

File ID Number	19-0316
Introduction Date	3/13/19
Enactment Number	19-0435
Enactment Date	3/13/2019 If
By	



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

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

March 13, 2019

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent
Wes Jacques, Executive Director, Academics and Instructional Innovation Department
Christian Nelson, Director, Oakland Adult and Career Education

Subject: Grant Award - California Public Utilities Commission - California Advanced Services Fund (CASF) Adoption Program

ACTION REQUESTED:

Approval and acceptance by the Board of Education of Grant Award from the State of California Public Utilities Commission for the California Advanced Services Fund (CASF) Adoption Program, in the amount of \$8,883.00, to support digital learning in the Oakland Adult Career Education mobile classroom that builds upon the foundation of current programming, for the period of January 1, 2019 through June 30, 2020, 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 years, if any.

BACKGROUND:

Grant award for OUSD schools for the 2018-2019 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
19-0316	Yes	Grant	Oakland Adult and Career Education Department	To support digital literacy training, education, and outreach to educate the community of available broadband internet services.	January 1, 2019 through June 30, 2020	State of California, California Public Utilities Commission (CPUC)	\$8,883.00

DISCUSSION:

The district created a Grant Face sheet process to:

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

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

FISCAL IMPACT:

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

- Grants valued at: \$8,883.00

RECOMMENDATION:

Approval and acceptance by the Board of Education of the Grant Award for the Oakland Adult and Career Education Department for fiscal year 2018-2019, 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 Award Letter


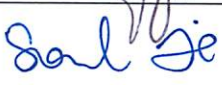
Grant Application: CPUC, California Advanced Services Fund Adoption Program

OUSD Grants Management Face Sheet

Title of Grant: California Advanced Services Fund (CASF) Adoption Program	Funding Cycle Dates: January 1, 2019 - June 30, 2020
Grant's Fiscal Agent: (contact's name, address, phone number, email address) Christian Nelson, Adult and Career Education Oakland Unified School District 1000 Broadway, Suite 600, Oakland, CA 94607 510-879-1354 Christian.Nelson@ousd.org	Grant Amount for Full Funding Cycle: \$8,883.00
Funding Agency: Cynthia Walker, Director, Communications Division State of California, Public Utilities Commission 505 Van Ness Avenue San Francisco, CA 94102-3298	Grant Focus: To support digital literacy training, education, and outreach to educate the community of available broadband internet services.
List all School(s) or Department(s) to be Served: The Mobile Classroom is offered through Oakland Unified School District/Adult and Career Education. The service is supported by OUSD Administrators and CBOs who have hosted the RV at their sites. The Mobile Classroom works with 3 OUSD partners schools per year.	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will provide funding for over the course of the academic year, over 80 families (through the Mobile Classroom) will receive information regarding broadband plans and subscription services. Partner schools will also work with both teacher and Tech Exchange to hold tech fairs.
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 3.98% 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 instructional foundation for the classes is a digital literacy curriculum that the instructor of the Mobile Classroom developed over 15 years of teaching technology and literacy. He coordinates with partner schools in conjunction with Tech Exchange in Oakland to sign up families for free computers and low-cost Internet. He also works jointly to place students with other Oakland organizations that offer technology instruction and community resources.
Does the grant require any resources from the school(s) or district? If so, describe.	No
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 3.98% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Yes, we are in partnership with Tech Exchange, an Oakland-based nonprofit.
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, Director, Adult Education Community Schools and Student Services Department Oakland Unified School District 1000 Broadway, Suite 600, Oakland, CA 94607 510-879-1354 Christian.Nelson@ousd.org

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Wesley Jacques		
Department Head (e.g. for school day programs or for extended day and student support activities)	Sondra Aguilera		2/19/19

Grant Office Obtained Approval Signatures:

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

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3268



December 31, 2018

Don Curtis
Oakland Adult and Career Education (OACE)
2607 2307 Myrtle St.
Oakland, CA 94607
don.curtis@ousd.org

SUBJECT: CASF ADOPTION PROGRAM GRANT AWARD FOR DIGITAL LITERACY

This letter serves to notify you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves grant funding to the Oakland Adult and Career Education (Grantee) from the California Advanced Services Fund (CASF) Adoption Program.

