

Board Office Use: <b>Legislative File Info.</b>	
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Introduction Date	3/25/26
Enactment Number	
Enactment Date	



# Board Cover Memorandum

**To** Board of Education

**From** Denise Saddler, Interim Superintendent  
 Sondra Aguilera, Chief Academic Officer  
 Vanessa Sifuentes, Dep. Chief Post Sec. Readiness, High School Network  
 Leslie Hsu Freeman, Manager, Dual Enrollment

**Meeting Date** March 25, 2026

**Subject** Grant Agreement Notification - Dual Enrollment Opportunities-College and Career Access Pathways Grant – High School Linked Learning Office

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**Ask of the Board** Acceptance by the Board of Education of a Dual Enrollment Opportunities Program: College and Career Access Pathways Grant Award from the California Department of Education, for the College and Career Access Pathways (CCAP) Grant at the following four schools: Independent Study, Sojourner Truth-CDE Grant #2025-25667-61259-02, MetWest High School-CDE Grant #2025-25667-61259-03, Ralph J. Bunche Continuation High-CDE Grant #2025-25667-61259-04, and the Young Adult Program-CDE Grant #2025-25667-61259-05, in the amount of \$100,000.00 for each school for a total amount not to exceed \$400,000.00, contingent upon the availability of funds, for the period of July 1, 2025, to December 31, 2027, pursuant to the terms and conditions thereof, if any.

**Background** The Oakland Unified School District is a recipient of the California Department of Education’s College and Career Access Pathways (CCAP) Grant program. The goal of the CCAP Grant program is to expand CCAP Dual enrollment opportunities by increasing the number of students served at high schools who are a part of the existing CCAP agreement with the Peralta Community College District and its colleges, and to expand and strengthen pupil advising, student success support services, and outreach to promote Dual Enrollment.

**Discussion** On June 27, 2023, the Oakland Unified School District Board approved the College and Career Access Pathways (“CCAP”) Partnership Agreement (“Original Agreement”) between OUSD and the Peralta Community College District on

behalf of its four community colleges for the period between July 1, 2023, and June 30, 2026.

The CCAP grant will support Bunche, MetWest, Young Adult Program, and Sojourner Truth in implementing a high-quality CCAP Dual Enrollment program that increases student participation and student performance outcomes pursuant to the CCAP Partnership Agreement with the Peralta Community College District. The CCAP Grant will also support sites with building out Dual Enrollment courses that are part of structured, well-sequenced pathways and count toward postsecondary certificate or degree requirements, transfer-level courses, or innovative remedial courses in mathematics or English, and are counted toward high school graduation requirements in equivalent subject areas. All CCAP Grant expenditures will contribute to the grant goals, will be spent only on allowable expenses, and will be spent per the spending plan consistent with the CDE-approved grant budget.

**Fiscal Impact**

Each of the four (4) recipient schools were awarded \$100,000.00 for a total amount not to exceed \$400,000.00.

**Attachment(s)**

- Grant Face Sheets for the four recipient schools
- Grant Award Notifications (GANs) are attached for the four recipient schools

