



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1a

Meeting Date: November 21, 2024

Subject: Approval/Ratification of Grants, Entitlements, and Other Income Agreements
Approval/Ratification of Other Agreements
Approval of Bid Awards
Approval of Declared Surplus Materials and Equipment
Change Notices
Notices of Completion

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Recommend approval of items submitted.

Background/Rationale:

Financial Considerations: See attached.

LCAP Goal(s): College, Career and Life Ready Graduates; Safe, Emotionally Healthy, Engaged Students; Family and Community Empowerment; Operational Excellence

Documents Attached:

1. Grants, Entitlements, and Other Income Agreements
2. Approval of Declared Surplus Materials and Equipment
3. Recommended Bid Awards – Facilities Projects
4. Change Notices – Facilities Projects

Estimated Time of Presentation: N/A

Submitted by: Janea Marking, Chief Business Officer

Tina Alvarez Bevens, Contract Analyst

Approved by: Lisa Allen, Superintendent

GRANTS, ENTITLEMENTS AND OTHER INCOME AGREEMENTS – REVENUE

<u>Contractor</u>	<u>New Grant</u>	<u>Amount</u>
<u>STUDENT HEARING AND PLACEMENT DEPARTMENT</u>		
SCOE A24-00217	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$17,885 No Match
Period: 7/1/24– 6/30/25 Description: Provide at the District’s site the <i>Student Mental Health Wellness Education and Training Bullying Prevention Program (BPP)</i> collaboratively developed by SCOE and the Sacramento County Department of Health and Human Services Division of Behavioral Health Services.		
<u>CHILD DEVELOPMENT DEPARTMENT</u>		
California State University, Sacramento A24-00129	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2023	\$392,617/YR 2 of 3 Total \$2,099,916
Period: 10/1/23 – 12/31/25 Description: SAC State Innovation Center for Early Childhood education (ICECE) aims to provide free professional development, technical assistance, and program evaluation to early childhood educators and caregivers and create an early childhood education network to share best practices and improve education outcomes.		
<u>SPECIAL EDUCATION DEPARTMENT</u>		
CA Department of Health Services A24-00218	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$0 No Match
Period: 10/30/24– 11/30/27 Description: Tri-party agreement with SCUSD, San Joaquin County Office of Education and CA Department of Health Care Services (DHCS). SCUSD to submit list of students to DHCS to find out who is enrolled in Medi-Cal and receive their beneficiary IDs.		
<u>SAFE SCHOOLS DEPARTMENT</u>		
Victory Outreach (Gang Awareness and Prevention (GAP)) A24-00219	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$0 No Match
Period: 10/16/24– 6/30/25 Description: Provide intervention and prevention support for students who have been identified as volatile and/or have a high tendency to become involved in safety related behaviors such as gang behavior, threats, intimidation and violence.		
<u>STUDENT ATTENDANCE AND ENGAGEMENT DEPARTMENT</u>		
Learning Communities for School Success Program (LCSSP) A24-00220	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$0 No Match
Period: 7/1/23 - 6/30/24 Description: 2023-24 Annual Progress Report for Cohorts 6 and 7.		
<u>SPECIAL EDUCATION DEPARTMENT</u>		
California Department of Education A24-00221	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$54,510 No Match
Period: 7/1/24 - 6/30/25 Description: 2024 WorkAbility I RFA Grant for the Special Education Department.		

APPROVAL OF DECLARED SURPLUS MATERIALS AND EQUIPMENT

SITE/DEPT	ITEM
Capital City School Caroline Wenzel ES California MS Serna Center	<p>BACKGROUND: The Education Code regulates the procedures by which a school district can dispose of personal property. Education Code section 17546 provides that the governing board may, by unanimous vote, dispose of items valued at \$2,500 or less by private sale without advertising, by selling the items at public auction, or if the board finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump. The District has held previous auctions, but they have generally cost more than they have netted for the District.</p> <p>STATUS: The District has determined these items are not repairable nor usable.</p> <p>RECOMMENDATION: It is recommended that the Board of Education approve the salvage of the listed items per Education Code section 17546</p>
ITEMS	
(388) each chromebooks (17) each laptops (18) each desktops (3) each printers (2) each projectors (1) each monitor (59) each misc.	
TOTAL VALUE	
\$0.00	
DISPOSAL METHOD	
e-Waste	

RECOMMENDED BID AWARDS – FACILITIES PROJECTS

Bid No: 0262-416-1 Nicholas ES New Furniture

Bids received: 10:00 am; October 21, 2024

Recommendation: Award to One Workplace L. Ferrari

Funding Source: Measure H

BIDDER	BIDDER LOCATION	AMOUNT
One Workplace L. Ferrari	Sacramento, CA	\$1,074,166
The Collective	Sacramento, CA	\$1,264,390
Campbell Keller	Sacramento, CA	\$1,229,571

CHANGE NOTICES – FACILITIES PROJECTS

The following change notice is submitted for approval.

Project: C.K. McClatchy Seryery Modernization

Recommendation: The Board of Education awarded CORE Construction Keller preconstruction services December 14, 2023 and construction services March 7, 2024; Measure Q Funds. This project consists of replacement of two (2) chillers on the existing support platforms, three (3) mechanical units, to be located on the existing curbs and 65 unit ventilators located in the existing classroom suspended acoustic ceiling to be replaced in-kind. The kitchen will receive an update to the student service interface including new service lines and service equipment to provide increased options for food choice and increase school meal counts.

Original Contract Amount: \$8,000; Measure Q Funds

Amendment No. 1 \$6,821,619; HVAC; Measure Q Funds and Kitchen Infrastructure Funds were approved at the March 7, 2024 Board of Education Meeting.

New Total Contract Amount: \$6,829,619; HVAC is Measure Q Funds and Kitchen Infrastructure Funds

Approve Change Order No. 1 <\$39,809>; Measure Q Funds ONLY for Owners Unused Allowance.

New Total Contract Amount: \$6,781,810; Measure Q Funds ONLY

Project: Alice Birney K-8 Campus Renewal - Furniture

Recommendation: Campbell Keller was awarded furniture services at the February 1, 2024 Board of Education Meeting; Measure H Funds. Project consists of classroom and specialty classroom furniture to be purchased.

Original Contract Amount: \$903,365; Measure H Funds

Approve Change Order No. 1 \$51,639 for additional classroom and specialty classroom furniture to be purchased.

New Contract Amount: \$955,004; Measure H Funds

Project: Bowling Green(s) Campus Renewal

Recommendation: HMC Architects was awarded architectural services at the May 2, 2024 Board of Education Meeting; Measure H Funds. Project consists of new campus between the two (2) Bowling Green schools.

Original Contract Amount: \$840,000; Measure H Funds

Amendment No. 1 \$608,000; Measure H Funds for fee reconciliation at the end of Schematic Design Phase; approved at the September 5, 2024 Board of Education Meeting.

New Contract Amount: \$1,448,000; Measure H Funds

Approve Amendment No. 2 \$59,500; Measure H Funds for additional services for installation of two (2) portable classrooms.

New Contract Amount: \$1,507,500; Measure H Funds

**MEMORANDUM OF UNDERSTANDING ("MOU")
BETWEEN SACRAMENTO COUNTY OFFICE OF EDUCATION ("SCOE") AND
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT ("DISTRICT")**

This MOU between SCOE and the District outlines their respective roles and responsibilities for implementing at the District's site, the *Student Mental Health Wellness Education and Training Bullying Prevention Program (BPP)* ("Program") collaboratively developed by SCOE and the Sacramento County Department of Health and Human Services Division of Behavioral Health Services. The parties seek to maintain or further increase the District's capacity to implement a sustainable bullying prevention program through the provision of training, demonstration sites, technical assistance, and support.

Once signed by both parties, this MOU is in effect from **July 1, 2024, through June 30, 2025**.

A. SCOE agrees to:

1. Provide a primary contact person for all work under this MOU.
SCOE Contact: Lindsay Cathcart Pennetta, Project Specialist
Phone: (916) 228-2565
Email: lcathcart@scoe.net
2. Convene meetings and provide consultation, professional development, technical assistance, and support for the Program.
3. Coordinate with District and demonstration site(s) to implement the evaluation plan and related tools for the Program.

B. The District agrees to:

1. Identify a district lead to act as the point of contact for all work under this MOU and coordinate activities for the Program. The district lead/primary contact's name, email address, and preferred phone number are:

Kyle Allen
Bullying Prevention Specialist
Kyle-Allen@scusd.edu
916-320-1990
2. Continue adherence to the eligibility requirements used to establish demonstration site(s) as outlined in Attachment 1, which is attached hereto and incorporated herein by reference.
3. Maintain *original* demonstration site(s) to continue implementation of an evidence-based, research validated bullying prevention program for 4th, 5th, and/or 6th graders.
4. Participate in evaluations and reporting of the Program, including but not limited to, collecting attendance rates, documenting student demographics, participating in surveys related to the Program, and administering Program related surveys to students, parents, and staff, for *original* demonstration site(s).
5. Expand implementation, when feasible, to include additional grade levels and/or sites. Report the number of expansion sites/grade levels, curriculum used, and number of students served.
6. Provide bullying prevention professional development opportunities and refresher trainings in the District for administrators, teachers, support staff, and parents.
7. Attend mandatory meetings, trainings, and other events relating to the program.
8. Disseminate electronic updates, information, and other resources.

9. Submit a copy of the District Board Policy and Administrative Regulations related to Bullying and Bullying Prevention to SCOE.
10. Submit a Program work-plan and budget that describes how the allocated funds will be used to implement the Program to SCOE.
11. Work collaboratively with SCOE to accommodate changes related to program delivery due to the California Department of Public Health's and Sacramento County Public Health's COVID-19 restrictions and guidelines.
12. Provide quarterly reporting to SCOE that includes a description of program activities undertaken for the prior quarter, attendance rates for the programs, student attendee demographic information, and a summary of course evaluation data and any attendee feedback. Submit all data for quarterly reports by the 10th day of the month following the end of each quarter. The final report is due to SCOE no later than July 10, 2025.

C. Fiscal

SCOE will provide \$17,885 to District to support the District's Bullying Prevention Program. District will invoice SCOE bi-annually on January 10, 2025, and July 10, 2025. SCOE will pay District within 90 days of receipt of the invoice. District must expend or obligate all funds committed by SCOE under this MOU by June 30, 2025, and submit a final report and final invoice no later than July 10, 2025, otherwise any unexpended or unobligated funds must be returned to SCOE within 30 calendar days of the final invoice or the date of termination of the MOU, whichever is the earlier date.

D. General Terms

1. Indemnity. Each party agrees to defend, indemnify, and hold harmless the other party (including its directors, agents, officers, and employees), from any claim, action, or proceeding arising from any actual or alleged act or omission of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.

It is the intention of the parties that the provisions of this paragraph be interpreted to impose on each party responsibility to the other for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, and subcontractors. It is also the intention of the parties that where comparative fault is determined to have been contributory, principles of comparative fault will be followed. This provision shall survive the termination of this agreement.

2. Audit. SCOE or its agent shall have the right to review and to copy any records and supporting documents pertaining to the performance of this MOU. District agrees to maintain such records for possible audit for a minimum of five years after final payment unless a longer period of records retention is stipulated. District also agrees to be financially responsible for any audit exceptions that arise related to its performance under this MOU.
3. Independent Agents. This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
4. Nondiscrimination. Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information,

gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.

5. Insurance. All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$2,000,000 per occurrence. Such a requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.
6. Entire Agreement. This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.
7. Termination. Either party may terminate this MOU at any time by giving the other party 30 days written notice. SCOE will remit payment for all services rendered up until the date of termination. District will reimburse SCOE within 30 calendar days any sums not expended by the date of termination. Upon termination, District shall turn over all work, completed and uncompleted, including any outstanding reports to SCOE. This MOU is contingent upon SCOE receiving full funding and may be immediately terminated if its funding for the MOU is reduced or eliminated.
8. Execution. The undersigned represent that they are authorized representatives of the parties. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

SIGNATURES

Brent Malicote

Associate Superintendent, Integrated Systems Support
Sacramento County Office of Education

Date

Janea Marking

Chief Business and Operations Officer
Sacramento City Unified School District

Date

Attachment 1 Demonstration Sites Criteria

1. **Demonstrated Need** – the District site has need for a bullying prevention program; the District provides supporting evidence.
2. **Demonstrated Strengths** – the site has strengths and capacity that will support the successful implementation of a bullying prevention program; the District provides supporting evidence.
3. **Willingness and Agreement to Implement from Administration and Staff** – the District submits a signed letter of support from the site administrator(s) and school staff.
4. **Under-served Cultural Populations** – the site serves students and families of diverse cultural and ethnic backgrounds; District provides evidence.
5. **Students at Risk** – the student population or groups of students at the site are at risk for bullying; the District provides evidence.

SUBRECIPIENT COMMITMENT FORM

Proposal Title:

Prime Sponsor:

Federal Funds: Yes No

Principal Investigator:

College/Dept.:

Period of Performance Start Date: End Date:

Subrecipient Information

Subrecipient Legal Name:

Subrecipient PI Name:

Business Address:

City/State/Zip:

Proposal Documents

The following documents are included in our proposal submission and covered by the certifications below (check as applicable):

- Statement of Work (required)
- Budget and Budget Justification (required)
- Small/Small Disadvantaged Business Subcontracting Plan (if applicable)
- Other:

SECTION B - Certifications – Please check all that apply to this particular project.

1. **Facilities and Administrative Rates** included in this proposal have been calculated based on:

- Our federally-negotiated F&A rates for this type of work, or a reduced F&A rate that we hereby agree to accept. *If selected, please include your F&A rate agreement or the URL to access the information:*
- Other rates (please specify the basis on which the rate has been calculated in Section D *Comments* below).
- Not applicable (no indirect costs are requested).

2. **Fringe Benefit Rates** included in this proposal have been calculated based on:

- Rates are consistent with or lower than our federally-negotiated rates. *(If this is selected, please include a copy of your FB rate agreement or the URL to the information)*
- Based on actual rates.
- Other rates (please specify the basis on which the rate has been calculated in Section D *Comments* below).
- Not applicable (no fringe benefit rates are requested).

