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By	



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

March 27, 2024

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer
Kim Jones, Director, Oakland Adult & Career Education

Subject: Grant Award - California Public Utilities Commission, California Advanced Services Fund Adoption Program - Oakland Adult Education Department

ACTION REQUESTED:

Approval by the Board of Education of District Grant Agreement between District and California Public Utilities Commission (CPUC), California Advanced Services Fund (CASF) Adoption Program, accepting Award of \$41,799.00, to support broadband access, as described in the application, for the Oakland Adult and Career Education Digital Literacy Instruction project, for the period of May 1, 2024 through May 30, 2026, pursuant to the terms and conditions thereof, if any.

BACKGROUND:

Grant award for OUSD schools for the 2024-2026 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
24-0554	Yes	Grant	Oakland Unified School District, Oakland Adult and Career Education Department	Support digital literacy training, education and outreach to educate the adult students in the Adult Ed program and in the community.	5/1/24 - 5/30/26	California Public Utilities Commission/CASF	\$41,799.00

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: \$41,799.00

RECOMMENDATION:

Approval by the Board of Education of a Grant Award for the Oakland Adult and Career Education Department for fiscal year 2024-2026, pursuant to the terms and conditions thereof, for the grant year, if any.

ATTACHMENTS:

Grant Face Sheet
Grant Award Letter

OUSD Grants Management Face Sheet

Title of Grant: CASF Broadband Adoption Grant Funding	Funding Cycle Dates: May 1, 2024 – May 30, 2026
Grant’s Fiscal Agent: (contact’s name, address, phone number, email address) Kim Jones, Adult & Career Education Oakland Unified School District 2607 Myrtle Street, Rm 122 Oakland, CA 94607 (510) 879-1400 Kim.jones1@ousd.org	Grant Amount for Full Funding Cycle: \$41,799.00
Funding Agency: California Public Utilities Commission/CASF Broadband Adoption 505 Van Ness Ave San Francisco, CA 94102	Grant Focus: Support digital literacy training, education and outreach to educate the adult students in the Adult Ed program and in the community.
List all School(s) or Department(s) to be Served: The mobile classroom is offered through Oakland Unified School District/Adult & 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 schools per year.	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Provide a structured, multi-level curriculum that covers various aspects of digital literacy and is tailored to the needs of adult learners. Teach the digital literacy classes for adults based on the curriculum (with needs assessment) at the scheduled timetable. Ensure smooth delivery of content, engagement with participants and progress tracking. Use interactive teaching methods, hands-on activities and real-life scenarios to enhance their learning experience. Foster a supportive and inclusive environment that encourages collaboration and peer-to-peer learning.
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 3.10% 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.)	Use a combination of formative and summative assessments, such as quizzes, assignments, and projects, to measure understanding and application of digital literacy concepts. Gather feedback from participants to assess the effectiveness of the digital literacy class and make necessary improvements.
Does the grant require any resources from the school(s) or district? If so, describe.	The use of the Mobile classroom/zoom are resources needed.
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 3.10% 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?	No

(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Name/Title: Don Curtis/Teacher Site: Oakland Adult & Career Education Address: 2607 Myrtle Street, Rm 122 Phone: (510) 879-1400 Email: don.curtis@ousd.org

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal/Administrator	Kim Jones	<i>Kim Jones</i>	
Chief Academic Officer	Sondra Aguilera	<i>Sondra Aguilera</i>	2/29/2024

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Senior Business Officer	Lisa Grant-Dawson		
Superintendent	Kyla Johnson-Trammell		



PUBLIC UTILITIES COMMISSION
STATE OF CALIFORNIA
505 VAN NESS AVENUE | SAN FRANCISCO, CALIFORNIA 94102
300 CAPITOL MALL | SACRAMENTO, CALIFORNIA 95814

November 16, 2023

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

SUBJECT: CASF ADOPTION ACCOUNT GRANT AWARD FOR DIGITAL LITERACY

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding to Oakland Adult and Career Education of up to \$41,799 for the OACE Digital Literacy Instruction project (award sequence 66).

Budget: Grant funding is approved for this project as described below.

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
<i>In-Classroom Computing Devices</i>	\$0
<i>Take Home Computing Devices</i>	\$6,120
<i>Hotspots</i>	\$0
<i>General Program Implementation¹</i>	\$35,679
<i>Total Grant Award</i>	\$41,799
<i>Funding per participant (exclusive of in-person and take-home computer or hot spot funding, if applicable)</i>	\$330.36

*Funding per participant rounded to the nearest hundredth.

¹ This includes items and activities listed in the grantees' application and eligible for reimbursement per Decision (D.) 22-05-029, Broadband Adoption Account Guidelines. (See website [here](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account) - <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>).

Requirements

The grant award is predicated on Oakland Adult and Career Education's commitment to provide adoption services as expressed in its application and consistent with the Ministerial Review criteria that Oakland Adult and Career Education agreed and/or attested to in its application which includes meeting all milestones and goals for each project(s) as well as fulfilling the requirements per D.22-05-029. 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 has at least one year's experience conducting digital literacy projects or has completed at least one digital literacy project.
- If the grantee provides qualifying participants computers to be used as part of its digital literacy training, reimbursement for take-home computers is capped at \$300 per device, limited to two device per eligible household, and limited to \$40,000 per project.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee agrees that reimbursement for computing devices used in community training rooms or other public space is capped at \$11,250 and limited to \$750 per device.
- Grantee must be ready to commence digital literacy classes within six months of acceptance of the grant award.
- Grantee agrees that the project costs \$477 per participant trained or less.
- Grantee must complete the project within a 24-month timeframe or earlier.

