for Success MS.	The grant provides funding to the Programs for Exceptional Children Department to provide instructional services and support for employment and post-secondary education transition.	7/1/2017 thru 6/30/2018	California Department of Education	\$321,627.00

DISCUSSION:

The district created a Grant Face sheet process to:

- Accept WorkAbility I Grant award for OUSD sites and assess their contribution to sustained student achievement
- Identify additional fiscal resources provided for program success

OUSD received a Grant Face Sheet and WorkAbility I grant award notification letter for the program listed in the chart by the Programs for Exceptional Children Department.

FISCAL IMPACT:

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

- Grant valued at: \$321,627.00

RECOMMENDATION:

Acceptance by the Board of Education of WorkAbility I Grant Award for 2017-18 (Project No. 088-03), pursuant to terms and conditions thereof, from the California Department of Education, in the amount of \$321,627.00, to provide instructional services and support for employment and post- secondary education for students of the District's SELPA for Fiscal Year 2017-18.

ATTACHMENTS: Grant Face Sheet, Grant Award notification letter and Final Program Budget



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. 18-0087

Department: Programs for Exceptional Children

Vendor Name: California Department of Education (WorkAbility I Grant)

Contract Term: Start Date: 7/01/2017 End Date: 06/30/2018

Annual Cost: \$ 321,627.00

Approved by: Sondra Aguilera, Sr. Deputy Chief

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

The California Department of Education offers OUSD (Programs for Exceptional Children Department) the opportunity to obtain funding to provide transition support to students related to education and employment development.

Summarize the services this Vendor will be providing.

The California Department of Education will provide the fiscal resources to OUSD (Programs for Exceptional Children Department) to provide personnel support, instructional materials, supplemental educational experiences, and training wages for students participating in the WorkAbility I program.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

N/A

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$86,000 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$86,000 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

This grant provides financial resources and personnel support to integrate work-readiness skills in the curriculum, conduct career/vocational assessments & pre-vocational training workshops, and develop employment opportunities for students.

Grant Award Notification

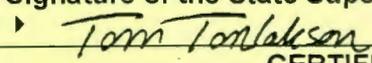
GRANTEE NAME AND ADDRESS Oakland Unified School District 1000 Broadway, Suite 680 Oakland, CA 94606-2212				CDE GRANT NUMBER			
				FY	PCA	Vendor Number	Suffix
				17	23011	6125	00
Attention Kyla Johnson-Trammell, Superintendent				STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Program Office WorkAbility I Site 088				Resource Code		Revenue Object Code 01	
Telephone 510-879-8582				6520		INDEX 8590	
Name of Grant Program 2017-18 WorkAbility I Program						0663	
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$321,627		\$321,627		7/1/2017	6/30/2018	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		

I am pleased to inform you that you have been funded for the WorkAbility I Program.

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

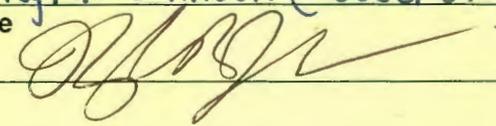
Please return the original, signed Grant Award Notification (AO-400) to:

Penny Santa Cruz, Associate Governmental Program Analyst
 Student Support and Special Services Branch
 Special Education Division, Quality Assurance Unit
 California Department of Education
 1430 N Street, Room 2401
 Sacramento, CA 95814-5901

California Department of Education Contact Barbara Boyd, Special Education Division		Job Title Education Programs Consultant	
E-mail Address BaBoyd@cde.ca.gov		Telephone 916-319-0756	
Signature of the State Superintendent of Public Instruction or Designee 		Date January 8, 2018	

CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.

