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By	



**OAKLAND UNIFIED SCHOOL DISTRICT**

*Community Schools, Thriving Students*

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

To: Board of Education  
From: Antwan Wilson, Superintendent

Subject: **District Acceptance of WorkAbility I Grant for 2016-17 school year**

**ACTION REQUESTED:**

Approval and support by the Board of Education of District to accept the WorkAbility I Grant for OUSD schools for fiscal year **2016-2017**, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

**BACKGROUND:**

WorkAbility I Grant award notification received for OUSD schools for the **2016-2017** 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, Coliseum College Prep, 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, West Oakland MS, Frick, Montera, Roosevelt & Westlake.	The grant provides funding to the Programs for Exceptional Children Department to provide instructional services and support for employment and post-secondary education transition.	7/1/2016 thru 6/30/2017	California Department of Education	\$314,867.00

**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 OUSD resources required 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: \$314,867.00

**RECOMMENDATION:**

Approval and support by the Board of Education of District to accept the WorkAbility I Grant awarded to OUSD schools for fiscal year **2016-2017** 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 Award Notification letter and Program Budget**

**OUSD Grants Management Face Sheet**

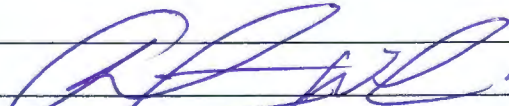
<b>Title of Grant: WorkAbility I</b>	<b>Funding Cycle Dates: July 1, 2016- June 30, 2017</b>
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email) Sondra Aguilera, Deputy Chief Programs for Exceptional Children 1000 Broadway, Suite 398 Oakland, CA 94607 (510) 879- 8528 sondra.aguilera@ousd.org	<b>Grant Amount for Full Funding Cycle:</b> <b>\$314,867</b>
<b>Funding Agency: California Department of Education Special Education Division</b>	<b>Grant Focus: Employment &amp; Transition Support</b>
<b>List all School(s) or Department(s) to be Served:</b> <b>High Schools:</b> Castlemont HS, Coliseum College Prep, 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) <b>Middle Schools:</b> Bret Harte, Claremont, Frick, Montera, Roosevelt, Westlake, West Oakland MS, & CCPA	

<b>Information Needed</b>	<b>School or Department Response</b>
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, develop employment opportunities for students and assist in the development of IEP transition goals.
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 5.17% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	NO
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	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

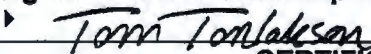

**Applicant Obtained Approval Signatures:**

<b>Entity</b>	<b>Name/s</b>	<b>Signature/s</b>	<b>Date</b>
Principal			
Department Head	Sondra Aguilera, Deputy Chief		1/17/17

**Grant Office Obtained Approval Signatures:**

<b>Entity</b>	<b>Name/s</b>	<b>Signature/s</b>	<b>Date</b>
Fiscal Officer	Vernon Hal		
Superintendent	Antwan Wilson		1/20/17

### Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Oakland Unified School District 1025 Second Avenue Oakland, CA 94606-2212			<b>CDE GRANT NUMBER</b>			
			<b>FY</b> 16	<b>PCA</b> 23011	<b>Vendor Number</b> 6125	<b>Suffix</b> 00
<b>Attention</b> Anthony Smith, Superintendent			<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>		<b>COUNTY</b> 01	
<b>Program Office</b> WorkAbility I Site 088			<b>Resource Code</b> 6520	<b>Revenue Object Code</b> 8590	<b>INDEX</b> 0663	
<b>Telephone</b> 510-879-8582						
<b>Name of Grant Program</b> 2016-17 WorkAbility I						
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>
	\$314,867		\$314,867		7/1/2016	6/30/2017
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>		<b>Federal Agency</b>		
<p>I am pleased to inform you that you have been funded for the WorkAbility I Program.</p> <p>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.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">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</p>						
<b>California Department of Education Contact</b> Jennifer Bianchi, Special Education Division			<b>Job Title</b> Education Administrator I			
<b>E-mail Address</b> jbianchi@cde.ca.gov			<b>Telephone</b> 916-327-0725			
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 			<b>Date</b> December 19, 2016			
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>						
<p><i>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.</i></p>						
<b>Printed Name of Authorized Agent</b> Antwan Wilson			<b>Title</b> Superintendent			
<b>E-mail Address</b> superintendent@ousd.org			<b>Telephone</b> 510-879-8200			
<b>Signature</b> 			<b>Date</b> 1/4/17			

**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 <http://www.cde.ca.gov/fg/aa/co/ca16rfa.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. Please return the signed Certification of Acceptance of Grant Requirements on the Grant Award Notification (AO-400), which certifies that the grantee accepts and agrees to the conditions of the grant. Upon receipt, an initial payment will be issued to your County Treasurer or agency. All approved project funds must be expended or legally obligated 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 project staff at two regional and one state-required meeting per year.
6. If a project receives committee funds, then 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, 2017**, for reporting actual expenditures from **July 1, 2016, through December 31, 2016**. 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, 2017**. 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 [tcampbell@cde.ca.gov](mailto:tcampbell@cde.ca.gov).

cc: Business Fiscal Officer: Expenditure Report




**WorkAbility 1 Special Grant 2016-17 FINAL Budget  
Oakland USD (088-03)**

WA1 Project Contact    Petrina Alexander, WAI Site Director, TSA  
 Email                    petrina.alexander@ousd.org  
 Phone                    (510) 879-1978  
 Summer Phone        (510) 772-6721  
 Fax                        (510) 879-2942  
 LEA Type                SELPA

*CDE Use Only*

**CERTIFICATION**

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this budget is correct and complete; and that the assurances submitted previously are accepted as the basic conditions in the operation of this program for local participation.