3. **Subrecipient Type:**

- Large Business Small Business Concern Institution of Higher Learning Non-Profit Foreign Owned
- Government

*If a small business, please identify business classification (*certified by the Small Business Administration)*

- Small disadvantaged business as certified by the Small Business Administration
- Women-owned small business concern
- Veteran-owned small business concern
- Service-disabled veteran-owned small business concern
- HUBZone small business concern

SUBRECIPIENT COMMITMENT FORM CONTINUED

4. Lobbying (for U.S. federal projects only):

- Yes** **No** My organization certifies that no payments have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this proposed project. (If "No," attach explanation.)

5. Cost Sharing:

- Yes** **No** Amount:

Cost sharing amounts and justification should be included in the subrecipient's budget.

6. Research Subject Compliance Information (check as applicable):

- Yes** **No** Human Subjects will be involved in the subrecipient's portion of this project
If "Yes," please provide your organization's OHRP approved FWA #:
(If your organization does not have a FWA #, attach an explanation on how your organization will comply with U.S. federal regulations and policies for the protection of human subjects.)

- Yes** **No** Animal Subjects will be involved in subrecipient's portion of this project. If "Yes," provide a copy of IACUC approval to the Sponsored Research Officer as soon as it is available. IACUC approval is required before a subagreement will be issued.

7. Public Health Service (PHS) Conflict of Interest (COI)

(applicable to PHS funded sponsors or those that have adopted the federal financial disclosure requirements)

Please check the appropriate responses below

- Not applicable because this project is not being funded by PHS (NIH, CDC, AHRQ, etc.), or any other sponsor that has adopted the federal financial disclosure requirements (NSF, etc.).
- Subrecipient Organization/Institution certifies that it has an active and enforced financial conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research" and 45 CFR Part 94 "Responsible Prospective Contractors." Subrecipient also certifies that, to the best of Institution's knowledge, (1) all financial disclosures will be made related to the activities that may be funded by or through a resulting agreement, and required by its conflict of interest policy, and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced or eliminated in accordance with subrecipient's conflict of interest policy prior to the expenditures of any funds under any resultant agreement and within a timely manner sufficient to enable timely FCOI reporting.
- Subrecipient does not have an active and/or enforced conflict of interest policy and agrees to adopt UEI's policy.

8. Debarment and Suspension

- Yes** **No** Is the PI (or any other employee/student planning to participate in this project) debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities? (If "Yes", attach explanation.)
- Yes** **No** Is the organization presently indicted for, or otherwise criminally or civilly charged by a government entity" (If "Yes", attach explanation.)
- Yes** **No** Has the organization within three (3) years preceding this offer, has one or more contracts terminated for default by any federal agency? (If "Yes", attach explanation.)

SUBRECIPIENT COMMITMENT FORM CONTINUED

SECTION C - Audit Status

9. Uniform Guidance Audit Status

Does the Subrecipient receive an annual audit in accordance with Uniform Guidance? Yes No

If "YES", has the audit been completed for the most recent fiscal year. Yes No

Most recent fiscal year completed: FY

Were any audit findings reported? (If "Yes," explain in Section D, *Comments*, below.) Yes No

Please provide a complete copy of your most recent Uniform Guidance audit report or add URL link for the document below:

If "NO", please complete the Financial Management Questionnaire for Subrecipients document provided to you as a separate file, and submit with this form.

SECTION D - Comments or Additional Information

UNIVERSITY ENTERPRISES, INC.
an auxiliary organization of California State University, Sacramento

SUBRECIPIENT COMMITMENT FORM CONTINUED

ATTESTATION

The information, certifications and representations contained within this document have been read and are made by the authorized official of the subrecipient named herein and signing below. The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. Completion of this form does not obligate UEI to contract with proposed subrecipient.

Any work begun and/or expenses incurred prior to execution of a written subaward agreement are at the Subrecipient's own risk.

Legal Name of Subrecipient's Organization/Institution	Federal Employer Identification Number (EIN)
Address	Federal Unique Entity Identifier (UEI)*
City, State, Zip	Subrecipient's Congressional District

***If you need a Unique Entity ID**, click on this website URL to the Quick State Guide from SAM.gov:
https://www.fsd.gov/sys_attachment.do?sys_id=91fa109c1b55155406b09796bc4bcb95

Authorized Official of Subrecipient

Signature of Subrecipient's Authorized Official	Name and Title of Authorized Official
Email	Phone
Date	

Is Subrecipient owned or controlled by a parent entity? Yes No

If "Yes", please provide the following:

Parent Entity Legal Name: _____
Parent Entity Address, City, State, _____
Parent Entity Congressional District: _____
Parent Entity UEI: _____
Parent Entity EIN: _____

SAC CITY USD – ICEECE SCOPE of WORK TASKS

(October 1, 2023 – December 31, 2025)

The Sacramento State Innovation Center for Early Childhood Education (ICECE) aims to provide free professional development, technical assistance, and program evaluation to early childhood educators and caregivers, and create an early childhood education network to share best practices and improve education outcomes. This will involve partnering with the Sacramento City Unified School District (DISTRICT) to establish demonstration sites. At each demonstration site, model programming will be offered, and new early childhood education methods will be evaluated. Best practices developed at each demonstration site will be shared with member sites in the network.

Funds will also be used for demonstration site upgrades for best practices, demonstrations and collaborative activities as well as to increase the number of preschool students and families served. Additionally, the project aims to increase interest in ECE careers and will support students from the District and other educational entities with scholarships, access to professional development activities, and special advising..

In collaboration with Sac State’s ICECE, the DISTRICT’s priorities, responsibilities, and tasks shall include the following:

TASKS	TIMELINES, ETC.
1. Assist with creating demonstration site framework.	Fall 2024
2. Work with ICEECE to identify up to five demonstration ECE programs in SCUSD with interest in additional students and professional development for staff.	<ul style="list-style-type: none">• Fall 2024
3. Identify programmatic focuses (via teacher survey, principal interview, etc.) for each site	By March 2025

TASKS	TIMELINES, ETC.
<p>and develop and implement professional learning plan, including a Summer 2025 PD Institute – in collaboration with ICEECE.</p> <p>4. Use ICEECE resources to bolster, augment, enrich existing PK-3 alignment professional learning plan and any other identified professional learning for PK-3 and these sites (e.g., culture and climate, literacy and numeracy, MTSS, etc.).</p>	
<p>5. Complete demonstration site improvements and retrofits.</p>	<p>Outdoor classrooms by June 2025</p>
<p>6. Develop Summer 2025 Summer Institute curriculum; recruit participants, offer institute – in collaboration with ICEECE.</p>	<p>By March 2025</p>
<p>7. Develop AY2025-26 professional learning programs for staff at demonstration sites – in collaboration with ICEECE.</p>	<p>By June 2025</p>
<p>8. Create process for demonstration site visitation days – in collaboration with ICEECE.</p>	<p>By December 2025</p>

TASKS	TIMELINES, ETC.
9. Assist ICEECE with designing and initiating recruitment, outreach, and advising materials for future ECE teachers, including parents at any site with goals related to ECE and high school students with ECE interests/experience.	By January 2025
10. Identify a core District team of leaders and staff (e.g., Assistant Superintendent for Early Childhood Education, ECE directors and/or coordinators) to collaborate in all aspects of supporting the demonstration sites.	
11. Participate in regular meetings with ICEECE director and faculty fellows.	On going
12. Prepare and submit invoices regularly.	On going
13. Prepare and submit regular reports to Sacramento State, per guidelines from the City of Sacramento and the CA Natural Resources Agency. Teacher and student data will be required.	On going
OTHER:	
OTHER:	
OTHER:	

TASKS	TIMELINES, ETC.

Innovation Center for Early Childhood Education (ICECE) - Updated Budget Request (March 2024)
DRAFT * SCUSD Subaward Budget

	Year 1 10/1/23 - 6/30/24	Year 2 7/1/24 - 6/30/25
Sacramento City Unified School District (SCUSD)		
Subaward costs may include:		
Capital Improvement costs (classroom & playground upgrades, etc.)	\$1,200,000	\$100,000
Stipends for demonstration site directors (3 sites)	\$15,000	\$15,000
PD teacher stipends/incentive payments (3 Demo sites @ 6 Teachers each)	\$163,350	\$166,617
PD event substitute costs (\$350/day x 5 days x 30) - Years 2 & 3 only	\$0	\$52,500
PD extension activities - \$5,000 per visiting team up to 5 - Years 2 & 3 only	\$0	\$25,000
Demo Site Material/Supplies	\$33,500	\$33,500
Subtotal SCUSD	\$1,411,850	\$392,617

Year 3 7/1/25 - 12/31/25	Total
\$0	\$1,300,000
\$15,000	\$45,000
\$169,949	\$499,916
\$52,500	\$105,000
\$25,000	\$50,000
\$33,000	\$100,000
\$295,449	\$2,099,916

Katie Nilsson

(Contractor Name of Custodian of Files)

Director II, Medi-Cal Services

(Contractor Title/Component)

SEIS Billing/San Joaquin County Office of Education

(Contractor Company/Organization)

2901 Arch-Airport Rd., Stockton, CA 95206

(Contractor Company Address)

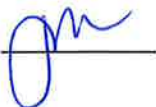
3. The parties mutually agree that the following named individual will be designated as “point-of-contact” for the Agreement on behalf of DHCS.

**California Department of Health Care Services
Local Governmental Financing Division, LEA BOP
Attn: Stephanie Magee
(916) 345-7885
LEA@dhcs.ca.gov**

4. The parties mutually agree that the following specified Attachments are part of this Agreement:

Attachment A: LEA BOP Data Match Fields
Attachment B: LEA BOP – SMAA Renewal Data Match Fields
Attachment C: Business Associate Agreement
Attachment D: Certificate of Destruction of Confidential Data
Attachment E Part I: Custodianship Amendment to Data Use Agreement
Attachment E Part II: Notification of Change to Custodian Information
Attachment E Part III: Additional Custodians of Files
(if applicable) Attachment F: List of LEA Consortium Members

5. LEA is contracting with Contractor, a vendor, to provide some or all of the services to LEA as described in paragraph 6, below. Users agree to enter into a Business Associate Agreement (BAA) with DHCS for purposes of receiving data under this Agreement. Users therefore agree to be bound by the terms of this Agreement as well as the underlying BAA (Attachment). Furthermore, Users agree if any discrepancy arises between this DUA and the underlying BAA, the terms of the BAA control.
6. The parties mutually agree, and in furnishing data match files hereunder, DHCS relies upon such agreement, that such data match file(s) will be used solely by Users for the following purposes:



- A. Data match file(s) is released to Sacramento City Unified School District [LEA] and to SEIS Billing/San Joaquin County Office of Education [Contractor] on behalf of Sacramento City Unified School District [LEA] for the following purposes:
- a. The data match file(s) is used to verify the Medi-Cal eligibility of students receiving services from [LEA] Sacramento City Unified School District and for the processing by [LEA] Sacramento City Unified School District and [Contractor] SEIS Billing/San Joaquin County Office of Education of claims for reimbursement for such services. The data listed in Attachment A is the minimum amount needed for this purpose.
 - b. The data match file(s) must be maintained by the LEAs as supporting documentation for an audit of the Cost and Reimbursement Comparison Schedule (CRCS) report. (Attachment A)
- B. LEA and Contractor have a business relationship for the purpose of facilitating involvement in the LEA BOP. These services include billing for interim reimbursement and may include completing compliance documentation. (Attachment A or Attachment B)
- C. To verify the Medi-Cal eligibility of students receiving services from LEA and for the processing by LEA of claims for reimbursement for such services through the LEA Medi-Cal Billing Option Program (LEA BOP). The data listed in Attachment A is the minimum amount needed for this purpose. (Attachment A or Attachment B)
- D. To allow the LEA to know that an enrolled Medi-Cal beneficiary has requested to receive Medi-Cal information in an alternative format. (Attachment A or Attachment B)
- E. Optional use(s) of data files when participating in both the LEA BOP and School-Based Medi-Cal Administrative Activities program. Check boxes for additional data uses.
- a. To allow the LEA, that is participating in LEA BOP and in the School-Based Medi-Cal Administrative Activities (SMAA) program to know which students have disenrolled from Medi-Cal for the purpose of conducting Medi-Cal outreach and facilitating the Medi-Cal application as outlined in the SMAA Manual. (Attachment A)
 - b. Data file(s) will be used solely by Users to allow the LEA, participating in the LEA Medi-Cal Billing Option Program (LEA BOP) and the School-Based Medi-Cal Administrative Activities (SMAA) program to determine the students whose Medi-Cal renewal date has expired or will soon expire to conduct Medi-Cal outreach and facilitate the completion of the Medi-Cal application as outlined in the SMAA Manual. (Attachment B)

7. The following definitions shall apply to this Agreement. The terms used in this Agreement, but not otherwise defined, shall have the same meanings as those terms have in the HIPAA regulations or other applicable law. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.
- a. Breach shall have the meaning given to such term under HIPAA and the California Information Practices Act.
 - b. As used in this Agreement and unless otherwise stated, the term "PHI" refers to and includes both "PHI" as defined at 45 CFR section 160.103 and Personal Information (PI) as defined in the Information Practices Act at California Civil Code section 1798.3(a). PHI includes information in any form, including paper, oral, and electronic.
 - c. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of PHI or PI or of other confidential data that is essential to the ongoing operation of User(s)' organization and intended for internal use; or interference with system operations in an information system.
 - d. Unsecured PHI shall have the meaning given to such term under HIPAA.
 - e. DHCS data means all data provided by DHCS pursuant to this Agreement as well as all data derived from such data, inclusive of de-identified data.
8. User(s) represent and warrant that, except as DHCS authorizes in writing, User(s) shall not disclose, release, reveal, show, sell, rent, lease, loan, or otherwise grant access to the data covered by this Agreement to any person, company or organization. User(s) agrees that, within User(s)' organizations, access to the data covered by this Agreement shall be limited to the minimum number of individuals necessary to achieve the purpose(s) stated in this Agreement and to those individuals on a need-to-know basis only. User(s) shall not use or further disclose the information other than as is permitted by this Agreement or as otherwise required by law. User(s) shall not use the information to identify or contact any individuals, other than as described within this Agreement.
9. User(s) shall not destroy the data file any sooner than three years after the date of submission of the original or amended CRCS report by the User(s), whichever is later. Notwithstanding the aforementioned, User(s) shall not destroy the data match file until audit findings have been fully resolved. User(s) agree to submit the signed Certificate of Destruction of Confidential Data (Attachment D) to DHCS within 30 days after completion of the audit process. User(s) shall destroy all electronic data match files with DHCS data by wiping such data using Department of Defense standards or as approved by DHCS. User(s) shall destroy all paper documents with DHCS data by using a confidential method of destruction, such as crosscut shredding or contracting with a company that specializes in confidential destruction of documents. User(s) shall certify the destruction of the file(s) in writing and send a copy of this certification to the DHCS point-of-contact listed in Section 3 within 30 days of the destruction. User(s) agree that no DHCS data, including but not limited to parts or copies thereof as well as files derived from DHCS data (electronic, hardcopy or otherwise), shall be retained when the files are destroyed unless authorization in writing for the retention of such files has been received from the DHCS point-of-contact listed in Section 3.