In your application, you requested \$8,883. The Commission has approved your application for CASF grant funding of up to \$8,883 for the Oakland Adult and Career Education Digital Literacy project.

Requirements

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application and in compliance with the requirements of the Expedited Review checklist. In its application, Grantee previously agreed and attested to comply with the specified requirements on the checklist, which include meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per D.18-06-032. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
- Grantee will perform education and outreach to educate the community of available broadband internet services
- Grantee has identified a designated space for digital literacy training.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee must be ready to provide classes within six months of the grant award.
- Grantee must complete the project within 24 months from the ramp up period.
- Grantee must sustain the adoption project for 24 months or until the project deliverables and milestones have been met, whichever is sooner.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D. 18-06-032, Appendix 1. These reports include a Ramp-up period report (if applicable), a Year 1 Progress

Report and a Year 2 Completion Report. Please refer to the Administrative Manual posted on the CPUC CASF website for the reporting templates.

Grantee must maintain files, invoices, and other related documentation for three years after final payment. Grantee shall make these records available to the Commission upon request and agree that these records are subject to audit and review by the Commission at any time within three years after Grantee has incurred the expense being audited.

Payment

Grantees may submit up to three payment requests throughout the project period. Payment requests will accompany the 3 reports required above. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget.

The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that CASF funds are spent in accordance with the terms of approval the Commission grants. Please refer to the Administrative Manual posted on the CASF page on the CPUC's website for the payment request templates.

Execution and Performance

Grantee must begin the project within six months after the CPUC grant's approval (after the ramp-up time if applicable) and must complete the project within 24-months. The Commission may withhold or terminate grant payments if the Grantee does not comply with any of the requirements set forth in its application and with the CASF rules. If the Grantee fails to complete the project in accordance with the terms of approval the Commission's grant, the grantee must reimburse some or all the CASF funds that it has received.

By receiving a CASF grant, Grantee agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the Commission regarding disbursement and administration of the grant and the Commission's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. In the event Grantee fails to complete the project in accordance with the terms of the approval granted by the Commission as set forth in D.18-06-032 and this award letter, Grantee must reimburse some or all the CASF funds it has received.

Grantee must report any material changes in the entries for the application, such as discontinuing operation or bankruptcy, or change of name (DBA), change of address, telephone, fax number or E-mail address, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and CDCompliance@cpuc.ca.gov.

Award Acceptance

Should Grantee agree to the terms set herein, please sign and email the Consent form and acceptance letter (see Attachment 1). A completed and executed Attachment 1 should be emailed to CASF_Adoption@cpuc.ca.gov within 30 calendar days from the date of this letter. Should Grantee choose not to accept this award, or move forward with the specified project, no further action is required. Failure of Grantee to accept the terms of the grant award or submit the Award Acceptance letter within 30 calendar days from the date of this letter, will result in the award being rescinded.

Thank you once again for your application and we look forward to your response. Please contact CASF_Adoption@cpuc.ca.gov if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia Walker", with a long horizontal flourish extending to the right.

Cynthia Walker
Director
Communications Division

ATTACHMENT 1
Consent Form and Acknowledgement and Acceptance of the
California Advanced Services Fund Broadband Adoption Grant Award

Name of Grantee: Oakland Adult and Career Education

☒ Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.

Budget: Grant funding is approved for this project of up to \$8,883 in the following categories.