Printed Name of Authorized Agent Kyla Johnson - Trammell		Title Superintendent	
E-mail Address Kyla.Johnson@ousd.org		Telephone 510.879.8200	
Signature 		Date 1/23/18	

Grant Award Notification (Continued)

1. General Assurances are hereby incorporated by reference. The California Department of Education (CDE) has agreed to accept the assurances your agency currently provides in the Consolidated Application. The CDE will verify if your agency has submitted required certifications and assurances on the CDE Request for Applications Web page at <https://www.cde.ca.gov/fg/aa/co/ca17rfa.asp> prior to initial grant award payment.
2. **Note to Nonpublic Schools (NPS):** The CDE has agreed to accept the signed Drug Free Workplace Certification your agency currently provides with the end of year renewal application. The CDE will verify your agency has submitted the required certification prior to initial grant award payment.
3. The grantee must sign and complete the Certification of Acceptance of Grant Requirements section of the Grant Award Notification (AO-400), which certifies the grantee accepts and agrees to the conditions of the grant. The grantee must return the signed AO-400 to the CDE. Upon receipt, an initial payment will be issued to your County Treasurer or agency. All approved project funds must be expended within the designated award period.
4. The use of workability funds must be used to implement the WorkAbility I (WAI) Program as indicated in the project plan.
5. Projects must have representation by their WAI Program project staff at two region and one state required meeting per year.
6. If a project receives committee funds, attendance by committee members is required at up to four committee meetings per year.
7. The grantee must maintain expenditure reports with supporting evidence and be prepared to submit them to the CDE upon request. The CDE has the authority to conduct program and fiscal reviews or audits.
8. The grantee must submit to the CDE an **Interim Expenditure Report** no later than **February 27, 2018**, for reporting actual expenditures from **July 1, 2017, through December 31, 2017**. If reported interim expenditures are less than the initial payment, then the scheduled interim payment will be reduced proportionately.
9. The grantee must submit to the CDE a **Final Expenditure Report** no later than **August 1, 2018**. Upon receipt of the Final Expenditure Report, up to 100 percent of the grant total will be reimbursed. Failure to submit the Final Expenditure Report prior to next year's state grant award issuance will affect next year's payment.
10. Under authority of the CDE, if the agency is identified as noncompliant, special conditions will be imposed. The State Superintendent of Public Instruction may authorize the CDE to withhold partial or total funding. Those agencies with sanctions will receive notification of special conditions. No payments will be released to agencies with special conditions until the CDE receives written notification from the agency agreeing to the special conditions.

If you have any fiscal questions regarding this grant, please contact Teresa Campbell, Associate Governmental Program Analyst, Special Education Division, by phone at 916-327-3675 or by e-mail at SEDgrant@cde.ca.gov.

cc: Business Fiscal Officer: Expenditure Report

WorkAbility I Special Grant 2017-18 FINAL Budget
Oakland USD (088-03)

Project Description:

The OUSD WorkAbility I program is staffed by four team members who collectively serve 836 students across 20 different school sites annually. The objective of the program is to increase student awareness of career options and local employment training programs, and connect students to work-based learning opportunities. WAI staff work in collaboration with IEP case managers, general education staff, district department managers, and community partners to offer an array of services that will enable students to attain their post-high school goals.

Number of High School Students funded to serve for 2017-18: **630**

Number of High School Students to place in paid employment positions for 2017-18: **157**

Number of Middle School Students funded to serve for 2017-18: **206**

Middle School funds for 2017-18 (already included in Budget Total): **\$70,195.00**