Oakland Adult and Career Education must provide at least eight hours of digital literacy training to 108 participants and aspires to subscribe 16 participants to broadband internet services.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D.22-05-029, Appendix 2. These reports include a Ramp-up period report (if applicable), a Year 1 Progress Report and a Year 2 Completion Report. If applicable, Oakland Adult and Career Education must fulfill the monthly reporting requirements set forth in Public Utilities Code, § 281(l)(1) if it is using a licensed contractor or subcontractor to undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000) to perform work on the project funded or financed by CASF. Reporting templates are available in the Administrative Manual posted on the Adoption Account website.

Oakland Adult and Career Education must maintain files, invoices, and other related documentation for three years after final payment. Oakland Adult and Career Education shall

make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after Oakland Adult and Career Education has incurred the expense being audited to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants.

Payment

All reimbursements are contingent upon the Oakland Adult and Career Education fulfilling its obligation to provide digital literacy training as described in its application. Oakland Adult and Career Education may submit up to three payment requests throughout the project period. Payment requests may accompany the Ramp-up or Year 1 reports or be submitted separately; Year 2 Completion Report must be submitted with a final payment request. 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. Ramp-up period payment requests may not exceed 25% of grant amount and no more than 90% of the grant amount will be reimbursed before the completion report and final payment request. Completion Reports must be submitted no later than three months post project completion. Payment request templates are available in the Administrative Manual posted on the Adoption Account website.

Execution and Performance

Oakland Adult and Career Education must begin the project within six months from the date that the Oakland Adult and Career Education accepted the terms stated in the award letter and must complete the project within 24-months. Oakland Adult and Career Education must complete all performance under the award on or before the termination date of the award.

By receiving a CASF grant, Oakland Adult and Career Education agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. Oakland Adult and Career Education must notify the Director of Communications Division as soon as it becomes aware that it may not be able to meet project deadlines. The CPUC may withhold, reduce or terminate grant payments if the Oakland Adult and Career Education does not comply with any of the requirements set forth in its application and compliance with the CASF. In the event Oakland Adult and Career Education fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in D. 22-05-029 and this award letter, Oakland Adult and Career Education must reimburse some or all the CASF funds it has received.

Oakland Adult and Career Education must notify CD regarding modifications to budget line items or milestone/activity timelines set forth in D.22-05-029, Appendix 2, Section XV.

CALIFORNIA PUBLIC UTILITIES COMMISSION

Oakland Adult and Career Education must also report any material changes in the entries for the application, 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

Oakland Adult and Career Education must sign the Consent Form (Attachment 1) and the Payee Record Form (Attachment 2) and email both within 30 days from the date of this award letter to CASF_Adoption@cpuc.ca.gov. If Oakland Adult and Career Education does not submit the Consent Form within 30 calendar days from the date of the award, the CPUC will deem the grant to be null and void.

If you have any questions, please contact CASF_Adoption@cpuc.ca.gov.

Sincerely,

/s/ Maria Ellis
Maria Ellis, Deputy Director
Communications Division

ATTACHMENT 1

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

Name of Grantee: Don Curtis

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the OACE Digital Literacy Instruction project (award sequence 66). The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of Don Curtis [Name of Grantee] 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 in the letter referenced above.

Dated this 7 day of December 2023

Signature 

Printed Name Kim Jones

Title Director

 2/29/2024

Sondra Aguilera

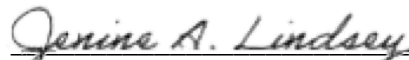
Chief Academic Officer

Organization or Name of Company Oakland Adult and Career Education

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

2607 Myrtle Street, Rm 122, Oakland, CA 94607

Approve As To Form:


Jenine Lindsey, Asst. General Counsel
Interim General Counsel

Date: 02/21/24

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ATTACHMENT 2
Payee Record Form

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

Section 1 – Payee Information**NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)

Oakland Unified School District

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)

Oakland Adult & Career Education

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

2607 Myrtle Street, Rm 122

CITY, STATE, ZIP CODE

Oakland, CA 94607

E-MAIL ADDRESS

don.curtis@ousd.org

Section 2 – Entity Type**Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.** (See instructions on page 2) **SOLE PROPRIETOR / INDIVIDUAL** **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual* **PARTNERSHIP** **ESTATE OR TRUST** **CORPORATION** (see instructions on page 2) **MEDICAL** (e.g., dentistry, chiropractic, etc.) **LEGAL** (e.g., attorney services) **EXEMPT** (e.g., nonprofit) **ALL OTHERS****Section 3 – Tax Identification Number**Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the **sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the **sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

_____ - _____ - _____

OR

Federal Employer Identification Number (FEIN)

9 4 - 6 0 0 0 3 8 5

Section 4 – Payee Residency Status (See instructions) **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California. **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding. No services performed in California Copy of Franchise Tax Board waiver of state withholding is attached.**Section 5 – Certification***I hereby certify under penalty of perjury that the information provided on this document is true and correct.**Should my residency status change, I will promptly notify the state agency below.***NAME OF AUTHORIZED PAYEE REPRESENTATIVE**

Kim Jones

TITLE

Director

E-MAIL ADDRESS

kim.jones1@ousd.org

SIGNATURE**DATE**

12/7/2023

TELEPHONE (include area code)

510-879-1400

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE

California Public Utilities Commission

UNIT/SECTION

Administrative Services - Contracts and Procurement

MAILING ADDRESS

505 Van Ness Avenue

FAX**TELEPHONE** (include area code)

916-894-5605

CITY

San Francisco

STATE

CA

ZIP CODE

94102

E-MAIL ADDRESS

jerry.chan@cpuc.ca.gov