CASF Broadband Adoption Grant Funding	
Category	Approved Funding Amount
<i>In-Classroom Computing Devices</i>	\$8,288
<i>Printers</i>	\$595
Total	\$8,883

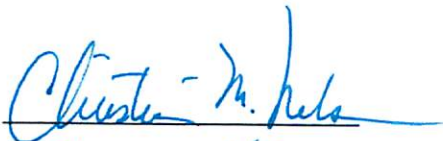
Goals: Grant funding is approved for this project based on the below goals as stated in the grantee's application.

CASF Broadband Adoption Grant Funding	
Goal	Metric
<i>Grantee will provide digital literacy training to the following</i>	<i>80 participants</i>
<i>Grantee will perform the following education and outreach to educate the community of available broadband internet services</i>	<i>Activities as stated per Application</i>
<i>Grantee will subscribe the following number of participants in broadband internet services</i>	<i>25 subscriptions</i>

Undersigned representative of the Oakland Unified School District for the Oakland Adult and Career Education Digital Literacy Project is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this 23rd day of January 2019

Signature



Printed Name.

Christian Nelson

Title

Director

Organization or Name of Company

Oakland Unified School District - Oakland Adult and Career Education

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

Oakland Adult and Career Education 2607 Myrtle Street, Oakland, CA 94607



3/14/19

Aimee Eng

President, Board of Education



3/14/19

Kyla Johnson-Trammell

Secretary, Board of Education

California Public Utilities Commission, CASF Adoption Account Application				
General Information				
1. Applicant/Organization Information				
Applicant/ Organization Name:	Don Curtis - Oakland Adult and Career Education (OACE)			
Website Address:	www.ousd.org/oace	Phone Number:	(510) 273-2310	
2. Type of Organization (select from list)				
School	<input type="checkbox"/>	501 (c)(3)	Tax ID #	
If Other, please specify:				
3. Contact Information				
First Name:	Don	Last Name	Curtis	Title
Address:	2607 Myrtle St.	City:	Oakland	Zip Code
Email:	don.curtis@ousd.org	Phone Number:	(510) 332-8709	
4. Application Summary				
Type of Project (select one)	Digital Literacy Project		Project Name	Mobile Classroom
Applicant is requesting, or intends to request funds from other CASF sources within the next 12 months				Yes
Budget Request	Total Project Cost	CASF Grant Request (≤85%)	Other Funding Sources	Source of Other Funding (Leveraged, Self-Funding, Both) if Applicable
Total	\$ 8,882.50	\$ 8,882.50	OACE	Both
5. Application Checklist - Please check boxes if you have reviewed and provided the following documentation:				
<input checked="" type="checkbox"/>	Adoption Account Application Form			FORM- Tab 1- Tab 5
<input checked="" type="checkbox"/>	Cover Letter (to include company profile, and experience in providing digital literacy training or broadband access)			No Template, submit as Attachment A
<input checked="" type="checkbox"/>	Curriculums, Brochures, Outreach materials, etc.			No Template, combine into PDF and submit as one Attachment B
<input checked="" type="checkbox"/>	Optional: Endorsements from Communities and Letters of Support			No Template, combine into PDF and submit as one Attachment C
<input type="checkbox"/>	If Applicable: Copy of IRS Non-Profit Tax-Exempt Ruling			No Template, submit as Attachment D
<input checked="" type="checkbox"/>	Notarized Affidavit			See Template, submit as Attachment E
6. Certification & Affidavit				
<input checked="" type="checkbox"/>	I, the undersigned, am a legal representative of the Applicant, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all of the statements and representations made in this Application are true and correct.			
7. Signature				
Electronic Signature	Don Curtis		Date	10/12/2018