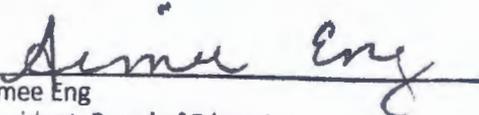
Line	Account	Classification	Budget Amounts	
1	1000	Certificated Salaries	\$74,439.00	
	\$54,589	(HS) <u>Petrina Alexander</u> , WorkAbility I Site Director		0.550 FTE @ \$99,252/yr FTE Coordinate WAI program district-wide and supervise program staff members to ensure implementation of array of services for high school program participants. Responsibilities include facilitating staff meetings, assisting teachers in understanding the mission of WAI and student referral process, supporting classroom teachers with the integration of pre-employment materials provided, marketing WAI program to parents, students, school site staff, employers, and community agencies. Create annual WAI budget based on program needs and activities, monitor WAI budget expenditures and work with financial officers to ensure grant compliance. Serve WAI program participants at designated high schools, conduct job-readiness workshops, interview students to assess career/employment interests, provide counseling and guidance related to careers and post-secondary education, and develop work opportunities for students with employment partners. Attend mandatory WAI trainings.
	\$19,850	(MS) <u>Petrina Alexander</u> , WorkAbility I Site Director		0.200 FTE @ \$99,252/yr FTE Facilitate collaboration with school site teachers and assigned WAI middle school liaison to ensure implementation of WAI middle school array of services. Organize and coordinate WAI activities for middle school students to identify and explore career interests. Create opportunities for career exploration in the community and with local businesses.
2	2000	Classified Salaries	\$136,744.00	
	\$38,870	(HS) Community Relations Assistant		0.750 FTE @ \$51,826/yr FTE Develops partnerships with community agencies and business to promote the mission of WorkAbility I. Organizes field trips to local businesses, colleges and training programs to inform students of higher education opportunities. Performs general office duties and maintains student employment files.
	\$38,870	(HS) <u>Lillian Johnson</u> , WorkAbility I Employment Specialist		0.750 FTE @ \$51,826/yr FTE

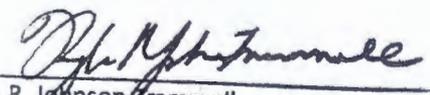
WorkAbility I Special Grant 2017-18 FINAL Budget
Oakland USD (088-03)

			Assists in the coordination and implementation of high school program activities, works directly with program participants at designated high schools to offer an array of services, conducts Get Ready! pre-employment workshops, and provides career assessments to students to determine employment interests, develops work opportunities, places students to work with various employer partners and monitors work performance to meet employer expectations for potential transition to unsubsidized employment.	
\$12,957	(MS)	Community Relations Assistant	0.250 FTE @ \$51,826/yr FTE	
		Develops partnerships with community agencies and business to promote the mission of WorkAbility I. Helps to organizes field trips to local businesses and colleges. Performs general office duties and enter data for middle school students served.		
\$12,957	(MS)	<u>Lillian Johnson</u> , WorkAbiity I Employment Specialist	0.250 FTE @ \$51,826/yr FTE	
		Assists in the coordination and implementation of middle school activities that develops student career awareness and future employability. Create opportunities for career exploration in the community and with local businesses.		
\$33,090	(HS)	Student Wages: 50 students X 60.00 hours X \$11.03 per hour		
3	3000	Employee Benefits	\$82,340.00	
\$2,196	(HS)	Workers compensation benefits for projected student wages for 2017-18 fiscal year (~32 students)		
\$24,565	(HS)	<u>Petrina Alexander</u> , WorkAbility I Site Director Certificated	Salary: \$54,589	
\$17,492	(HS)	<u>Lillian Johnson</u> , WorkAbiity I Employment Specialist Classified	Salary: \$38,870	
\$17,492	(HS)	Community Relations Assistant Classified	Salary: \$38,870	
\$8,933	(MS)	<u>Petrina Alexander</u> , WorkAbility I Site Director Certificated	Salary: \$19,850	
\$5,831	(MS)	<u>Lillian Johnson</u> , WorkAbiity I Employment Specialist Classified	Salary: \$12,957	
\$5,831	(MS)	Community Relations Assistant Classified	Salary: \$12,957	
4	4000	Books and Supplies	\$3,276.00	
\$1,000	(HS)	Office supplies and consumables to maintain student records, document student activities, complete data entry and conduct class projects.		
\$ 600	(HS)	Instructional Materials- interest inventories, reference materials, work interview/uniform clothing items for student training and employment.		
\$ 525	(HS)	Bus/BART tickets for students to travel to work-based learning opportunities		