10. Termination.

- a. This Agreement shall terminate on November 30, 2027, or upon the termination of a contractual relationship between Users, whichever occurs first. If the contractual relationship between Users terminates, LEA shall immediately notify DHCS and DHCS will immediately suspend the sending of DHCS data to the Contractor. Upon termination of this Agreement, all data provided by DHCS must be destroyed by Users as set forth in Section 9, above, and a certificate of destruction sent to the DHCS point-of-contact specified in Section 3, unless data has been destroyed prior to the termination date and a certificate of destruction sent to DHCS. All representations, warranties and certifications shall survive termination.
- b. Upon DHCS' knowledge of a material breach or violation of this Agreement by User(s), DHCS may provide an opportunity for User(s) to cure the breach or end the violation and may terminate this Agreement if User(s) does not cure the breach or end the violation within the time specified by DHCS. DHCS may terminate this Agreement immediately if User(s) breach a material term and DHCS determines, in its sole discretion, that cure is not possible or available under the circumstances. Upon termination of this Agreement, User must destroy all DHCS data in accordance with Section 9, above.
- c. The provisions of this Agreement governing the privacy and security of the DHCS data shall remain in effect until all DHCS data is destroyed or returned to DHCS.

- 11. Any provision of this Agreement which is in conflict with current or future applicable Federal or State laws is hereby amended to conform to the provisions of those laws. Such amendment of this Agreement shall be effective on the effective date of the laws necessitating it, and shall be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.
- 12. User(s) agree that additional data elements may not be added to Attachment A or Attachment B nor transferred from DHCS to User(s) without approval by, as applicable, DHCS's Data and Research Committee and the Committee for the Protection of Human Subjects.
- 13. This Agreement shall be binding on any and all successor(s)-in-interest of the Parties.
- 14. This Agreement may be signed in counterpart and all parts taken together shall constitute one agreement.
- 15. The Custodian(s), as named in Section 2, hereby acknowledges their appointment as Custodian(s) of the aforesaid file(s) on behalf of User(s), and agrees in a representative capacity to comply with all of the provisions of this Agreement on behalf of User(s).

Geovanni Linares

(LEA Name of Custodian of File(s) - Typed or Printed)

Director III, SELPA

(LEA Title/Component)

Geovanni Linares Digitally signed by Geovanni Linares
Date: 2024.10.15 10:11:19 -07'00'

(LEA Signature) (Date)

Katie Nilsson

(Contractor Name of Custodian of File(s) - Typed or Printed)

Director II, Medi-Cal Services

(Contractor Title/Component)

Katie Nilsson Digitally signed by Katie Nilsson
Date: 2024.09.12 12:48:33 -07'00'

(Contractor Signature) (Date)

16. On behalf of User(s), the undersigned individuals hereby attests that they are authorized to enter into this Agreement and agree to all the terms specified herein.

Janea Marking

(LEA Name - Typed or Printed)

Chief Business and Operations Officer

(LEA Title/Component)

Sacramento City Unified School District

(LEA Name)

5735 47th Avenue

(LEA Address)

Sacramento, CA 95824

(LEA City/State/ZIP Code)

(916) 643-9055; janea-marking@scusd.edu

(LEA Phone Number and E-Mail Address)

(LEA Signature)

11/01/2024

(Date)

Katie Nilsson

(Contractor Name - Typed or Printed)

Director II, Medi-Cal Services

(Contractor Title/Component)

SEIS Billing/San Joaquin County Office of Education

(Company/Organization)

2901 Arch-Airport Rd.

(Contractor Address)

Stockton, CA 95206

(Contractor City/State/ZIP Code)

209-468-9292, knilsson@sjcoe.net

(Contractor Phone Number and E-Mail Address)

Katie Nilsson

Digitally signed by Katie Nilsson
Date: 2024.09.12 12:48:53 -07'00'

(Contractor Signature)

(Date)

- 17. On behalf of DHCS the undersigned individual hereby attests that they are authorized to enter into this Agreement and agrees to all the terms specified herein.

(Name of DHCS Representative - Typed or Printed)

(Title/Component)

(Signature)

(Date)

**Data Use Agreement
Attachment A**

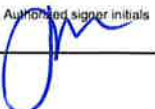
Local Educational Agency Medi-Cal Billing Option (LEA BOP)

Fields for Data Match Files

The following table illustrates the LEA data match file(s) output for the LEA BOP Data Match and LEA BOP – SMAA Disenrollment Data Match.

Please note that the first 105 characters are the data fields the LEA provides as input. Output fields include the returned input fields (positions 1-105) and output positions 106-304.

LEA BOP DATA MATCH and LEA BOP-SMAA DISENROLLMENT DATA MATCH		
FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144

User Initial: 

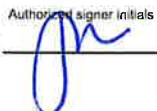
**Data Use Agreement
Attachment A**

LEA BOP DATA MATCH and LEA BOP-SMAA DISENROLLMENT DATA MATCH		
FIELD	SIZE	POSITION
OHC Indicator	1	145
History Data – January	9	146-154
Eligibility Indicator	1	146
Share of Cost Amount	5	147-151
Cert Day	2	152-153
OHC Indicator	1	154
History Data - February	9	155-163
Eligibility Indicator	1	155
Share of Cost Amount	5	156-160
Cert Day	2	161-162
OHC Indicator	1	163
History Data - March	9	164-172
Eligibility Indicator	1	164
Share of Cost Amount	5	165-169
Cert Day	2	170-171
OHC Indicator	1	172
History Data - April	9	173-181
Eligibility Indicator	1	173
Share of Cost Amount	5	174-178
Cert Day	2	179-180
OHC Indicator	1	181
History Data - May	9	182-190
Eligibility Indicator	1	182
Share of Cost Amount	5	183-187
Cert Day	2	188-189
OHC Indicator	1	190
History Data - June	9	191-199
Eligibility Indicator	1	191
Share of Cost Amount	5	192-196
Cert Day	2	197-198
OHC Indicator	1	199
History Data - July	9	200-208
Eligibility Indicator	1	200

User Initial: Authorized signer initials


**Data Use Agreement
Attachment A**

LEA BOP DATA MATCH and LEA BOP-SMAA DISENROLLMENT DATA MATCH		
FIELD	SIZE	POSITION
Share of Cost Amount	5	201-205
Cert Day	2	206-207
OHC Indicator	1	208
History Data - August	9	209-217
Eligibility Indicator	1	209
Share of Cost Amount	5	210-214
Cert Day	2	215-216
OHC Indicator	1	217
History Data - September	9	218-226
Eligibility Indicator	1	218
Share of Cost Amount	5	219-223
Cert Day	2	224-225
OHC Indicator	1	226
History Data - October	9	227-235
Eligibility Indicator	1	227
Share of Cost Amount	5	228-232
Cert Day	2	233-234
OHC Indicator	1	235
History Data - November	9	236-244
Eligibility Indicator	1	236
Share of Cost Amount	5	237-241
Cert Day	2	242-243
OHC Indicator	1	244
History Data – December	9	245-253
Eligibility Indicator	1	245
Share of Cost Amount	5	246-250
Cert Day	2	251-252
OHC Indicator	1	253
Meds Current Date (CCYYMMDD)	8	254-261
FFP Qualified	1	262-262
Alternative Format	41	263-303
Filler	1	304-304

User Initial: Authorized signer initials


Data Use Agreement Attachment B


Local Educational Agency Medi-Cal Billing Option (LEA BOP)

Fields for Data Match Files

The following table illustrates the LEA data match file(s) output for the LEA BOP – SMAA RENEWAL DATA MATCH.

Please note that the first 105 characters are the data fields the LEA provides as input. Output fields include the returned input fields (positions 1-105) and output positions 106-304.

LEA BOP-SMAA RENEWAL DATA MATCH		
FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Renewal Date (MMM-YY)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144
OHC Indicator	1	145
History Data – January	9	146-154
Eligibility Indicator	1	146

User Initial: Authorized signer initials


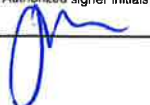
**Data Use Agreement
Attachment B**

LEA BOP-SMAA RENEWAL DATA MATCH		
FIELD	SIZE	POSITION
Share of Cost Amount	5	147-151
Cert Day	2	152-153
OHC Indicator	1	154
History Data - February	9	155-163
Eligibility Indicator	1	155
Share of Cost Amount	5	156-160
Cert Day	2	161-162
OHC Indicator	1	163
History Data - March	9	164-172
Eligibility Indicator	1	164
Share of Cost Amount	5	165-169
Cert Day	2	170-171
OHC Indicator	1	172
History Data - April	9	173-181
Eligibility Indicator	1	173
Share of Cost Amount	5	174-178
Cert Day	2	179-180
OHC Indicator	1	181
History Data - May	9	182-190
Eligibility Indicator	1	182
Share of Cost Amount	5	183-187
Cert Day	2	188-189
OHC Indicator	1	190
History Data - June	9	191-199
Eligibility Indicator	1	191
Share of Cost Amount	5	192-196
Cert Day	2	197-198
OHC Indicator	1	199
History Data - July	9	200-208
Eligibility Indicator	1	200
Share of Cost Amount	5	201-205
Cert Day	2	206-207
OHC Indicator	1	208
History Data - August	9	209-217
Eligibility Indicator	1	209

User Initial: Authorized signer initials


**Data Use Agreement
Attachment B**

LEA BOP-SMAA RENEWAL DATA MATCH		
FIELD	SIZE	POSITION
Share of Cost Amount	5	210-214
Cert Day	2	215-216
OHC Indicator	1	217
History Data - September	9	218-226
Eligibility Indicator	1	218
Share of Cost Amount	5	219-223
Cert Day	2	224-225
OHC Indicator	1	226
History Data - October	9	227-235
Eligibility Indicator	1	227
Share of Cost Amount	5	228-232
Cert Day	2	233-234
OHC Indicator	1	235
History Data - November	9	236-244
Eligibility Indicator	1	236
Share of Cost Amount	5	237-241
Cert Day	2	242-243
OHC Indicator	1	244
History Data – December	9	245-253
Eligibility Indicator	1	245
Share of Cost Amount	5	246-250
Cert Day	2	251-252
OHC Indicator	1	253
Meds Current Date (CCYYMMDD)	8	254-261
FFP Qualified	1	262-262
Alternative Format	41	263-303
Filler	1	304-304

User Initial: Authorized signer initials


ATTACHMENT C
Business Associate Addendum

1. This Agreement has been determined to constitute a business associate relationship under the Health Insurance Portability and Accountability Act (HIPAA) and its implementing privacy and security regulations at 45 Code of Federal Regulations, Parts 160 and 164 (collectively, and as used in this Agreement)
2. The term "Agreement" as used in this document refers to and includes both this Business Associate Addendum and the contract to which this Business Associate Agreement is attached as an exhibit, if any.
3. For purposes of this Agreement, the term "Business Associate" shall have the same meaning as set forth in 45 CFR section 160.103.
4. The Department of Health Care Services (DHCS) intends that Business Associate may create, receive, maintain, transmit or aggregate certain information pursuant to the terms of this Agreement, some of which information may constitute Protected Health Information (PHI) and/or confidential information protected by Federal and/or state laws.
 - 4.1 As used in this Agreement and unless otherwise stated, the term "PHI" refers to and includes both "PHI" as defined at 45 CFR section 160.103 and Personal Information (PI) as defined in the Information Practices Act (IPA) at California Civil Code section 1798.3(a). PHI includes information in any form, including paper, oral, and electronic.
 - 4.2 As used in this Agreement, the term "confidential information" refers to information not otherwise defined as PHI in Section 4.1 of this Agreement, but to which state and/or federal privacy and/or security protections apply.
5. Contractor (however named elsewhere in this Agreement) is the Business Associate of DHCS acting on DHCS's behalf and provides services or arranges, performs or assists in the performance of functions or activities on behalf of DHCS, and may create, receive, maintain, transmit, aggregate, use or disclose PHI (collectively, "use or disclose PHI") in order to fulfill Business Associate's obligations under this Agreement. DHCS and Business Associate are each a party to this Agreement and are collectively referred to as the "parties."
6. The terms used in this Agreement, but not otherwise defined, shall have the same meanings as those terms in HIPAA and/or the IPA. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.
7. **Permitted Uses and Disclosures of PHI by Business Associate.** Except as otherwise indicated in this Agreement, Business Associate may use or disclose PHI, inclusive of de-identified data derived from such PHI, only to perform functions, activities or services specified in this Agreement on behalf of DHCS, provided that such use or disclosure would not violate HIPAA or other applicable laws if done by DHCS.
 - 7.1 **Specific Use and Disclosure Provisions.** Except as otherwise indicated in this Agreement, Business Associate may use and disclose PHI if necessary for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate. Business Associate may disclose PHI for this purpose if the disclosure is required by law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person. The person shall notify the Business Associate of any instances of which the person is aware that the confidentiality of the information has been breached, unless such person is a treatment provider not acting as a business associate of Business Associate.

User Initial:  Authorized signer initials

7.2 **Nondisclosure.** Business Associate shall not use or disclose PHI or other confidential information other than as permitted or required by this Agreement or as required by law.

8. Compliance with Other Applicable Law

8.1 To the extent that other state and/or federal laws provide additional, stricter and/or more protective (collectively, more protective) privacy and/or security protections to PHI or other confidential information covered under this Agreement beyond those provided through HIPAA, Business Associate agrees:

8.1.1 To comply with the more protective of the privacy and security standards set forth in applicable state or federal laws to the extent such standards provide a greater degree of protection and security than HIPAA or are otherwise more favorable to the individuals whose information is concerned; and

8.1.2 To treat any violation of such additional and/or more protective standards as a breach or security incident, as appropriate, pursuant to Section 19. of this Agreement.