California Public Utilities Commission, CASF Adoption Account Application				
Project Description				
1. Project Name				
Mobile Classroom - Oakland Adult and Career Education (OACE)				
2. Type of Project				
Digital Literacy Instruction for Oakland Families - updating hardware				
3. Area/ Community/ Location to be Served				
Address:	Oakland Unified School District (OUSD)	State:	CA	
City:	Oakland	Zip Code:	94607	
County:	Alameda County			
4. Project Costs and Grant Request				
Grant Request	\$8,882.50			
Leveraged Funding	\$	1,582.50		
Total Project Costs	\$	10,550.00		
5. Expedited Review Eligibility				
Does the project meet all the criteria for expedited review?		Yes		
6. Needs Assessment				
Is the Median Income Level of Community <i>is at or below</i> the CARE income limits for a household of 4?	Yes	What is the Median Income Level of Community?	\$57K (Census statistics for the entire city of Oakland)	
Is the Broadband Adoption Level <i>is at or below</i> the Statewide Average?	Yes	What is the current Broadband Adoption level of Community?	not sure of percentages	
Describe the following Demographic Makeup of the Community:	Primary Language (if not English)	Spanish, Arabic, Chinese, Vietnamese, Mam,	Avg Age	30-39
	Level of Education	< Grade School	Avg Income	under \$50K for a household of 4
Identify Existing Community Problems, Needs, or other Socioeconomic Barriers	My students come from diverse backgrounds. The barriers include income and education disparity, access to healthcare and quality food, and language and cultural barriers.			
7. Partnerships & Community Support				
Is the proposed project being supported by members or organizations in the community? If yes, please specify.	Yes	The Mobile Classroom is offered through the Oakland Unified School District. The service is supported by OUSD Administrators and CBOs who have hosted the RV at their		
Are there existing partnership with any Community Based Organizations, Internet Service Providers, media groups, for-profit companies, and other applicable organizations? If yes, please specify.	Yes	I partner with TechExchange in Oakland to sign up my families for free computers and low-cost Internet. I also work jointly to place students with other Oakland organizations that offer technology instruction and community resources.		
Are there existing partnerships with carriers and any existing affordable plans that will be offered in the community? If yes, please specify.	Yes	I currently help families get \$10/month Internet access with the Comcast Internet Essentials and AT&T Access programs. Oakland Unified School District is now partnering with Sprint and the 1 Million Project and, as a		
Are other funding sources being leveraged for this project? If yes, please specify.	Yes	Funding for the mobile classroom is through the Adult Education Block Grant (AEBG). There are		
8. Outreach, Training and Enrollment				
Describe any planned outreach efforts. Please include the projected number of participants expected to be reached through these activities.	Oakland Adult and Career Education takes requests for the Mobile Classroom services from OUSD schools each academic year. Once a site is chosen, I work with school staff to recruit parents for the classes and to develop an instructional plan. All school families are contacted by telephone blast and text message, and flyers are handed out. The maximum number of students who I serve at each school is 24.			
Project the number of participants who will receive information regarding broadband plans in the community.	Over the course of the academic year, over 90 families (through the Mobile Classroom) will receive information regarding broadband plans. Partner schools will also work with both TechExchange and I to hold tech fairs whereby school families (and my students) receive free computers and information regarding broadband plans.			
Project the number of new residential broadband subscriptions to result from the project (include assumptions and data sources used to compile estimates).	Based on past data, I anticipate over 25+ new residential broadband subscriptions.			
Describe any planned improvements to an existing space for training or broadband access, including the purchase of computing devices and any installation or set-up activities.	The purpose of this grant application is to replace 14 Windows laptops (6 years old) and two printers (7 years old), and to obtain 3 mobile hotspots (in case of intermittent OUSD WiFi). I am also planning to incorporate iPads into my classroom.			
Describe any set up of a new space for training or broadband access, including the purchase of computing devices and any installation or set-up activities.	The classroom is the inside of the RV. Next year, I will try and replace the office chairs in the RV.			
a. For Digital Literacy Projects only				
Describe the type of training to be provided. Please also project the number of participants to be trained by the project.	The instructional foundation for the classes is a digital literacy curriculum that I have developed over 15 years of teaching technology. The goal for this academic year is 80-100 students completing the classes/trainings.			
Project the number of participants who will receive tutoring or other digital literacy instruction outside of the 8-hour training.	The goal of this academic year is for 50% of the students to continue with their studies at a community college or adult school.			
b. For Broadband Access Projects only				
Project the number of participants to be served by the project and the projected number of hours of access to be provided.				