# OUSD Grants Management Face Sheet

OUSD Grants Management Face Sheet	
<b>Title of Grant:</b>	<b>Funding Cycle Dates:</b>
<b>2025–26 Dual Enrollment Opportunities College and Career Access Pathways Grant</b>	7/1/2025 to 12/31/2027
<b>Grant’s Fiscal Agent: (contact’s name, address, phone number, email address)</b>	<b>Grant Amount for Full Funding Cycle:</b>
<b>California Department of Education Career and College Transition Division</b>	Sojourner Truth      \$100,00.00 MetWest HS            \$100,000.00 Ralph J. Bunche        \$100,000.00 Young Adult Program \$100,000.00
<b>1430 N Street, Suite 4202 Sacramento, CA 95814</b>	<b>Total Grant Award not to exceed \$400,000.00</b>
<b>916-445-2652</b>	
<b>DCrum@cde.ca.gov</b>	
<b>Funding Agency:</b>	<b>Grant Focus:</b>
<b>California Department of Education Career and College Transition Division</b>	Dual Enrollment Opportunities - College and Career Access Pathways
<b>List all School(s) or Department(s) to be Served:</b>	
<b>Bunche, MetWest, Young Adult Program, and Sojourner Truth.</b>	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The Oakland Unified School District is a recipient of the California Department of Education's College and Career Access Pathways (CCAP) Grant program. The goal of the CCAP Grant program is to expand CCAP Dual enrollment opportunities by increasing the number of students served at high schools who are a part of the existing CCAP agreement with the Peralta Community College District and its colleges, and to expand and strengthen pupil advising, student success support services, and outreach to promote Dual Enrollment.
<p>How will this grant be evaluated for impact upon student achievement?</p> <p><b>(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 3.89% 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.)</b></p>	<p>Grantees must meet the program deliverables listed below:</p> <p>Baseline Data Report</p> <p>Annual Progress Report</p> <p>The Annual Progress Report will be developed by the CDE and will seek information on grantees' progress on the establishment of a CCAP agreement.</p> <p>Annual Expenditure Report</p> <p>Mid-Project Progress Report</p> <p>The Mid-Project Progress Report will be developed by the CDE and will seek information on grantees' progress on the establishment of a CCAP agreement.</p> <p>Mid-Project Expenditure Report</p> <p>End-of-Project Report</p> <p>A qualitative description of how the funding was used to a CCAP agreement that provides pupils with access to obtain college credits while enrolled in high school.</p> <p>The total number of high school students by school site enrolled in dual enrollment programs disaggregated by participation in CCAPs, and other dual enrollment programs.</p> <p>The total number of community college courses by course category taken by students participating in CCAPs, and other dual enrollment programs.</p> <p>The total number of successful course completions by course category disaggregated by participation in CCAPs, and other dual enrollment programs.</p> <p>Course and program outcomes for students who were enrolled in dual enrollment programs, disaggregated by grade level, gender, socioeconomic status, race and ethnicity, and other disproportionately impacted groups.</p> <p>End-of-Project Expenditure Report</p>
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?  <b>(If yes, include the district's indirect rate of 3.89% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</b>	Services are supported by an OUSD funded grant
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Will the proposed program take students out of the classroom for any portion of the school day? <b>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</b>	No
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Who is the contact managing and assuring grant compliance? <b>(Include contact's name, address, phone number, email address.)</b>	Name/Title:	Leslie Hsu Freeman
	Site:	928
	Address:	
	Phone:	3109901668
	Email:	leslie.hsu@ousd.org


**Applicant Obtained Approval Signatures:**

Name/s	Entity	Signature/s	Date
Leslie Hsu Freeman	Manager, Dual Enrollment	<i>Leslie Hsu Freeman</i>	
Sondra Aguilera	Chief Academic Officer	<i>Sondra Aguilera</i>	

**Grant Office Obtained Approval Signatures:**

Name/s	Entity	Signature/s	Date
	Fiscal Officer		
Denise G. Saddler	Interim Superintendent		

Approved As To Form by OUSD Legal Dept:  
 02/06/26  
 Roxanne De La Rocha, Staff Attorney

## Grant Award Notification

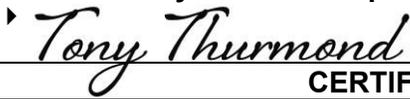
GRANTEE NAME AND ADDRESS		CDE GRANT NUMBER				
<del>Dr. Kyle Johnson Trammell, Superintendent</del> Oakland Unified 1011 Union Street Oakland, CA 94607-4099		FY	PCA	Service Location	Suffix	
Dr. Denise Saddler, Interim Superintendent Attention <del>Dr. Kyle Johnson Trammell, Superintendent</del>		2025	25667	61259	02	
Email <del>kyla.johnson@ousd.org</del> denise.saddler@ousd.org		INDEX		County Code		
Telephone 510-879-8000		0615		01		
Grantee Unique Entity ID (UEI)		STANDARDIZED ACCOUNT CODE STRUCTURE				
Program Office Accounting Office, State Funds		Resource Code		Revenue Object Code		
Name of Grant Program Dual Enrollment Opportunities—College and Career Access Pathways Grant		7339		8590		
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$100,000		\$100,000		07/01/2025	06/30/2027
ALN	Federal Award ID Number	Federal Grant Name			Federal Agency	

I am pleased to inform you that you have been funded for the College and Career Access Pathways (CCAP) Grant at Independent Study, Sojourner Truth.

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.

By e-signing this document, your organization is voluntarily agreeing to conduct business with the California Department of Education (CDE) electronically. If you do not wish to do so, please contact the consultant listed below immediately to discuss other signing options.