8.2 Examples of laws that provide additional and/or stricter privacy protections to certain types of PHI and/or confidential information, as defined in Section 4. of this Agreement, include, but are not limited to the Information Practices Act, California Civil Code sections 1798-1798.78, Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, Welfare and Institutions Code section 5328, and California Health and Safety Code section 11845.5.

8.3 If Business Associate is a Qualified Service Organization (QSO) as defined in 42 CFR section 2.11, Business Associate agrees to be bound by and comply with subdivisions (2)(i) and (2)(ii) under the definition of QSO in 42 CFR section 2.11.

9. Additional Responsibilities of Business Associate

9.1 Safeguards and Security.

9.1.1 Business Associate shall use safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of PHI and other confidential data and comply, where applicable, with subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the information other than as provided for by this Agreement. Such safeguards shall be based on applicable Federal Information Processing Standards (FIPS) Publication 199 protection levels.

9.1.2 Business Associate shall, at a minimum, utilize a National Institute of Standards and Technology Special Publication (NIST SP) 800-53 compliant security framework when selecting and implementing its security controls and shall maintain continuous compliance with NIST SP 800-53 as it may be updated from time to time. The current version of NIST SP 800-53, Revision 5, is available online at <https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final>; updates will be available online at <https://csrc.nist.gov/publications/sp800>.


9.1.3 Business Associate shall employ FIPS 140-3 validated encryption of PHI at rest and in motion unless Business Associate determines it is not reasonable and appropriate to do so based upon a risk assessment, and equivalent alternative measures are in place and documented as such. FIPS 140-3 validation can be determined online at <https://csrc.nist.gov/projects/cryptographic-module-validation-program/validated-modules/search>. In addition, Business Associate shall maintain, at a minimum, the most current industry standards for transmission and storage of PHI and other confidential information.

9.1.4 Business Associate shall apply security patches and upgrades, and keep virus software up-to-date, on all systems on which PHI and other confidential information may be used.

- 9.1.5 Business Associate shall ensure that all members of its workforce with access to PHI and/or other confidential information sign a confidentiality statement prior to access to such data. The statement must be renewed annually.
- 9.1.6 Business Associate shall identify the security official who is responsible for the development and implementation of the policies and procedures required by 45 CFR Part 164, Subpart C.
- 9.1.7 Remote access to PHI from outside the continental United States, inclusive of remote access to PHI by Business Associate's support staff in identified support centers, is prohibited.
- 9.1.8 Business Associate shall only store PHI in a data center physically located within the continental United States.

9.2 Business Associate's Agent. Business Associate shall ensure that any agents, subcontractors, subawardees, vendors or others (collectively, "agents") that use or disclose PHI and/or confidential information on behalf of Business Associate agree to the same restrictions and conditions that apply to Business Associate with respect to such PHI and/or confidential information.

- 10. **Mitigation of Harmful Effects.** Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI and other confidential information in violation of the requirements of this Agreement.
- 11. **Access to PHI.** Business Associate shall make PHI available in accordance with 45 CFR section 164.524.
- 12. **Amendment of PHI.** Business Associate shall make PHI available for amendment and incorporate any amendments to protected health information in accordance with 45 CFR section 164.526.
- 13. **Accounting for Disclosures.** Business Associate shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR section 164.528.
- 14. **Collaboration.** The parties shall collaborate as appropriate and necessary to ensure compliance with this Agreement, including but not limited to Sections 11 – 13 of this Agreement. The parties acknowledge and agree that neither party intends that this Agreement shall create obligations and/or liabilities that do not otherwise exist as appropriate based on the nature of the work performed and applicable law.
- 15. **Compliance with DHCS Obligations.** To the extent Business Associate is to carry out an obligation of DHCS under 45 CFR Part 164, Subpart E, comply with the requirements of the subpart that apply to DHCS in the performance of such obligation.
- 16. **Access to Practices, Books and Records.** Business Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI on behalf of DHCS available to the federal Secretary of Health and Human Services for purposes of determining DHCS' compliance with 45 CFR Part 164, Subpart E.
- 17. **Return or Destroy PHI on Termination; Survival.** At termination of this Agreement, if feasible, Business Associate shall return or destroy all PHI and other confidential information received from, or created or received by Business Associate on behalf of, DHCS that Business Associate still maintains in any form and retain no copies of such information. If return or destruction is not feasible, Business Associate shall notify DHCS of the conditions that make the return or destruction infeasible, and DHCS and Business Associate shall determine the terms and conditions under which Business Associate may retain the PHI. If such return or destruction is not feasible, Business Associate shall extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

User Initial:  Authorized signer initials

18. Special Provision for SSA Data. If Business Associate receives data from or on behalf of DHCS that was verified by or provided by the Social Security Administration (SSA data) and is subject to an agreement between DHCS and SSA, Business Associate shall provide, upon request by DHCS, a list of all employees and agents and employees who have access to such data, including employees and agents of its agents, to DHCS.

19. Breaches and Security Incidents. Business Associate shall implement reasonable systems for the discovery and prompt reporting of any breach or security incident, and take the following steps:

19.1 Notice to DHCS.

19.1.1 Business Associate shall notify DHCS **immediately** upon the discovery of a suspected breach or security incident that involves SSA data. This notification shall be provided via the DHCS Incident Reporting Portal upon discovery of the breach. If Business Associate is unable to provide notification via the DHCS Incident Reporting Portal, then Business Associate shall provide notice by email or telephone to DHCS.

19.1.2 Business Associate shall notify DHCS **within 24** hours via the online DHCS Incident Reporting Portal (or by email or telephone if Business Associate is unable to use the DHCS Incident Reporting Portal) of the discovery of the following, unless attributable to a treatment provider that is not acting as a business associate of Business Associate:

19.1.2.1 Unsecured PHI if the PHI is reasonably believed to have been accessed or acquired by an unauthorized person;

19.1.2.2 Any suspected security incident which risks unauthorized access to PHI and/or other confidential information;

19.1.2.3 Any intrusion or unauthorized access, use or disclosure of PHI in violation of this Agreement; or

19.1.2.4 Potential loss of confidential information affecting this Agreement.

19.1.3 Notice submitted to the DHCS Incident Reporting Portal will be sent to the DHCS Program Contract Manager (as applicable), the DHCS Privacy Office, and the DHCS Information Security Office. If providing notice to DHCS via email, use the DHCS contact information at Section 19.6 below (collectively, "DHCS Contacts").


Notice shall be made using the DHCS Incident Reporting Portal via the link on the DHCS Data Privacy Website online at

<https://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/default.aspx>

Notice via email shall be made using the current DHCS "Privacy Incident Reporting Form" and shall include all information known at the time the incident is reported. The form is available online at

<https://www.dhcs.ca.gov/formsandpubs/laws/priv/Documents/Privacy-Incident-Report-PIR.pdf>

Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of PHI, Business Associate shall take:

User Initial:  Authorized signer initials

19.1.3.1 Prompt action to mitigate any risks or damages involved with the security incident or breach; and

19.1.3.2 Any action pertaining to such unauthorized disclosure required by applicable Federal and State law.

19.2 Investigation. Business Associate shall immediately investigate such security incident or breach.

19.3 Complete Report. Business Associate shall provide a complete report of the investigation to DHCS within ten (10) working days of the discovery of the security incident or breach. This complete report must include any applicable additional information not included in the initial submission. The complete report shall include an assessment of all known factors relevant to a determination of whether a breach occurred under HIPAA and other applicable federal and state laws. The report shall also include a full, detailed corrective action plan, including its implementation date and information on mitigation measures taken to halt and/or contain the improper use or disclosure. If DHCS requests additional information, Business Associate shall make reasonable efforts to provide DHCS with such information. DHCS will review and approve or disapprove Business Associate's determination of whether a breach occurred, whether the security incident or breach is reportable to the appropriate entities, if individual notifications are required, and Business Associate's corrective action plan.

19.3.1 If Business Associate does not submit a complete report within the ten (10) working day timeframe, Business Associate shall request approval from DHCS within the ten (10) working day timeframe of a new submission timeframe for the complete report.

19.4 Notification of Individuals. If the cause of a breach is attributable to Business Associate or its agents, other than when attributable to a treatment provider that is not acting as a business associate of Business Associate, Business Associate shall notify individuals accordingly and shall pay all costs of such notifications, as well as all costs associated with the breach. The notifications shall comply with applicable federal and state law. DHCS shall approve the time, manner and content of any such notifications and their review and approval must be obtained before the notifications are made.

19.5 Responsibility for Reporting of Breaches to Entities Other than DHCS. If the cause of a breach of PHI is attributable to Business Associate or its agents, other than when attributable to a treatment provider that is not acting as a business associate of Business Associate, Business Associate is responsible for all required reporting of the breach as required by applicable federal and state law.

19.6 DHCS Contact Information. To contact the above referenced DHCS staff, the Contractor shall initiate contact as indicated here. DHCS reserves the right to make changes to the contact information below by giving written notice to Business Associate. These changes shall not require an amendment to this Agreement.

User Initial:  Authorized signer initials

DHCS Program Contract Manager	DHCS Privacy Office	DHCS Information Security Office
See the Scope of Work exhibit for Program Contract Manager information. If this Business Associate Agreement is not attached as an exhibit to a contract, contact the DHCS signatory to this Agreement.	Privacy Office c/o: Data Privacy Unit Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov Telephone: (916) 445-4646	Information Security Office Department of Health Care Services P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov

20. Responsibility of DHCS. DHCS agrees to not request the Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA and/or other applicable federal and/or state law.

21. Audits, Inspection and Enforcement

21.1 From time to time, DHCS may inspect the facilities, systems, books and records of Business Associate to monitor compliance with this Agreement. Business Associate shall promptly remedy any violation of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. Whether or how DHCS exercises this provision shall not in any respect relieve Business Associate of its responsibility to comply with this Agreement.

21.2 If Business Associate is the subject of an audit, compliance review, investigation or any proceeding that is related to the performance of its obligations pursuant to this Agreement, or is the subject of any judicial or administrative proceeding alleging a violation of HIPAA, Business Associate shall promptly notify DHCS unless it is legally prohibited from doing so.

22. Termination

22.1 Termination for Cause. Upon DHCS' knowledge of a violation of this Agreement by Business Associate, DHCS may in its discretion:

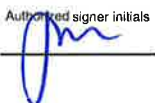
22.1.1 Provide an opportunity for Business Associate to cure the violation and terminate this Agreement if Business Associate does not do so within the time specified by DHCS; or

22.1.2 Terminate this Agreement if Business Associate has violated a material term of this Agreement.

22.2 Judicial or Administrative Proceedings. DHCS may terminate this Agreement if Business Associate is found to have violated HIPAA, or stipulates or consents to any such conclusion, in any judicial or administrative proceeding.

23. Miscellaneous Provisions

23.1 Disclaimer. DHCS makes no warranty or representation that compliance by Business Associate with this Agreement will satisfy Business Associate's business needs or compliance obligations. Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI and other confidential information.

User Initial: 

23.2. Amendment.

23.2.1 Any provision of this Agreement which is in conflict with current or future applicable Federal or State laws is hereby amended to conform to the provisions of those laws. Such amendment of this Agreement shall be effective on the effective date of the laws necessitating it, and shall be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.

23.2.2 Failure by Business Associate to take necessary actions required by amendments to this Agreement under Section 23.2.1 shall constitute a material violation of this Agreement.

23.3 Assistance in Litigation or Administrative Proceedings. Business Associate shall make itself and its employees and agents available to DHCS at no cost to DHCS to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against DHCS, its directors, officers and/or employees based upon claimed violation of HIPAA, which involve inactions or actions by the Business Associate.

23.4 No Third-Party Beneficiaries. Nothing in this Agreement is intended to or shall confer, upon any third person any rights or remedies whatsoever.

23.5 Interpretation. The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA and other applicable laws.

23.6 No Waiver of Obligations. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

User Initial:  Authorized signer initials

Identify additional Custodians using this page. Print additional pages if needed, and indicate page numbers on the bottom.

(Name of Custodian of Files – Typed or Printed)

(Title/Component)

(Company/Organization)

(Address)

(City/State/ZIP Code)

(Phone Number)

(E-Mail Address)

(Signature)

(Date)

(Name of Custodian of Files – Typed or Printed)

(Title/Component)

(Company/Organization)

(Address)


(City/State/ZIP Code)

(Phone Number)

(E-Mail Address)

(Signature)

(Date)

User Initial: 

AGREEMENT FOR SERVICES

Between

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

And

Gang Awareness and Prevention (GAP)

The Sacramento City Unified School District (“District” or “SCUSD”) and “Gang Awareness & Prevention” (GAP) (“Contractor”) collectively hereinafter referred to as “the Parties” and individually hereinafter referred to as “the Party” hereby enter into this Agreement for program services (“Agreement”) effective on October 16, 2024 (“Effective Date”) for the school year 2024-2025, with respect to the following recitals:

RECITALS

WHEREAS, the District, Office of Safe Schools, desires for said Contractor to work collaboratively with Safe Schools staff and site administrators in an effort to provide intervention and prevention support for students who have been identified as volatile and / or have a high tendency to become involved in safety related behavior’s such as gang behavior, threats, intimidation and violence. Contractor will not provide services one on one, be alone with students outside the presence of safe schools staff and or school site administrators, related to this contract. The Contractor will provide services in open areas, quad area and front office lobby, always in the presence of district staff and site administration. The Contractor will engage youth in a supportive capacity, aimed at enhancing staff and student safety through education, prevention / intervention. Contractor will provide referrals and resources to students and the families who would benefit from extended supportive resources.

WHEREAS, the ultimate goals of the Agreement are to: (1) Provide a layer of community engagement and build relationships with students and families identified by district staff, associated with a specific incidents, in an effort to provide intervention, prevention and overall safety support. (2) Be present in an effort to encourage and provide the tools for students to self-regulate and de-escalate emotionally in an effort to avert crisis and / or violence. (3) To provide community-based resources and recommend appropriate community support. (4) To identify, address and mediate student related conflict in an effort to circumvent punitive sanctions (suspension and expulsion) resulting from threats, fighting and violence.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. Contractor will work with the Office of Safe Schools in the implementation and strategic service delivery to address risk factors that lead to gang activity and violence. (It is noted that the role of “GAP” is such that there are no one on one services or group settings without the presence of district staff) There will be District Certificated supervision at all times during services provided on campus.
- ii. District shall provide in kind contribution to the project, access to meeting space to be used for case management and evidence – based intervention programming at select high schools and middle schools within the Sacramento City Unified School District. This space is valued at thirty four thousand dollars per year. District shall provide administrative oversight, coordination and logistics for a strategic approach to student / community engagement. District shall provide and coordinate space and location of all trainings, events and engagement forums. District shall coordinate the convening of all stakeholders to facilitate planning, evaluation and modifications.