California Public Utilities Commission, CASF Adoption Account Application		
Preference Checklist and Expedited Review Request		
1. Project Name & Type of Project		
Mobile Classroom	Digital Literacy Project	
2. Preference Checklist		
	Yes/No	
a. Project serves a low-income population (The community with a median household income at or below the CARE income limits for a household of four)	Yes	
b. Project is serving a community with a high percentage of residents with limited English proficiency. (More than 50% of residents have limited English proficiency)	Yes	
c. Project is serving a community with a high percentage of residents with limited educational attainment. (More than 50% of residents have only a high school diploma or less.)	Yes	
d. Project is serving a rural community. A project is located in a "rural" area if it meets one of the following criteria: 1) It is in area that is eligible for federal program under the United States Department of Agriculture (USDA) Section 515 program; 2) It is in a city with a population of 40,000 or less or in a non-urbanized area; or 3) It is in an unincorporated area of a county and is not in an urbanized area.	No	
e. Project has community support, endorsements and/or partnerships.	Yes	
f. Project is serving a community with some other demonstrated disadvantage which affects broadband adoption, documented by applicant.	Yes	
g. Project considers coordination with other public purpose programs and funding sources.	Yes	
	Digital Literacy Projects	Broadband Access Projects
3. Expedited Review Eligibility		
Please check only for the type of project this pertains to. Applications must meet all the below criteria to be eligible for expedited review. Applications not meeting all the below criteria may still be considered for a grant via the traditional Commission Resolution approval process.		
a. Project serves a low-income population	Yes	
b. Applicant is a local government, senior center, school, public library, nonprofit organization, or community-based organization with programs to increase publicly available or after-school broadband access and digital inclusion, such as digital literacy training programs.	Yes	
c. Grant request is \$100,000 or less.	Yes	
d. Applicant will perform education and outreach to educate the community of available broadband Internet services.	Yes	
e. Applicant or partner organization possesses at least one-year experience in digital literacy training or has previously carried out at least one digital literacy project.	Yes	NA
f. Applicant will provide at least 8 hours of digital literacy training to each participant, through digital literacy classes, one on one tutoring or self-paced instruction.	Yes	NA
g. Applicant must provide classes within six months of being selected for a CASF grant and will submit a work plan with major milestones showing how they propose to meet this deadline.	Yes	
h. Applicants must sustain the adoption project for 24 months or earlier if work plan milestones/deliverables have been accomplished.	Yes	
i. Applicant has identified a designated space for digital literacy training or broadband access.	Yes	
j. If the applicant will be provisioning the training space with computing devices for community training rooms or other public space, the requested reimbursable cost will be no more than \$750 per device, with a maximum of 15 devices per location.	Yes	
k. If the applicant will be providing take-home computing devices for those completing the digital literacy training courses, the requested reimbursement is limited to \$150 per device, limited to one device per eligible household, and is limited to \$10,000 per application/project location.	No	NA
l. Project provides device technical support responses within 24 hours.		
m. Device technical support (not network), either by phone or in person, will respond within 24 hours. Refurbished devices will have at least a six-month warranty. New devices will have at least a 30-day warranty.		