Please email the signed Grant Award Notification (AO-400) to Justin Keithline at [CCAPgrant@cde.ca.gov](mailto:CCAPgrant@cde.ca.gov).

<b>California Department of Education Contact</b> Diane Crum		<b>Job Title</b> Education Programs Consultant	
<b>E-mail Address</b> <a href="mailto:dcrum@cde.ca.gov">dcrum@cde.ca.gov</a>		<b>Telephone</b> 916-323-5765	
<b>Authorized by the State Superintendent of Public Instruction or Designee</b> 		<b>Date</b> October 1, 2025	
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS			
<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. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i>			
<b>Printed Name of Authorized Agent</b> Dr. Denise Saddler		<b>Title</b> Interim Superintendent	
<b>E-mail Address</b> denise.saddler@ousd.org		<b>Telephone</b> 510-879-8000	
<b>Signature</b> 		<b>Date</b> October 3, 2025	

Denise G. Saddler

Digitally signed by Denise G. Saddler  
Date: 2025.10.03 22:02:30 -07'00'

 02/06/26

Roxanne De La Rocha, Staff Attorney

The following conditions apply:

1. The grant award will be processed upon receipt of the signed AO-400. This AO-400 must be signed by the superintendent or an authorized official and returned within **10 working days**.
2. All approved program funds must be expended within the dates designated and for the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. Expenditures must be completed by **June 30, 2027**. **No extensions of this grant will be allowed.**
3. The grantee is required to use these funds to plan for and implement a CCAP partnership with a community college district as described in the approved grant application with any required or requested changes. **Prior** written approval is required for any program or budget changes. Line-item transfers in excess of 25 percent of each original line item budget amount may not be made without written approval from the CDE High School Innovations and Initiatives Office (HSIIO). These funds may not supplant current fixed costs. Expenditures shall comply with all applicable provisions for federal, state, and local rules, regulations, and policies relating to the administration and accounting for public school funds.
4. The grantee must limit administrative indirect costs to the rate approved by the CDE for the applicable fiscal year in which the funds are spent.
5. Upon receipt of the required certifications, scheduled payments of grant funds will be as follows:
  - Ninety percent of the funds will be released upon completion and return of the AO-400. Please allow approximately four weeks for processing.
  - The final 10 percent of the funds will be released after the End-of-Project (EOP) Expenditure Report and all reporting and submission requirements have been received.
  - The EOP Expenditure Report is due **September 2, 2027**, after all funds have been expended. The EOP Expenditure Report includes a narrative of expenditures. Failure to submit a final EOP Expenditure Report with a budget narrative within 60 days of the end of the grant period will result in a billing from the CDE for the entire amount of any grant funds paid and possible reduction of any subsequent year's grant(s).
6. The Baseline Data Report is a requirement of this grant and is due **October 3, 2025**. The Mid-Project Report and Mid-Project Expenditure Report are requirements of this grant and are due **September 2, 2026**. The EOP is a requirement of this grant and is due **September 2, 2027**. Guidelines will be mailed separately.
7. If the grantee or the CDE terminates the grantee's participation in the program, the grantee shall submit a final expenditure report within 30 days and return the unexpended funds upon receipt of a billing from the CDE. Supplies and equipment purchased with these funds will be redirected to other programs.

If you have any questions regarding the requirements of the grant, please contact Diane Crum, Education Programs Consultant, HSIIO, at [dcrum@cde.ca.gov](mailto:dcrum@cde.ca.gov). If you have questions regarding the fiscal requirements of the grant, please contact Justin Keithline, Staff Services Analyst, HSIIO, at [CCAPgrant@cde.ca.gov](mailto:CCAPgrant@cde.ca.gov).

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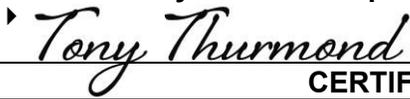
GRANTEE NAME AND ADDRESS		CDE GRANT NUMBER				
<del>Dr. Kyla Johnson-Trammell, Superintendent</del> Oakland Unified 1011 Union Street Oakland, CA 94607-4099 Dr. Denise Saddler, Interim Superintendent		FY	PCA	Service Location	Suffix	
		2025	25667	61259	03	
Attention <del>Dr. Kyla Johnson-Trammell, Superintendent</del>		INDEX		County Code		
Email <del>kyla.johnson@ousd.org</del> denise.saddler@ousd.org		0615		01		
Telephone 510-879-8000		STANDARDIZED ACCOUNT CODE STRUCTURE				
Grantee Unique Entity ID (UEI)		Resource Code		Revenue Object Code		
Program Office Accounting Office, State Funds		7339		8590		
Name of Grant Program Dual Enrollment Opportunities—College and Career Access Pathways Grant						
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$100,000		\$100,000		07/01/2025	06/30/2027
ALN	Federal Award ID Number	Federal Grant Name			Federal Agency	

I am pleased to inform you that you have been funded for the College and Career Access Pathways (CCAP) Grant at MetWest High.