B. Payment.

Fee Rate: No cost or financial agreement

C. Independent Contractor. While engaged in providing the services in this Agreement, and otherwise performing as set forth in this Agreement, Contractor and each of Contractor employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. Insurance Requirements. Prior to commencement of services and during the life of this Agreement, Contractor shall provide the District with a copy of its certificates of insurance evidencing its comprehensive **general liability** insurance, employment practices liability insurance, and directors and officers coverages in sums of not less than **\$2,000,000** per occurrence. Contractor will also provide a written endorsement to such policies-naming District as an additional insured and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If insurance is not kept in force during the entire term of the Agreement, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the Contractor to the District.

Workers' Compensation and Employers' Liability

- Vendor shall maintain Workers' Compensation Insurance with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

Sexual Abuse and Molestation Insurance

- Sexual Abuse and Molestation Insurance is required with limits not less than three million dollars (**\$2,000,000**) per occurrence. This insurance shall cover potential claims of sexual abuse or molestation.
- The Sexual Abuse and Molestation coverage must either be included under a General Liability policy or obtained in a separate policy. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

E. Fingerprinting Requirements. Contractor agrees that any employee it assigns to provide services directly to, or have any contact with, pupil(s) of the District, shall be subject to the fingerprinting/background and TB requirements set forth in the California Education Code. Any employee that Contractor assigns to provide services directly to, or have any contact with, pupil(s) of the District shall have undergone the background check required in §45125(b)&(c), including response by DOJ, before any service or contact with pupil(s) of the District is allowed.

Pursuant to Education Code §45125.1, Contractor shall provide a complete list to the District of all employees cleared by the DOJ who will provide services under this Agreement (or MOU) and shall certify in writing to the District that Contractor has no information that any of its employees who are required to have their fingerprints submitted to the Department of Justice (DOJ), and who may come in contact with pupils, have been convicted of a "violent or serious felony" as defined in §45122.1 or that they have been advised of any such arrest by the DOJ.

Contractor shall continuously monitor through DOJ, and obtain subsequent arrest notification from DOJ, regarding any individual whose fingerprints were submitted pursuant to §45125.1 and who is or will be providing service directly to, or has contact with, pupil(s) of the District. Upon receipt of a subsequent arrest notification from DOJ, Contractor shall, within 24 hours, notify the District of such arrest notification and prohibit the

employee from having any further contact with any pupil(s) of the District until such time as the employee's arrest has been determined to not involve a "violent or serious felony" as defined in §45122.1 or the notification has been withdrawn by DOJ. If an employee is disqualified from working for the District pursuant to the requirements of the California Education Code, even if only temporarily, Contractor agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified.

Contractor further agrees and certifies that any employee providing services directly to any pupil(s) of the District whether qualifying as a Mandated Reporter as defined by California Penal Code §11165.7(a), or not, shall be provided annual training on child abuse and mandated reporting of child abuse or neglect utilizing an evidence-based training method which includes training on how to recognize conduct of adults which may trigger reasonable suspicion of abuse of children, i.e., "red-flag" or "grooming" behaviors. Failure to adhere to the terms of this provision is grounds for termination of the Agreement (or MOU).

F. Confidential Records and Data. Each Party shall not disclose confidential records received from the other Party, including student records pursuant to FERPA, 20 U.S.C. § 1232g, *et seq.*, and California Education Code Section 49060, *et seq.* Contractor shall maintain the confidentiality of student or pupil records and shall not disclose such records to any third parties without the express written approval of the District. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

G. Period of Agreement. The term of this Agreement shall be from October 16, 2024 through June 30, 2025. This Agreement may be terminated by the District with or without cause, by providing at least ten (10) days written notice.

The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Agreement by Contractor; (b) any act by Contractor exposing the District to liability to others for personal injury or property damage; or (c) Contractor is adjudged as bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Agreement shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Agreement, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

H. Indemnity. The Parties understand and agree that certain rights and obligations are governed by California Education Code section 38134(i), which states:

Any school district authorizing the use of school facilities or grounds under subdivision (a) shall be liable for any injuries resulting from the negligence of the district in the ownership and maintenance of those facilities or grounds. Any group using school facilities or grounds under subdivision (a) shall be liable for any injuries resulting from the negligence of that group during the use of those facilities or grounds. The district and the group shall each bear the costs of defending itself against claims arising from those risks. Notwithstanding any provision of law, this subdivision shall not be waived. Nothing in this subdivision shall be construed to limit or affect the immunity or liability of a school district under Division 3.6 (commencing with Section

810) of title 1 of the government Code, for injuries caused by a dangerous condition of public property.

Accordingly, Contractor agrees to indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, staff, agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, willful misconduct, negligence, injury or other causes of action or liability proximately caused by Contractor and/or its successors, assigns, directors, employees, officers, and agents related this Agreement. Contractor has no obligation under this Agreement to indemnify and hold harmless the District and is not liable for any actions, causes of action, claims and demands whatsoever, and for any costs, damages, expenses, charges, debts or other liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission, negligence, injury or other causes of action or liability proximately caused by the District and/or its successors, assigns, trustees, officers, employees, staff, agents or students. The Parties expressly agree that the indemnity obligation set forth in this Agreement shall remain in full force and effect during the term of this Agreement. The Parties further agree that said indemnity obligations shall survive the termination of this Agreement for any actual or alleged act, omission, negligence, injury or other causes of action or liability that occurred during the term of this Agreement.

I. Use of Facilities. Neither Contractor, nor its employees, agents, guests nor invitees are authorized to use any other real property or physical improvements to real property, other than the facilities covered by this Agreement. Contractor's use of the District's facilities shall not interfere with the District's ability to carry on educational activities, interfere with the District's ability to carry on recreational activities, or interfere with other potential users' authorized right to use District property. At all times, Contractor shall comply with the District's rules, regulations, and policies, copies of which are deemed to have been provided to Contractor prior to the execution of this Agreement. Contractor is responsible for ensuring that it's Directors, Officers, agents, employees, contractors, guests, invitees, and participants, as well as any other individual who may attend or view the contemplated activities at the sites, comply with these requirements. Contractor shall ensure that the District's property is not altered, modified, or changed in any manner absent the District's express prior and written consent. Failure to comply with these obligations shall, at the discretion of the District, be a basis to immediately terminate this Agreement. Contractor waives any claim against the District for damages relating to its use of the facilities, including, but not limited to, theft or destruction of the User's property.

J. Nondiscrimination. It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, handicap, religious creed, sex, gender identity, sexual orientation, age or marital status. Contractor agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

K. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

L. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

M. Assignment. This Agreement is made by and between Contractor and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by the Parties.

N. Entire Agreement. This Agreement constitutes the entire agreement between Contractor and the District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever, with respect to the same subject matter unless expressly included in this Agreement. The Parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The Parties further agree and represent that each of them are the drafters of every part of this Agreement.

O. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the Parties.

P. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the Parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

Q. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

R. Approval/Ratification by Board of Education. To the extent the Agreement exceeds an expenditure above the amount specified in Education Code section 17605, this Agreement, as to any such exceeded amount, is not enforceable and is invalid unless and until the exceeded amount is approved and/or ratified by the governing board of the Sacramento City Unified School District, as evidenced by a motion of said board duly passed and adopted.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in duplicate.

DISTRICT:

By: _____
Janae Marking
Chief Business Officer

Date

Gang Awareness and Prevention
By: 
Randal Broadhurst
CEO

Oct. 16, 2024
Date

LEARNING COMMUNITIES FOR SCHOOL SUCCESS PROGRAM (LCSSP)

2023–24 ANNUAL PROGRESS REPORT

FOR COHORTS 6 & 7

INSTRUCTIONS

Every grantee should complete an annual report. Reports should include the following information:

- 1) **LCSSP Grantee Details** – Provide background information about the grant including the lead LCSSP applicant, reporting local educational agency (LEA), cohort number, and type of grant.
- 2) **Primary LCSSP Goals** – Complete the LCSSP Goals table.
- 3) **LCSSP Activities** – Complete the LCSSP Activities table, including identifying whether LCSSP activities incorporated training/professional development and/or implementation of programs and practices, and participant counts for each LCSSP activity.
- 4) **LCSSP Narrative** – Provide a one-half to two-page narrative for each prompt.
- 5) **Annual Expenditure Report** – Complete and submit the Annual Expenditure Report. The template can be found on the [California Educators Together](#) website.
- 6) **LCSSP Participating Schools** – Complete the LCSSP Participating Schools table to provide information about each school that is part of your LCSSP grant.

Please submit your completed annual report and expenditure report by Friday, October 25, 2024 at 11:59 PM to **LCSSP@cde.ca.gov AND LCSSP@wested.org**.

SECTION 1: LCSSP Grantee Details

- 1. Applicant/lead LEA name: Sacramento City Unified School District

- 2. Applicant/lead LEA County-District-School (CDS) code (14 digits): _____

- 3. The annual report must be submitted by the LCSSP lead or an individual with LEA authority. Indicate who is submitting this report.

Name: Jennifer Kretschman Title: Director Student Attendance & Engagement

4. Date Submitted: 10/25/2024

5. Cohort Number: 6 7

6. Type of Grant: As approved in your LCSSP application, does the LCSSP grant serve a single LEA or a consortium of LEAs? (Check one box below)

- A. Single LEA with all schools in the LEA participating
- B. Single LEA with a limited number of schools in the LEA participating
- C. Consortium of LEAs with all schools in each member LEA participating
- D. Consortium of LEAs with a limited number of schools participating in some or all LEAs

7. (For consortia only): What districts are part of your LCSSP grant?

District Name: <u>Sacramento City Unified</u>	CDS Code (14 digits): <u>34674390000000</u>
District Name: _____	CDS Code (14 digits): _____
District Name: _____	CDS Code (14 digits): _____
District Name: _____	CDS Code (14 digits): _____
District Name: _____	CDS Code (14 digits): _____

SECTION 2: LCSSP Goals

LCSSP grantees can work toward numerous goals under the LCSSP initiative. Please identify which of the following were your primary LCSSP goals during the 2023–24 school year.

LCSSP Goals	Check if this was a 2023–24 goal
1. Increase attendance rates	<input checked="" type="checkbox"/>
2. Reduce chronic absenteeism rates	<input checked="" type="checkbox"/>
3. Increase graduation rates	<input type="checkbox"/>
4. Decrease dropout rates	<input type="checkbox"/>
5. Reduce suspension, expulsion, and other school removal rates	<input checked="" type="checkbox"/>
6. Reduce referrals of students to law enforcement agencies	<input type="checkbox"/>
7. Reduce criminal offenses	<input type="checkbox"/>
8. Improve academic performance	<input type="checkbox"/>
9. Integrate school and community services	<input type="checkbox"/>
10. Improve school climate	<input type="checkbox"/>
11. Improve outcomes for vulnerable populations	<input type="checkbox"/>
12. Other (specify): Increase sense of safety	<input checked="" type="checkbox"/>
13. Other (specify): Increase school connectedness	<input checked="" type="checkbox"/>
14. Other (specify):	<input type="checkbox"/>

SECTION 3: LCSSP Activities

To make progress toward LCSSP goals, grantees may engage in diverse activities (e.g., developing partnerships, implementing programs, providing professional development). In the table below in column 1, please check each activity that was carried out during the 2023–24 school year as part of your LCSSP grant.

For the activities that were part of your LCSSP grant during the 2023–24 school year (check box selected in column 1), please indicate whether that activity included training/professional development (column 2) and/or implementation of programs or practices (column 3). Additionally, please provide the number of staff (e.g., administrators, teachers, other certified or classified staff), students, and parents and families who participated in each LCSSP-supported activity in columns 4, 5, and 6. Please note that participant counts are required. *If there were no participants of a particular group (e.g., staff, students, or parents/families) in an activity, please enter "0" in the corresponding column.*

LCSSP Activities	Check if this was a 2023–24 LCSSP activity (1)	Activity Type: Provided training/professional development (2)	Activity Type: Implemented programs or practices (3)	Number of participants: staff (4)	Number of participants: students (5)	Number of participants: parents/families (6)
1. Academic interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Attendance improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90	94	13
3. Case management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	54	36
4. Communities of practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Community schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Coordination, referral, and linkage between services and systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Culturally responsive practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Drug and alcohol interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Family/parent engagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	194	1200	1238
10. Gang prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Health services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Mental health services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

LCSSP Activities	Check if this was a 2023–24 LCSSP activity (1)	Activity Type: Provided training/ professional development (2)	Activity Type: Implemented programs or practices (3)	Number of participants: staff (4)	Number of participants: students (5)	Number of participants: parents/ families (6)
13. Multi-Tiered Systems of Support (MTSS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5000	38000	TBD
14. Needs assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15. Partnerships with community-based organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16. Positive Behavior Interventions and Supports (PBIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17. Relevant staffing (increase/reallocate staff)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13		
18. Restorative practices or restorative justice models	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19. School climate interventions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	304	2,498	1,105
20. Social emotional learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21. Trauma-informed strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22. Tutoring/Mentorship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23. Other: (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24. Other: (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25. Other: (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

SECTION 4: LCSSP Program Narrative

For each prompt below provide a one-half to two-page narrative.

- A. Provide an overview of the primary LCSSP activities and the alignment to the Local Control and Accountability Plan (LCAP) during the 2023–24 academic year. This should include an overview of implementation of activities that were not assessed in *Section 3: LCSSP Activities* portion of this report (e.g., during the 2023–24 school year there were 50 home visits of students who were chronically absent).