California Public Utilities Commission, CASF Adoption Account Application

Work Plan & Performance Metrics

1. Project Name

Mobile Classroom

Digital Literacy Project

2. Work Plan and Performance Metrics

	Milestone Task/ Activity	Beginning Month	End Month	Deliverable or Outcome	Description of how the Deliverable/Outcome will be tracked or measured?
	Task/Activity			What determines completion of Task? What goal to be Achieved?	How will this be tracked?
Ramp Up Period	Conduct Needs Assessment	1-Aug	ongoing		in a Google Form or hard copy
	Conduct Marketing and Outreach	1-Aug	ongoing		in conjunction with the school site
	Recruit Staff	NA	NA		
	Develop Class Schedule	1-Aug	ongoing	24 students every 10-12 weeks at three different school sites	
	Develop Curriculum, Learning Objectives (if applicable)	1-Aug	1-Jun	curriculum and objectives already developed	
	Order Supplies/Equipment	1-Aug	1-May	May is the cutoff for ordering supplies in OUSD	OACE has a limited equipment budget but ink, toner, paper, projector bulbs, etc. are purchased
	Set Up training Room Center/ Install Equipment	1-Aug	ongoing	I install hardware, software and apps in the RV	
	Print/Distribute any Training or Outreach material	1-Aug	1-Mar	multi-lingual flyers sent to OUSD schools via district email	
	Develop Evaluation Processes, Tools, Structure		ongoing	daily and weekly assessments plus student logs	student progress is tracked and recorded
	Other:				
	Other:				
	Other:				
	Other:				
	Other:				
	Allowed up to 6 months from Grant Approval for Ramp Up				
Project Deployment Period	Registration/Enrollment Process	1-Aug	1-Jun	schools register parents at the three sites where I will take the RV	with the site coordinator
	Continue to Conduct Marketing and Outreach (if applicable)		1-Mar		
	Conduct Training/Provide Access		ongoing		
	Provide Technical Support (if applicable)				
	Print/Distribute any Training or Outreach material (if applicable)				
	Implement Tracking/Reporting of Participation	1-Aug	1-Jun		spreadsheet
	Implement Tracking/Reporting of Progress	1-Aug	1-Jun		student checklists
	Update Training Material (as needed)		ongoing		
	Perform Tasks Related to Regulatory Compliance (evaluation, reporting, Invoicing, etc.)				
	Other Administrative Tasks				
	Other:				
	Other:				
	Other:				
	Other:				
	Project must be completed within 24 months after Ramp Up Period or earlier if work plan milestones/deliverables have been accomplished				

California Public Utilities Commission, CASF Adoption Account Application						
Detailed Budget Request						
1. Project Name						
Mobile Classroom			Digital Literacy Project			
2. Total Amount of Funds Requested for this Project						
Total Grant Request:	\$8,883					
3. Budget Breakdown			Total Cost	Grant Request	Leveraged Funding	Self-Funding
3. a Equipment Breakdown	Unit Price	Quantity				
*In-Classroom Computing Devices	\$ 750.00	13	\$ 9,750.00	\$ 8,287.50	\$ 1,462.50	
*Take Home Computing Devices (Digital Literacy only)			\$ -			
Printers	\$ 350.00	2	\$ 700.00	\$ 595.00	\$ 105.00	
Routers			\$ -			
Software			\$ -			
Furniture: Desks			\$ -			
Furniture: Chairs			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Total Equipment and Supplies Budget			\$ 10,450.00	\$ 8,882.50	\$ 1,567.50	\$ -
3. b Program Administration Breakdown						
Marketing and Outreach Efforts			\$ -			
*Travel Expenses			\$ -			
Staff/Instructors			\$ -			
Technical Support			\$ -			
Administrative Support			\$ -			
Training Materials (includes preparing, gathering, printing, distributing)			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Total Program Administration Budget			\$ -	\$ -	\$ -	\$ -
3. c Other Breakdown						
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Other:			\$ -			
Total "Other" Budget			\$ -	\$ -	\$ -	\$ -
Total Project Costs			\$10,450	\$8,883	\$1,568	\$0
Participants to be Trained/Provided Access						
Average Investment Per Participant			#DIV/0!			
Average GRANT Investment Per Participant			#DIV/0!			
*Please ensure that all grant requests for these categories are within the reimbursable limits approved for the respective programs. Refer to the Adoption Account Administrative Manual.						