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.

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<b>E-mail Address</b> <a href="mailto:dcrum@cde.ca.gov">dcrum@cde.ca.gov</a>		<b>Telephone</b> 916-323-5765	
<b>Authorized by the State Superintendent of Public Instruction or Designee</b> 		<b>Date</b> October 1, 2025	
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<b>Printed Name of Authorized Agent</b> Dr. Denise Saddler		<b>Title</b> Interim Superintendent	
<b>E-mail Address</b> denise.saddler@ousd.org		<b>Telephone</b> 510-879-8000	
<b>Signature</b> 		<b>Date</b> October 3, 2025	

Digitally signed by Denise G. Saddler  
Date: 2025.10.03 22:03:20 -07'00'

 02/06/26

Roxanne De La Rocha, Staff Attorney

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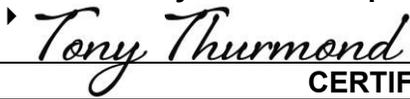
<b>GRANTEE NAME AND ADDRESS</b> <del>Dr. Kyle Johnson Trammell, Superintendent</del> Oakland Unified      Dr. Denise Saddler, Interim Superintendent 1011 Union Street Oakland, CA 94607-4099		<b>CDE GRANT NUMBER</b>				
		FY	PCA	Service Location	Suffix	
		2025	25667	61259	04	
<b>Attention</b> <del>Dr. Kyle Johnson Trammell, Superintendent</del>		<b>INDEX</b>		<b>County Code</b>		
<b>Email</b> <del>kyla.johnson@ousd.org</del> denise.saddler@ousd.org		0615		01		
<b>Telephone</b> 510-879-8000		<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>				
<b>Grantee Unique Entity ID (UEI)</b>		<b>Resource Code</b>		<b>Revenue Object Code</b>		
<b>Program Office</b> Accounting Office, State Funds		7339		8590		
<b>Name of Grant Program</b> Dual Enrollment Opportunities—College and Career Access Pathways Grant						
<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>
	\$100,000		\$100,000		07/01/2025	06/30/2027
<b>ALN</b>	<b>Federal Award ID Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>	

I am pleased to inform you that you have been funded for the College and Career Access Pathways (CCAP) Grant at Ralph J. Bunche Continuation High.

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<b>E-mail Address</b> <a href="mailto:dcrum@cde.ca.gov">dcrum@cde.ca.gov</a>		<b>Telephone</b> 916-323-5765	
<b>Authorized by the State Superintendent of Public Instruction or Designee</b> 		<b>Date</b> October 1, 2025	
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>			
<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. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i>			
<b>Printed Name of Authorized Agent</b> Dr. Denise Saddler		<b>Title</b> Interim Superintendent	
<b>E-mail Address</b> denise.saddler@ousd.org		<b>Telephone</b> 510-879-8000	
<b>Signature</b> 		<b>Date</b> October 3, 2025	
Digitally signed by Denise G. Saddler Date: 2025.10.03 22:00:49 -07'00'			

 02/06/26

Roxanne De La Rocha, Staff Attorney

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## Grant Award Notification

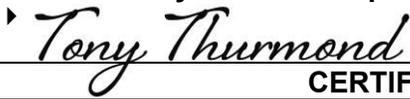
<b>GRANTEE NAME AND ADDRESS</b> <del>Dr. Kyla Johnson Trammell, Superintendent</del> Oakland Unified 1011 Union Street Oakland, CA 94607-4099  Attention <del>Dr. Kyla Johnson Trammell, Superintendent</del>  Email <del>kyla.johnson@ousd.org</del>  Telephone 510-879-8000		<b>CDE GRANT NUMBER</b>				
		FY	PCA	Service Location	Suffix	
		2025	25667	61259	05	
		<b>INDEX</b>		<b>County Code</b>		
		0615		01		
		<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>				
<b>Grantee Unique Entity ID (UEI)</b>		<b>Resource Code</b>		<b>Revenue Object Code</b>		
Program Office Accounting Office, State Funds		7339		8590		
<b>Name of Grant Program</b> Dual Enrollment Opportunities—College and Career Access Pathways Grant						
<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>
	\$100,000		\$100,000		07/01/2025	06/30/2027
<b>ALN</b>	<b>Federal Award ID Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>	

I am pleased to inform you that you have been funded for the College and Career Access Pathways (CCAP) Grant at Young Adult 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.