During the 2023–24 academic year, Sacramento City Unified School District (SCUSD) successfully implemented targeted family communication tools as part of Action 3.13. This initiative was crucial in our efforts to reduce chronic absenteeism rates across the district, which is consistent with the recommendations and feedback from the LCAP Parent Advisory Committee. In collaboration with EveryDay Labs for our 6th year, we developed a strategic Tier 1 and 2 attendance messaging program that sent proactive mail and text nudges directly to families. This program was designed to engage families more effectively and support them in overcoming barriers to regular attendance. A total of 34,451 students received these communications, which included proactive nudges to 23,139 students who were identified as chronically absent or at risk of becoming so. Additionally, our system delivered 24,029 check-in surveys that helped further gauge and address the needs of our students and their families. Our partnership with EveryDay Labs also facilitated significant improvements in staff engagement and professional development. The district provided customized live staff development sessions and monthly webinars, equipping our teams with the necessary tools and knowledge to improve attendance practices effectively. The use of an attendance data platform, updated nightly, enabled staff to coordinate interventions and manage cases more efficiently, enhancing our

- B. Describe the impact of LCSSP observed thus far for administrators, teachers, other certificated or classified staff, families, students, and/or other relevant education partners.

The professional development sessions organized as part of the LCSSP at the FOCUS schools have played a critical role in reinvigorating the educational staff and aligning their efforts with the broader goals of Sacramento City Unified School District (SCUSD). These sessions, particularly those aimed at fostering a positive school climate and emphasizing the critical importance of regular attendance, have been instrumental in enhancing the educational environment across the district. At schools such as Martin Luther King Jr. , these professional development initiatives have been especially impactful. Staff members have reported feeling rejuvenated and more connected to the mission of the district, thanks to the dynamic and engaging sessions led by motivational speakers like Kevin Bracy. His sessions, which are both inspirational and informative, have successfully boosted morale and fostered a renewed sense of commitment among the staff. Kevin Bracy's approach typically involves interactive discussions that not only inspire but also provide practical strategies for teachers and administrators to implement in their daily interactions with students. His emphasis on positivity, resilience, and dedication resonates deeply with the staff, helping them to see the direct correlation between their daily efforts and the broader

- C. If you utilize school climate, parent/family engagement, or other local measures, please describe each measure. Additionally, please report data on each measure collected during the 2023–24 academic year. *Please note that CDE is collaborating with WestEd to understand progress on student-level standardized outcomes such as chronic absenteeism rates, suspension rates, and graduation rates. Thus, data on these indicators are not required as part of your APR.*

2023-24 Data Summary Report: https://docs.google.com/document/d/1yT9MGNgunQyKXvYW3ORKQKyx9BG_KqommgmHhyllwA/edit?usp=sharing

For belonging and safety, the District used data collected from Student Culture/Climate Survey administered through Kelvin, a survey administered throughout the school year with instant results.

School Climate Measures: Central to these efforts was the bi-annual Student Culture/Climate Survey, which collects data on students' perceptions of their school environment, focusing on key aspects such as safety, belonging, and academic support. The purpose of this survey is to critically assess the effectiveness of the district's initiatives designed to nurture a positive school climate. 2023-24 Data: The survey revealed that there was a slight decrease in the overall sense of safety across the district, from 84% in February 2023 to 83% in April 2024. Similarly, the sense of belonging also decreased from 88% to 86%. However, there was a notable increase in the sense of belonging among American Indian or Alaska Native students, from 80% to 84%.

- D. Per the LCSSP legislation, “a local educational agency that receives LCSSP grant funding shall evaluate and report to the governing board of the school district, the county board of education, or its chartering authority, as applicable, and the department, the results of the activities it undertakes pursuant to this article.” Describe how the LCSSP program spending and student outcomes are shared and disseminated to the school community. Attach a confirmation of dissemination, i.e., Board Agenda Item, webpage link, etc.

BOARD AGENDA: https://drive.google.com/file/d/1InHp8INy7v-s43Yerq9M4D_qlu4Djsds/view?usp=drive_link

BOARD MEETING: <https://www.scusd.edu/board-education-meeting/board-education-meeting-156>

BOARD MINUTES: https://drive.google.com/file/d/11BivqUGmZ-9FwrlvuyGMQ5LEpOiZ0Xs-/view?usp=drive_link

care.scusd.edu: <https://youtu.be/fDkqOTIODAI>

Each year, SCUSD's use of LCSSP grant funding and the results of the activities undertaken are comprehensively evaluated and then reported to the district's governing board. This process is a critical component of our commitment to accountability and continuous improvement. For instance, on May 16, 2024, the annual LCSSP update was a key agenda item at the board meeting, where detailed discussions on program spending and student outcomes took place. During this session, the Office of Student Attendance & Engagement presented detailed reports on the initiatives such as the

- E. Please rate to what extent LCSSP-funded activities have positively impacted the school community at your grantee site(s), thus far.

- Not at all
- Small extent
- Moderate extent
- Large extent

F. Please rate to what extent LCSSP-funded activities have positively impacted the following members of your school community at your grantee site(s), thus far.

Activity	Not at all	Small extent	Moderate extent	Large extent
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other certificated or classified staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

G. Please indicate if you would like your LEA highlighted as a “bright spot” in evaluation or technical assistance activities for educational partners and grantees to learn about implementing successful programmatic strategies and programs.

Yes

No

SECTION 5: Annual Expenditure Report

Complete and submit the Annual Expenditure Report. The template can be found on the California Educators Together website.

SECTION 6: LCSSP Participating Schools

This section will assist CDE in documenting the schools and districts that are supported by the LCSSP. Items A and B in this section are required for all LCSSP grantees. If you have questions or need assistance completing your participating schools list, please contact Stacy Miles at LCSSP@wested.org.

- A. How many schools are supported by your 2023-24 LCSSP grant? 74
- B. Please provide the district name, school name, and 14-digit County-District-School (CDS) code for each school that is part of your LCSSP grant in the table below. CDS codes can be found using the [California School Directory](#) where you can search for each school, or the [Public Schools and Districts data file](#), which includes an Excel file that can be sorted or filtered to identify schools.

Upon completion, please ensure that all schools participating in the 2023-24 LCSSP grant are included in the table. Please carefully review your participating schools list and remove or retain charter schools and pre-kindergarten schools, as applicable to your LCSSP grant. In addition, please ensure that the number of schools listed matches the number indicated in item A.

District name	School name	CDS code
Sacramento City Unified	A. M. Winn Waldorf-Inspired	34 67439 6033765
Sacramento City Unified	Abraham Lincoln Elementary	34674396099808
Sacramento City Unified	Albert Einstein Middle	34674396059273
Sacramento City Unified	Alice Birney Waldorf-Inspired	34674396034078
Sacramento City Unified	American Legion High (Continuation)	34674393430154
Sacramento City Unified	Arthur A. Benjamin Health Professions High	34674390108951
Sacramento City Unified	Bowling Green Elementary	34674396033799
Sacramento City Unified	Bret Harte Elementary	34674396033807
Sacramento City Unified	C. K. McClatchy High	34674393435419

District name	School name	CDS code
Sacramento City Unified	Caleb Greenwood Elementary	34674396033815
Sacramento City Unified	California Middle	34674396059281
Sacramento City Unified	Camellia Elementary	34674396033823
Sacramento City Unified	Capital City Independent Study	34674393430519
Sacramento City Unified	Caroline Wenzel Elementary	34674396033831
Sacramento City Unified	Cesar Chavez Intermediate	34674396119440
Sacramento City Unified	Crocker/Riverside Elementary	34674396034243
Sacramento City Unified	David Lubin Elementary	34674396033880
Sacramento City Unified	Earl Warren Elementary	34674396033906
Sacramento City Unified	Edward Kemble Elementary	34674396033914
Sacramento City Unified	Elder Creek Elementary	34674396033930
Sacramento City Unified	Ethel I. Baker Elementary	34674396033948
Sacramento City Unified	Ethel Phillips Elementary	34674396033955
Sacramento City Unified	Father Keith B. Kenny	34674396110662
Sacramento City Unified	Fern Bacon Middle	34674396059307
Sacramento City Unified	Genevieve Didion	34674396096168
Sacramento City Unified	George Washington Carver School of Arts and Science	34674390101899

District name	School name	CDS code
Sacramento City Unified	Golden Empire Elementary	34674396097083
Sacramento City Unified	H. W. Harkness Elementary	34674396033997
Sacramento City Unified	Hiram W. Johnson High	34674393434636
Sacramento City Unified	Hollywood Park Elementary	34674396034003
Sacramento City Unified	Hubert H. Bancroft Elementary	34674396034011
Sacramento City Unified	Isador Cohen Elementary	34674396034029
Sacramento City Unified	James Marshall Elementary	34674396096150
Sacramento City Unified	John Bidwell Elementary	34674396034045
Sacramento City Unified	John Cabrillo Elementary	34674396034052
Sacramento City Unified	John D. Sloat Elementary	34674396034060
Sacramento City Unified	John F. Kennedy High	34674393434768
Sacramento City Unified	John H. Still	34674396059323
Sacramento City Unified	John Morse Therapeutic Center	34674390113209
Sacramento City Unified	Leataata Floyd Elementary	34674396034037
Sacramento City Unified	Leonardo Da Vinci	34674396059315
Sacramento City Unified	Luther Burbank High	34674393431012
Sacramento City Unified	Mark Twain Elementary	34674396034136

District name	School name	CDS code
Sacramento City Unified	Martin Luther King, Jr.	34674396107239
Sacramento City Unified	Matsuyama Elementary	34674396111389
Sacramento City Unified	Miwok Middle	34674396066690
Sacramento City Unified	New Joseph Bonnheim (NJB) Community Charter	34674390131136
Sacramento City Unified	Nicholas Elementary	34674396034169
Sacramento City Unified	O. W. Erlewine Elementary	34674396034177
Sacramento City Unified	Oak Ridge Elementary	34674396034185
Sacramento City Unified	Pacific Elementary	34674396034193
Sacramento City Unified	Parkway Elementary	34674396034201
Sacramento City Unified	Phoebe A. Hearst Elementary	34674396034227
Sacramento City Unified	Pony Express Elementary	34674396034235
Sacramento City Unified	Rosa Parks Elementary	34674396059299
Sacramento City Unified	Rosemont High	34674390101972
Sacramento City Unified	Sacramento New Technology Early College High	34674390101881
Sacramento City Unified	Sam Brannan Middle	34674396059356
Sacramento City Unified	School of Engineering & Sciences	34674390114546

Annual Expenditure Report Instructions (AER) Learning Communities for School Success Program

California Department of Education

Revised Oct. 2023

PURPOSE

The Learning Communities for School Success Program (LCSSP) Annual Expenditure Report (AER) is the accountability document that reflects the dollar amount spent towards work plan activities.

REPORTING PERIODS AND DUE DATES

Annual Expenditure Report Due: Last Friday of October each year.

DOCUMENT INSTRUCTIONS

The AER requires completion of the following worksheet tabs: 1) Contact Information; 2) Annual Expenditure Report; 3) Narrative

Tab 1: Enter the following information: 1) Cohort from drop-down menu; 2) Reporting period; 3) Applicant Local Educational Agency Name (LEA); 5) County/District/School (CDS); 6) Date form completed; 7) Grant Award Amount from Grant Award Notification; 8) Program Contact Name; 9) Title; 10) Phone number; 11) Email address, and if the person completing the form is different from the program contact, complete Section 2. 12) Name of person completing this form; 13) Title; 14) Phone Number; and 15) Email address.

Tab 2: Enter the following information: 1) Reporting year budget (Column C); 2) Total expenses by object code for the current expenditures being reported (Column D). Cells are prepopulated with zeros; 3) Balance will auto populate; 4) Information on the applicable year Indirect Cost Rates (ICR) can be accessed on the CDE website at <https://www.cde.ca.gov/fg/ac/ic/>; 5) Complete matching funds information for the reporting year (cash expenditures or in-kind matching funds/services).

Tab 3: Reporting year expenditures will be populated from the Annual Expenditure section under tab 2. Under the Narrative column, enter all the expenditures and match with a detailed explanation.

DOCUMENT SUBMISSION

Email signed original to the California Department of Education, LCSSP@cde.ca.gov and LCSSP@wested.org. For questions regarding this report, email LCSSP@cde.ca.gov.

Contact Information

Learning Communities for School Success Program

Cohort	Cohort 7
Reporting Period	
Applicant Agency:	Sacramento City Unified School District
County/District/School Code:	34-67439-0000000
Date Completed:	October 25, 2024
Grant Award Amount:	\$1,990,270

Section 1	
Fiscal or Program Contact Information	
Name:	Jennifer Kretschman
Title:	Attendance & Engagement Director
Phone Number:	916-643-2136
Email:	Jennifer-Kretschman@scusd.edu
Section 2	
Person Completing this form (if different than above)	
Name:	Nai Saelee
Title:	Budget Analyst
Phone Number:	916-643-7852
Email:	Nai-L-Saelee@scusd.edu

Annual Expenditure Report

Learning Communities for School Success Program

Cohort: Cohort 7
 Reporting Period: 23-24
 Applicant Agency: Sacramento City Unified School District
 County/District/School Code: 34-67439-0000000
 Grant Award Amount: \$1,990,270
 20% Minimum Match: \$398,054

Object Code	Budget Item
1000	Certificated Personnel Salaries
2000	Classified Personnel Salaries
3000	Employee Benefits
4000	Books and Supplies
5000	Services and Other Operating Expenditures
6000	Capital Outlay
	Total Direct Costs
7000	Indirect Rate 3.26 %
Total Budget & Expenditures (to date)	

LCSSP Office Approval	
Date Received	
Date Approved:	
Approved By:	

Budget for Reporting Year	Reporting Year Expenditures	Balance	20% Match
\$0.00	\$0.00	\$0.00	\$65,640.11
\$232,364.00	\$12,686.73	\$219,677.27	\$213,603.66
\$180,000.00	\$3,692.01	\$176,307.99	\$174,014.14
\$15,000.00	\$34,804.56	-\$19,804.56	\$0.00
\$214,694.00	\$480,604.00	-\$265,910.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$642,058.00	\$531,787.30	\$110,270.70	\$453,257.91
\$22,600.00	\$10,287.42	\$12,312.58	\$0.00
\$664,658.00	\$542,074.72	\$122,583.28	\$453,257.91