 Antwan Wilson, Superintendent    *S.D.A.*    1/19/17  
 Signature of Authorized Agent                      Name and Title of Authorized Agent                      Date

	<b>Amount for 2016-17</b>	<b>Grant Reporting Period</b>
Total Budget (from 2016-17 Grant Award Letter)	\$314,867.00	7/1/2016 – 6/30/2017

*CDE Use Only*

\_\_\_\_\_  
 Reviewed and Recommended for Approval By                      Special Education Division Consultant                      Date

<b>Object of Expenditures</b>			<b>Budget Amounts</b>
<b>Line</b>	<b>Account</b>	<b>Classification</b>	Budget Date: 5/9/2016
1	1000	Certificated Salaries	\$ 71,985.00
2	2000	Classified Salaries	\$ 140,371.00
3	3000	Employee Benefits	\$ 75,976.00
4	4000	Books and Supplies	\$ 3,177.00
5	5000	Services and Other Operating Expenses	\$ 7,000.00
6		Total Direct Costs (Subtotal)	\$ 298,509.00
7		Indirect Cost 5.48 %	(5.48%) \$ 16,358.00
8		Total Budget	<b>\$ 314,867.00</b>

**Project Description:**

The OUSD WorkAbility I program is staffed by 4 team members who serve 826 students across 20 different school sites. 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 2016-17: **630**

Number of High School Students to place in paid employment positions for 2016-17: **157**

Number of Middle School Students funded to serve for 2016-17: **206**

Middle School funds for 2016-17 (already included in Budget Total): **\$70,195.00**

Line	Account	Classification	Budget Amounts	
1	1000	Certificated Salaries	\$71,985.00	
	\$62,387	(HS) <u>Petrina Alexander</u> , WorkAbility I Site Director	0.650 FTE @ \$95,980/yr FTE	<p>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 to assist teachers in understanding the mission of WAI and student referral process, support 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 budget based on program needs and activities, monitor WAI budget expenditures and work with financial officers to ensure grant compliance.</p> <p>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.</p>
	\$9,598	(MS) <u>Petrina Alexander</u> , WorkAbility I Site Director	0.100 FTE @ \$95,980/yr FTE	<p>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.</p>
2	2000	Classified Salaries	\$140,371.00	
	\$50,122	(HS) <u>Lillian Johnson</u> , WorkAbility I Employment Specialist	1.000 FTE @ \$50,122/yr FTE	<p>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, interviews 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.</p>

**WorkAbility 1 Special Grant 2016-17 FINAL Budget**  
**Oakland USD (088-03)**

	\$2,100	(HS)	Various Classified Support Staff After hours extended time as required to complete EOY data entry, follow-up study phone calls and input survey responses electronically.	70.00 hrs X \$30.00/hr
	\$37,852	(MS)	<u>Victor Littles</u> , WorkAbility I Community Relations Assistant Assists in the coordination and implementation of middle school activities that develops student career awareness and future employability. Develops partnerships with community agencies and business to promote the mission of WorkAbility I. Organizes field trips to local businesses, colleges and trainings programs to inform students of higher education opportunities. Performs general office duties, maintains	0.700 FTE @ \$54,074/yr FTE
	\$50,297	(HS)	Student Wages: 76 students X 60.00 hours X \$11.03 per hour	
3	3000	Employee Benefits		\$75,976.00
	\$4,478	(HS)	Workers Compensation benefits for projected student wages for 2016-17 fiscal year (~80 students).	
	\$28,794	(HS)	<u>Petrina Alexander</u> , WorkAbility I Site Director Certificated	Salary: \$62,387
	\$23,134	(HS)	<u>Lillian Johnson</u> , WorkAbility I Employment Specialist Classified	Salary: \$50,122
	\$15,140	(MS)	<u>Victor Littles</u> , WorkAbility I Community Relations Assistant Classified	Salary: \$37,852
	\$4,430	(MS)	<u>Petrina Alexander</u> , WorkAbility I Site Director Certificated	Salary: \$9,598
4	4000	Books and Supplies		\$3,177.00
	\$1,055	(HS)	Office supplies and consumables to maintain student records, document student activities and data entry.	
	\$ 500	(HS)	Instructional materials- interest inventories, reference materials, work interview/uniform clothing items for student training and employment.	
	\$ 462	(HS)	Bus/BART tickets for students to travel to work-based learning opportunities.	
	\$1,160	(MS)	Computer for Middle School staff for data entry and access to student database.	
5	5000	Services and Other Operating Expenses		\$7,000.00
	\$2,400	(HS)	Mileage for WAI staff to travel between school sites, community agencies, and job sites.	
	\$1,600	(HS)	Travel to required business meetings and trainings for WAI staff.	
	\$ 800	(HS)	Bus transportation for community outings/industry tours	

**WorkAbility 1 Special Grant 2016-17 FINAL Budget**  
**Oakland USD (088-03)**

	\$ 800	(MS)	Bus transportation for community outings and industry tours	
	\$ 600	(MS)	Mileage for staff to travel to various middle school sites, meetings with local community partners and conduct program activities.	
	\$ 400	(MS)	Travel for middle school program staff to attend WAI business meetings and trainings.	
	\$ 400	(MS)	Admission fees for community outings/industry tours	
7		Indirect Cost: 5.48%		\$16,358.00
	Cost of district administrative services and support			
	Total Budget			\$314,867.00