By e-signing this document, your organization is voluntarily agreeing to conduct business with the California Department of Education (CDE) electronically. If you do not wish to do so, please contact the consultant listed below immediately to discuss other signing options.

Please email the signed Grant Award Notification (AO-400) to Justin Keithline at [CCAPgrant@cde.ca.gov](mailto:CCAPgrant@cde.ca.gov).

<b>California Department of Education Contact</b> Diane Crum		<b>Job Title</b> Education Programs Consultant	
<b>E-mail Address</b> <a href="mailto:dcrum@cde.ca.gov">dcrum@cde.ca.gov</a>		<b>Telephone</b> 916-323-5765	
<b>Authorized by the State Superintendent of Public Instruction or Designee</b> 		<b>Date</b> October 1, 2025	
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>			
<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. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i>			
<b>Printed Name of Authorized Agent</b> Dr. Denise Saddler		<b>Title</b> Interim Superintendent	
<b>E-mail Address</b> denise.saddler@ousd.org		<b>Telephone</b> 510-879-8000	
<b>Signature</b> 		<b>Date</b> October 3, 2025	
Digitally signed by Denise G. Saddler Date: 2025.10.03 22:01:52 -07'00'			

 02/06/26

Roxanne De La Rocha, Staff Attorney

The following conditions apply:

1. The grant award will be processed upon receipt of the signed AO-400. This AO-400 must be signed by the superintendent or an authorized official and returned within **10 working days**.
2. All approved program funds must be expended within the dates designated and for the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. Expenditures must be completed by **June 30, 2027**. **No extensions of this grant will be allowed.**
3. The grantee is required to use these funds to plan for and implement a CCAP partnership with a community college district as described in the approved grant application with any required or requested changes. **Prior** written approval is required for any program or budget changes. Line-item transfers in excess of 25 percent of each original line item budget amount may not be made without written approval from the CDE High School Innovations and Initiatives Office (HSIIO). These funds may not supplant current fixed costs. Expenditures shall comply with all applicable provisions for federal, state, and local rules, regulations, and policies relating to the administration and accounting for public school funds.
4. The grantee must limit administrative indirect costs to the rate approved by the CDE for the applicable fiscal year in which the funds are spent.
5. Upon receipt of the required certifications, scheduled payments of grant funds will be as follows:
  - Ninety percent of the funds will be released upon completion and return of the AO-400. Please allow approximately four weeks for processing.
  - The final 10 percent of the funds will be released after the End-of-Project (EOP) Expenditure Report and all reporting and submission requirements have been received.
  - The EOP Expenditure Report is due **September 2, 2027**, after all funds have been expended. The EOP Expenditure Report includes a narrative of expenditures. Failure to submit a final EOP Expenditure Report with a budget narrative within 60 days of the end of the grant period will result in a billing from the CDE for the entire amount of any grant funds paid and possible reduction of any subsequent year's grant(s).
6. The Baseline Data Report is a requirement of this grant and is due **October 3, 2025**. The Mid-Project Report and Mid-Project Expenditure Report are requirements of this grant and are due **September 2, 2026**. The EOP is a requirement of this grant and is due **September 2, 2027**. Guidelines will be mailed separately.
7. If the grantee or the CDE terminates the grantee's participation in the program, the grantee shall submit a final expenditure report within 30 days and return the unexpended funds upon receipt of a billing from the CDE. Supplies and equipment purchased with these funds will be redirected to other programs.

If you have any questions regarding the requirements of the grant, please contact Diane Crum, Education Programs Consultant, HSIIO, at [dcrum@cde.ca.gov](mailto:dcrum@cde.ca.gov). If you have questions regarding the fiscal requirements of the grant, please contact Justin Keithline, Staff Services Analyst, HSIIO, at [CCAPgrant@cde.ca.gov](mailto:CCAPgrant@cde.ca.gov).