**Learning Communities for School Success Program
Narrative**

Cohort:		Cohort 7		
Reporting Year:		23-24		
Applicant Agency:		Sacramento City Unified School District		
CDS Code:		34-67439-0000000		
Grant Award Amount:		1,990,270.00		
OBJECT CODE	BUDGET ITEM	Reporting Year Expenditures	20% Match	NARRATIVE (Detailed explanation of expenditures and match. Figures and explanations should equal the total spent.)
1000	Certificated Personnel Salaries	\$0.00	\$65,640.11	<p>Matching: Director III, Strategy & Innovation @ 10% \$12,078.56 Foster Youth Coordinator @ 5% \$12,078.56 Executive Director, Student Support Health Services @ 10% \$18,821.07 Social workers @ 5% \$13,247.80 Coordinator Student Support Center @ 5% \$9,414.12</p>
2000	Classified Personnel Salaries	\$12,686.73	\$213,603.66	<p>Extra per diem hours and overtime hours for clerical staff working at attendance focus school sites.</p> <p>Matching: Child & Welfare Attendance Liaison @ 5% \$9,352.06 Child Welfare & Attendance Specialists @ 5% \$4,460.01 Attendance & Engagement Director @ 10% \$16,956.42 Student & Family Support @ 10% \$8,043.02 Student Services Supervisor @ 10% \$8,098.05 Student & Data Systems Director @10% \$18,039.61 Family Partnership Facilitator \$81,680.58</p>
3000	Employee Benefits	\$3,692.01	\$174,014.14	<p>Classified employee health and wellness benefits and statutory costs.</p> <p>Matching Classified: Child & Welfare Attendance Liaison @ 5% \$9,374.10 Child Welfare & Attendance Specialists @ 5% \$3,958.41 Attendance & Engagement Director @ 10% \$7,721.03 Student & Family Support @ 10% \$3,505.43 Student Services Supervisor @ 10% \$6,329.78 Student & Data Systems Director @10% \$10,147.84 Family Partnership Facilitator \$49,301.14</p> <p>Matching Certificated: Director III, Strategy & Innovation @ 10% \$6,123.28 Foster Youth Coordinator @ 5% \$6,123.28 Executive Director, Student Support Health Services @ 10% \$4,339.96 Social workers @ 5% \$12,459.69 Coordinator Student Support Center @ 5% \$4,763.71</p>
4000	Books and Supplies	\$34,804.56	\$0.00	<p>General operating supplies and materials. Student attendance incentives and attendance challenge winner prizes. Backpacks for students. CARE youth shirts for students. Incentive glow party supplies and refreshments for students and family of focus school sites with good attendance. Good attendance campaign t-shirts and tote bags. Attendance and Engagement team promotional shirts and jackets for staff at community events. Computers and laptops for Attendance and Engagement staff.</p>

OBJECT CODE	BUDGET ITEM	Reporting Year Expenditures	20% Match	NARRATIVE (Detailed explanation of expenditures and match. Figures and explanations should equal the total spent.)
5000	Services and Other Operating Expenditures	\$480,604.00	\$0.00	Reach One contract Everyday Pro service agreement Everyday Pro Labs contract renewal LPC Attendance Toolkit Movie theater ads for attendance awareness month Attendance awareness commercials Be Here branding and website School sites Chant Rally Food trucks, Chandos Tacos, Kona Ice, contracted entertainers for community events. Refreshments at training sessions and attendance meetings. Registration fees for conferences and workshops. Travel reimbursements and mileage reimbursements.
6000	Capital Outlay	\$0.00	\$0.00	
	TOTAL DIRECT COSTS:	\$531,787.30	\$453,257.91	
7000	Indirect Rate 3.26 %	\$10,287.42	\$0.00	Indirect cost @ 3.26%
	TOTAL:	\$542,074.72	\$453,257.91	

Name and Signature of Superintendent or Authorized Designee

Printed Name and Title (if Designee)	Janea Marking, Chief Business and Operations Officer
Signature:	<i>Janea Marking</i> 11/01/2024

D2972921889C416

Email form to: LCSSP@cde.ca.gov

FOR CDE USE ONLY
Approved:
Date:

California Department of Education
 School Data Directory Export
 Educational Data Management Division
 October 25, 2024

Record Type	CDS Code	School	Status
School	34674396033765	A. M. Winn Waldorf-Inspired	Active
School	34674396099808	Abraham Lincoln Elementary	Active
School	34674396059273	Albert Einstein Middle	Active
School	34674396034078	Alice Birney Waldorf-Inspired	Active
School	34674393430154	American Legion High (Continuation)	Active
School	34674390108951	Arthur A. Benjamin Health Professions High	Active
School	34674396033799	Bowling Green Elementary	Active
School	34674396033807	Bret Harte Elementary	Active
School	34674393435419	C. K. McClatchy High	Active
School	34674396033815	Caleb Greenwood Elementary	Active
School	34674396059281	California Middle	Active
School	34674396033823	Camellia Elementary	Active
School	34674393430519	Capital City Independent Study	Active
School	34674396033831	Caroline Wenzel Elementary	Active
School	34674396119440	Cesar Chavez Intermediate	Active
School	34674396034243	Crocker/Riverside Elementary	Active
School	34674396033880	David Lubin Elementary	Active
School	34674396033906	Earl Warren Elementary	Active
School	34674396033914	Edward Kemble Elementary	Active
School	34674396033930	Elder Creek Elementary	Active
School	34674396033948	Ethel I. Baker Elementary	Active
School	34674396033955	Ethel Phillips Elementary	Active
School	34674396110662	Father Keith B. Kenny	Active
School	34674396059307	Fern Bacon Middle	Active
School	34674396096168	Genevieve Didion	Active
School	34674390101899	George Washington Carver School of Arts and Science	Active
School	34674396097083	Golden Empire Elementary	Active
School	34674396033997	H. W. Harkness Elementary	Active
School	34674393434636	Hiram W. Johnson High	Active
School	34674396034003	Hollywood Park Elementary	Active
School	34674396034011	Hubert H. Bancroft Elementary	Active
School	34674396034029	Isador Cohen Elementary	Active
School	34674396096150	James Marshall Elementary	Active
School	34674396034045	John Bidwell Elementary	Active
School	34674396034052	John Cabrillo Elementary	Active
School	34674396034060	John D. Sloat Elementary	Active
School	34674393434768	John F. Kennedy High	Active
School	34674396059323	John H. Still	Active
School	34674390113209	John Morse Therapeutic Center	Active
School	34674396034037	Leataata Floyd Elementary	Active
School	34674396059315	Leonardo Da Vinci	Active

Record Type	CDS Code	School	Status
School	34674393431012	Luther Burbank High	Active
School	34674396034136	Mark Twain Elementary	Active
School	34674396107239	Martin Luther King, Jr.	Active
School	34674396111389	Matsuyama Elementary	Active
School	34674396066690	Miwok Middle	Active
School	34674390131136	New Joseph Bonnheim (NJB) Community Charter	Active
School	34674396034169	Nicholas Elementary	Active
School	34674396034177	O. W. Erlewine Elementary	Active
School	34674396034185	Oak Ridge Elementary	Active
School	34674396034193	Pacific Elementary	Active
School	34674396034201	Parkway Elementary	Active
School	34674396034227	Phoebe A. Hearst Elementary	Active
School	34674396034235	Pony Express Elementary	Active
School	34674396059299	Rosa Parks Elementary	Active
School	34674390101972	Rosemont High	Active
School	34674390102038	Sacramento Charter High	Active
School	34674390101881	Sacramento New Technology Early College High	Active
School	34674396059356	Sam Brannan Middle	Active
School	34674390114546	School of Engineering & Sciences	Active
School	34674396034250	Sequoia Elementary	Active
School	34674396117097	Success Academy	Active
School	34674396071336	Susan B. Anthony Elementary	Active
School	34674396034276	Sutterville Elementary	Active
School	34674396034219	Suy:u Elementary	Active
School	34674396034284	Tahoe Elementary	Active
School	34674390101907	The MET	Active
School	34674396034292	Theodore Judah Elementary	Active
School	34674396061832	Umoja International Academy	Active
School	34674390133777	Washington Elementary	Active
School	34674393430865	West Campus	Active
School	34674396059364	Will C. Wood Middle	Active
School	34674396034326	William Land Elementary	Active
School	34674396034334	Woodbine Elementary	Active
Total Records =		74	

California Department of Education
 Special Education Division
 2024 WorkAbility I RFA Grant

Form B

Application Face Page

Required Information	Response
Local Educational Agency Applicant Name	Sacramento City Unified School District WorkAbility Program
Program Office	5735 47th Avenue Box 750, Sacramento, CA 995824
Award Amount Requested	\$54,510
Student Enrollment Count (placed)	24
Student Enrollment Count (served)	158
Authorized Agent (Name and Title)	Lisa Allen/Superintendent
LEA Contact (Name and Title)	Brett Fontenot/Vocational Specialist
LEA Contact Email	Brett-Fontenot@scusd.edu
LEA Contact Telephone	(916) 643-9159
LEA Mailing Address	5735 47th Avenue Box 750
LEA City	Sacramento
LEA Zip Code	95824

Program Assurances

By responding to the items below by checking the appropriate response, the applicant agency makes the following assurances:

- Yes No The applicant agency is a California public school district, county office of education, state special school or charter school. [*Education Code* Section 56471(d)]

- Yes No The applicant agency shall collaborate and leverage resources to provide a full array of student resources with minimum administrative costs. [*Education Code* Section 56471(e)]

- Yes No The applicant is confirming to abide by the General Assurances available on the CDE.Funding Forms web page at:
<https://www.cde.ca.gov/fq/fo/fm/ff.asp>.

2024 WorkAbility I RFA Grant
Form B: Application Face Page

Program Summary

(250 words or less)

This form won't let me type 250 words so I have attached the Program Summary in a separate document.

Print Name and Title of Authorized Agent (Superintendent):

Lisa Allen/Superintendent

Signature of Authorized Agent (Superintendent):

DocuSigned by:
Lisa Allen

2DA745FB73CF426...

Date Signed:

11/01/2024

Form B 250 Word Program Description

The SCUSD WorkAbility Program provides employment based transition services to a diverse student population in the Sacramento area. These services are delivered through workshops and individual counseling. Individual counseling is completed with each 12th grade student to make sure they are on track for their post-secondary goals. The workshops are presented to 9-12th grade students on a variety of transition topics such as Resumes, Interview Skills, Master Applications, Work Ethics, Age of Majority/Self Advocacy, and Career Exploration. The SCUSD WorkAbility program provides a bulk of these services to 11th and 12th grade students and provides minimal services to 9th and 10th grade students. This is due to a lack of resources, so we try to focus on the last two years in high school. WorkAbility also provides 2 sessions of subsidized work experience in the Fall and Spring. Students are placed in the community at training sites in compliance with the AB130 fingerprinting law. Upon completion of the work experience program, the training sites fill out an evaluation of the students' work performance. For staffing, we employ full time staff at each of the 5 comprehensive high schools and one staff to serve the 9 charter/alternative high schools. We also provide community integrated pre-employment training to all of the transition-age students through workshops and individual sessions. The SCUSD WorkAbility 1 program also collaborates with the DOR TPP Program and the DOR Student Services Program to provide the most benefit to the transition age students in high school.

Section B: SCUSD WorkAbility Program Design

B.1 Recruitment:

Recruitment is an important part of the SCUSD WAI program. First, at the beginning of the year a letter is mailed to the parents of special education high school students. The letter provides a description of Workability, the transition services offered, and how students can participate in transition activities. In addition, the letter directs parents to the SCUSD WorkAbility Website, which provides further information and contact details

<https://sites.google.com/scusd.edu/workability/home>.

Next, Workability staff are assigned to each high school where they invite parents, students and case managers to a Google Classroom tailored to their school program. In this Google Classroom, there are transition resources such as Work Experience applications/DOR applications, resume writing lessons, assessments and other activities. Furthermore, since it is SCUSD district policy to have a Transition Plan written into the IEP by the students' 16th birthday, Workability staff make sure to share information about the students they work with and the transition skills students have learned and/or are lacking. This provides case managers with data to build a quality Individual Transition Plan for the student. The Sacramento City Unified School District assist further, with recruiting, by hiring Employment Coaches and Transition Assistants for the WAI program with "recruitment of students and families" clearly listed under the job duties, so it is part of the district policies and procedures. Finally, the SCUSD WAI program continues to use their Job Developer for community outreach and market the program to outside agencies and employers. The Job Developer achieves this through a range of activities such as, in person meetings, emails, phone calls and Zoom meetings. The WAI program recruit

these employers and agencies by providing the Job Developer as a point of contact who is easily accessible to answer questions and/or concerns. The Job Developer continues to serve as a point of contact for parents/students in Work Experience. The goal is, for all stakeholders to have a clear understanding of the program, and participation in the SCUSD WAI program is a partnership promoting collaboration. Participation of employers can range from, providing their site as a training site for subsidized student employment, unpaid internship opportunities, job shadowing, and site tours.

B.2 Assessment:

The SCUSD WAI program uses a variety of different assessments. Some of these are hard copy consumable assessments and others are online. Some of the hard copy assessments include “Careers for Me Plus” (<https://careerkids.com/products/careers-for-me-plus-interest-inventory-for-grades-6-9-pack-of-25>); “Careers for Me SN” (<https://careerkids.com/collections/careers-for-me/products/careers-for-me-sn-for-lower-functioning-special-needs-students-pack-of-25>) and “Transition to Work Inventory” (<https://www.clsr.ca/product/transition-to-work-inventory-3rd-edition-twi/>). The websites above show what each assessment includes and how to administer it. Some of the most common online assessments the SCUSD WAI program uses are the Onet Interest Profiler (<https://www.mynextmove.org/explore/ip>) and budgeting assessments that can be found at California Career Zone (<https://www.cacareerzone.org/>). In the past, SCUSD WAI has used assessments in Virtual Job Shadow but due to funding, the program can no longer afford the subscription fee. The WAI program plans to meet with seniors individually and administer an informal transition interview to determine the students’ post-secondary goals, if they are making the progress on achieving those goals, and what the student needs, as far as documents and ID’s in order to be ready to transition out of high school. In previous years, this

informal transition interview was given to all students who were over 15 years old, but the SCUSD WAI program has decided to use resources differently and only give this assessment to seniors. Another assessment SCUSD WAI provides, when requested, is the Brigance Transition Skills Inventory. This is a formal assessment used for students with more significant disabilities such as student with Intellectual Disabilities. The SCUSD WAI program continues to share information from these assessments with the case managers to assist in transition planning. The information is also shared with SCUSD WAI staff to determine which activities the student can benefit from most. Evidence of these assessments being shared can be found in emails to case managers, copies of consumable assessments and saved files in WAI staff Google drives.