WorkAbility I Special Grant 2017-18 FINAL Budget
Oakland USD (088-03)

	\$ 600	(MS)	Instructional materials- interest inventories, reference materials, and general materials for classroom projects	
	\$ 551	(MS)	Bus/BART tickets for community outings/industry tours	
5	5000	Services and Other Operating Expenses		\$7,801.00
	\$3,600	(HS)	Travel to required business meetings and trainings for WAI staff	
	\$2,400	(HS)	Mileage for WAI staff to travel between school sites, community agencies, and job sites	
	\$ 600	(HS)	Admission fees for community outings/industry tours	
	\$ 601	(MS)	Mileage for WAI staff to travel to MS sites and meet with local community partners to coordinate program activities.	
	\$ 600	(MS)	Admission fees for community outings/industry tours	
7		Indirect Cost: 5.59%		\$17,027.00
	Cost of district administrative services and support			
Total Budget				\$321,627.00


 Aimee Eng
 President, Board of Education


 Kyla R. Johnson-Frammell
 Secretary, Board of Education

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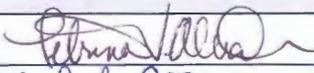
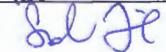
OUSD Grants Management Face Sheet

Title of Grant: WorkAbility I	Funding Cycle Dates: July 1, 2017- June 30, 2018
Grant's Fiscal Agent: (contact's name, address, phone number, email) Sondra Aguilera, Sr. Deputy Chief Programs for Exceptional Children 1000 Broadway, Suite 640 Oakland, CA 94607 (510) 879- 8528 sondra.aguilera@ousd.org	Grant Amount for Full Funding Cycle: \$321,627
Funding Agency: California Department of Education Special Education Division	Grant Focus: Employment & Transition Support
List all School(s) or Department(s) to be Served: High Schools: Castlemont HS, Community Immersion Program, Dewey HS, Fremont HS, Life Academy, McClymonds HS, MetWest HS, Oakland HS, Oakland TECH, Skyline, Rudsdale /Sojourner Truth, The Phillips Academy (NPS) Middle Schools: Bret Harte, Frick, Montera, Roosevelt, West Oakland MS, United for Success & CCPA	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant provides resources and personnel support to integrate work-readiness skills in the curriculum, conduct career/vocational assessments & pre-vocational training workshops, and develop employment opportunities for students.
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 4.57% 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.)	Program activities are centered on an Array of Services consistent with the California Education Code. All students served are recorded in the CDE WorkAbility I database system, indicating services received and work placements provided for the school year. Teachers are informed of these career awareness and employment development activities, which may be recorded in each student's IEP. WAI also conducts a follow-study for those students who have exited the district for up to two years to record their transition outcomes, and provide referrals for additional services as needed.
Does the grant require any resources from the school(s) or district? If so, describe.	Office/classroom space for staff, technology resources to complete data input, office equipment, access to student records (AERIES/ SEIS), teacher participation and collaboration to connect with students & parents, and to assist students in completing job-readiness activities and assignments.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 5.59% 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.)	Yes, students engage in community based instruction, study tours, college and community agency visits, off-campus employment and job readiness workshop activities to complete the array of services required by the grant.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Petrina Alexander, WorkAbility I Site Director, TSA PEC/WorkAbility I 1000 Broadway, Suite 398 Oakland, CA 94607 (510)879-1978 (510)879-2942 fax petrina.alexander@ousd.org OAKLAND UNIFIED SCHOOL DISTRICT Office of the General Counsel APPROVED FOR FORM AND SUBSTANTIVE

By:  1/23/18
Michael L. Smith, Attorney at Law

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Petrina Alexander		1/19/18
Department Head	Sondra Aguilera, Sr. Deputy Chief		1/19/18

Grant Office Obtained Approval Signatures:

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