B.3 Counseling:

The SCUSD WAI program assigns a staff member to each high school in the district. These WAI staff collaborate with students, families, case managers, school staff, and community stakeholders to provide a variety of supports such as: individual/group vocational/transition counseling, on campus work experience, off campus work experience, community based volunteering, post-secondary workshops, and guide students to programs that will progress their post-secondary goals. The SCUSD WAI program plans to use individual counseling for seniors and shift towards a workshop model to provide transition services to all other grades. One of the Workshops will focus on self-advocacy topics, which will include, how to talk to your employer about your disability, what people in the workplace should know about your disability, how to talk to your college professor about your disability, and how private should you be about your disability. With this shift, focused on workshops, the SCUSD WAI program will use resources more efficiently to provide transition skill to more students. Although the SCUSD WAI program is moving towards group counseling for 9th – 11th grades, there will be exceptions for students,

parents or case managers who request Workability one on one assistance. Finally, the SCUSD WAI program is on the advisory counsel for the Career Technical Education (CTE) program. SCUSD WAI provides advice and strategies to the CTE on how to involve students with disabilities in their training programs and best practices for working with student with disabilities. Furthermore, the SCUSD WAI program also attends monthly secondary school counselors meetings where WAI presents an overview about Workability and services that are available to students with disabilities.

B.4 Pre-Employment Skills Training:

SCUSD Workability will provide pre-employment training for high school students with a disability. Pre-employment training will be delivered through a variety of methods such as, individually, small group workshops, classroom lessons, and guest speakers. The workshops being offered this year pertaining to pre-employment skills will be: resume writing, interview skills/practice, and work ethics. SCUSD WAI will also provide teachers with resources via Google Classroom and CaCareerZone.org to help with lessons on transition/pre-employment skills. The WAI staff on campus is available to help teachers who want to incorporate transition skills into their lessons. SCUSD WAI plans to expand the amount of pre-employment workshops provided, to bolster these skills, along with networking with outside agencies such Americas Job Centers and College Technical Education. When a student participates in a WAI pre-employment workshop, the information will be shared with the case manager to be discussed at the student's IEP with the parents. In addition, students will be informed of job fairs and transition fairs by WorkAbility staff through the Google Classroom and flyers emailed to case managers. SCUSD WAI provides assistance applying to these programs that offer pre-employment services such as STEPS, DOR Student Services and volunteer opportunities.

SCUSD WAI plans to search and gather more guest speakers who can provide pre-employment advice and guidance. The kind of speakers WAI is looking for are people with interesting careers, managers who hire employees, and people who have disabilities and are successful in the workplace. Unfortunately, due to funding, it is not likely that SCUSD WAI will be able to take students on field trips. However, if funding is available, SCUSD WAI would like to hold an in-person transition fair at the district office, where local businesses, community organizations, employers, and vocational programs can be involved in providing pre-employment advice to students. Students from all the SCUSD high schools would come to this transition fair as a field trip on buses. The DOR Transition Partnership Program also provides pre-employment training to students. SCUSD WAI will promote this program and assists students to apply to it.

B.5 Vocational Training:

The Sacramento City Unified School District offers CTE vocational training classes such as auto mechanics and culinary. These programs provide students with valuable, real life education, focused on careers students can pursue. SCUSD WAI will attend CTE advisory meetings to give suggestions and resources for students with disabilities and ways they can be included in CTE programs. In the summer, the CTE has their “Summer Career Launchpad” which includes special education students. SCUSD WAI will provide CTE with a suggested outlines and advice on how to organize such a program. SCUSD WAI plans to continue to collaborate and strengthen this partnership throughout the year. SCUSD WAI plans to organize a summer, fall and spring Work Experience Program where students are placed at a work site. These students will work 60 hours and provided job training and real life work experience they can put on their resume. SCUSD WAI will try to place students at job sites related to their post-secondary goals. At the end of the Work Experience Program, the students’ supervisors will fill out an evaluation form

about the students' performance. This will allow SCUSD WAI to find out what vocational skills the students are excelling at and what vocational skills they are lacking. This information will be shared with case managers to help with transition planning and to parents at the IEP. If there are more students who are requesting work experience than SCUSD WAI has funding for, the Workability staff will refer/help those students apply to other vocational training programs such as STEPS, the DOR TPP program, the DOR Student Services Program, and other community work experience programs.

B.6 Student Wages for Subsidized Employment:

The Sacramento City Unified School district continues to have policies and procedures to ensure the safety of students who will be placed in subsidized employment. Any student under WAI and TPP are insured under the SCUSD Workers Compensation Policy. These students are considered student employees of the Sacramento City Unified School District and are paid minimum wage. The work sites where students will be placed are considered training sites. These sites will sign a "Training Site Agreement" which outlines the expectations of both the Training Site and Work Experience student. A WAI staff will monitor each Work Experience student and can be contacted by the student with questions or concerns. They will advise the Work Experience students on how to handle situations at work and will also focus on prompting students to take part in self-advocacy. This staff member will also serve as the point of contact for the Training Site in case any issues arise. The staff will offer advice and solutions to the Training Site about working with students with disabilities and, when needed, collaborate with the Training Site about a work plan (such as a routine/schedule of duties). As part of their duties, the WAI staff will document progress and any difficulties the student encounters. This information will be shared with the case manager and used to build the student's Transition Plan. Information about

the Training Site's evaluation of the student's performance will be shared with the case manager as well, to aid in transition planning. The ultimate goal is to have Work Experience Students hired by the Training Site

B.7 Placement in Unsubsidized Employment:

SCUSD WAI will have its main goal be, to have students find permanent, unsubsidized, Competitive Integrated Employment. SCUSD WAI and the DOR Transition Partnership Program will use their relationships with community employers to find out when they are hiring. These job leads will be posted on a Google Classroom, job boards and communicated to students individually. Another way WAI and TPP will promote students obtaining unsubsidized employment is to provide services to help students independently job search. WAI and TPP will conduct workshops and individual sessions with students on completing master applications, writing resumes (general and targeted, depending on the needs of the students), and preparing for interviews (ie. Moc interviews, what to wear to an interview, and what to say at an interview). If a student has a specific job that they are focused on obtaining, WAI and TPP will provide assistance with more targeted services such as a resume specifically designed for that position, interview questions that are targeted for that job position and online research to make sure the student is knowledgeable about the products/services the employer provides. The SCUSD WAI program and the DOR Transition Partnership Program will also promote job fairs and career fairs to students by emailing flyers to case managers and students, posting them on Google Classroom, and providing them to students during 1-1 meetings.

B.8 Follow-Up Inquiries

SCUSD WorkAbility will be responsible for making contact with former WorkAbility students one year after exiting special education. The WorkAbility staff will meet with the SCUSD SPED Application Specialist in the second semester. At this meeting, SCUSD WAI and SCUSD SPED will collaborate by compiling a list of former SPED students who have exited one year ago. This list will be based off the SEIS platform which has data on all SPED students in the district, including students who have exited and what date they have exited. Using the compiled list, WAI staff will attempt to contact these former students and request information about the students' current status (ie employment, education, living situation). WAI staff will attempt to contact the students using the information compiled from the SEIS platform which has addresses, phone numbers and emails, as well as a contact card that senior students fill out before they graduate. WAI staff will first attempt to contact these former students with a phone call. If that attempt is unsuccessful, then the student will be emailed. If a response isn't acquired within a week from the email, then the WAI staff will mail a letter to the student. All information that is gathered will be entered into the WAI Database and submitted with the "End of Year Package". This information will also be used by SCUSD for CALPADS reports.

B.9 Other Assistance with Quality Adult Lives:

The SCUSD WAI program will provide foundational skills and resources to students. These resources are designed to help students live productive, quality, adult lives after they graduate high school. In order to do this, the SCUSD WAI staff will attend online and in person meetings/trainings to stay up to date on services/programs that can benefit the students. Some examples of Presentations/Trainings that the SCUSD WAI staff plans to attend are: Junior College presentations in collaboration with the disability resource centers; Local Program

Agency meetings that promote sharing information about resources (both local and federal) to help students with post-secondary transition; WAI region meetings where WAI colleges can collaborate and discuss effective ways to help students transition into the real world; Job Corps Community Relations Luncheons; Guest speakers from the California Resources Services for Independent Living and America's Job Centers; and Alta Regional Center presentations. The information acquired at these meetings/trainings will be dispersed to SCUSD WAI staff, case managers, parents, and students during IEPs/meetings/conversations and will be used to create workshops/services, along with informational packets for students. Services and guest speakers SCUSD WAI plans to host are financial literacy, age of majority information, ASVAB practice tests, DMV permit practice tests, food handlers certificate trainings, and FAFSA assistance. The WAI team will be adding/updating these services annually. The services will be provided in group workshops, individual sessions, and online platforms like Google Classroom. Along with providing these essential services, SCUSD WAI will also strive to link students with outside agencies to support students in leading quality adult lives. Based on the student needs, SCUSD WAI will advise students and parents about organizations that will benefit them. Some benefits/resources these organizations provide are, transportation, interview clothes, adult work experience, vocational skills, tuition assistance, and other services that promote a quality adult life. Agencies SCUSD WAI will link students to, are (but not limited to), the DOR, Alta Regional Centers, One Stop Centers, City College DSPS, and Job Corps.

B.10 Utilization on and Interdisciplinary Advisory Committee to Enhance Project Goals:

The SCUSD WAI program will make efforts to improve the program each year. A critical part of the this program's improvement will be listening to key, local, stakeholders' critiques and praises, to determine which parts of the program should be adjusted, discarded, or kept. SCUSD

WAI plans to seek advice from partners such as, the SCUSD Fiscal Team, the Community College Disability Resource Centers, Department of Rehabilitation Student Services and Transition Partnership Program, Alta Regional Center, Safe Credit Union, ASSES After School Programs, CVS, Walgreens, SCUSD College and Career Program, College Technical Education Program, Other Region 4 WorkAbility programs, and DOR Local Program Agencies. Based upon feedback from these organizations the WorkAbility program will create goals and adjust program operations for the next year. The SCUSD WAI program will begin with the goal of collaborating once a month with the high school counselors to make sure services aren't being duplicated and how WAI can assist with workshops the counselors present to the SPED population. Another beginning goal is to collaborate with the high school case managers to incorporate their knowledge and expertise about the transition needs for the SPED students. This will allow the SCUSD WAI program to create workshops that have the most benefit to the students. SCUS WAI will also grow a relationship with CTE to collaborate on how to use the resources available to provide transition services to the SPED students. Finally, SCUSD WAI will reach out to the Sacramento City College Disability Resources Center and other local agencies/organizations to discuss how SCUSD WAI can improve on directing students to resources they provide for students with disabilities after graduation.

California Department of Education
Special Education Division
2024 WorkAbility I Request for Application Grant
September 2024

Form C

Project Work Plan

Year 1: July 1, 2024, to June 30, 2025

Name of Local Educational Agency (LEA) Applicant: Sacramento City Unified School District WorkAbility Program

LEA Applicant Contact: Brett Fontenot

LEA Contact Title: Vocational Specialist

Phone Number: 916-643-9159

Email Address: Brett-Fontenot@scusd.edu

Applicants shall complete Form C, Project Work Plan, which presents key milestones and tasks for the proposed WorkAbility I Request for Applications (WAI RFA) Grant for the first year of the project (July 1, 2024, to June 30, 2025).

The Project Work Plan shall include the following information:

- Timeline of major program activities
- Performance outcome(s) for each activity
- Person(s) responsible for ensuring that activities are completed on time and consistent with WAI RFA program design, stated goals, and objectives.

The 30-page limit requirement does not apply to Form C: Project Work Plan.

2024 WorkAbility I RFA Grant
Form C: Project Work Plan

Please refer to the Request for Applications document for Submission Instructions.

Row	Timelines	Activities	Performance Outcomes	Responsible Persons
1.	August 1 st - August 30 th 2024	Write introduction letter to case-managers and parents and submit request for approval from admin to send through mail; Send out in mail	Parents and case-managers will be informed about the SCUSD WorkAbility program and services	Brett Fontenot
2.	September 1 st - September 30 th 2024	Create a Google Classroom for each school assigned to, with transition resources, activities, and job information.	Parents, students and case managers join the classroom to be able to access transition resources, activities and job info	Ge Vang; Lalena Rivas
3.	September 1 st - October 31 st 2024	Job Developer outreach to new/existing community partners for fall work experience placements	Obtain training sites for work experience student placements and have training site agreements signed	Suzana Ulanova
4.	September 1 st 2024 - May 30 th 2025	CTE and WAI Collaboration and advisory; WAI Networking Meetings; WAI Staff Meetings; WAI Region Meetings Junior College Advisory; Job Corps Luncheons; Relevant Professional Development	Variety of outcomes that include: Relationship building and planning with CTE; Advice from veteran WAI programs and updates on program procedures; Collaboration with DSPS college programs; Info sharing with Job Corps; Other professional learning	Brett Fontenot; Ge Vang; Lalena Rivas, Angelica Williams; Suzana Ulanova

Row	Timelines	Activities	Performance Outcomes	Responsible Persons
5.	September 1st 2024 - May 30 2025	Attend secondary high school counselor meetings/advisory	Collaborate monthly with high school counselors to present workshops for SPED students and schedule days to work together	Brett Fontenot
6.	September 1st 2024 - May 30th 2025	Attend DOR trainings, promote DOR program and collect applications for TPP	Develop professional skills working with transition age youth; Students become DOR clients and are provided with employment opportunities/skills through DOR services	Brett Fontenot; Suzana Ulanova; Ge Vang; Lalena Rivas; Angelica Williams
7.	October 1st - November 20th 2024	Guest speaker scheduling	Space at schools obtained for guest speakers and activities for financial literacy workshops	Brett Fontenot
8.	September 1st - October 31st 2024	Senior Interviews; Promote SCUSD Job/Career Fair	Interview seniors to make sure they are on track for their post-secondary goals and provide guidance; Give information to students/case managers/parents about job fairs; Documented interactions	Ge Vang; Lalena Rivas; Angelica Williams, Suzana Ulanova
9.	November 1st 2024 - May 30th 2025	Workshops: Applications; Work Ethics; DSPS FASFA; Resumes; Interview Skills; Age of Majority; Career Exploration; TPP Refera and Self Advocacy	Students gain transition skills on a variety of topics to help them become ready for the real world and lead a quality adult life; Sign in sheets are kept on file	Ge Vang; Lalena Rivas; Angelica Williams, Suzana Ulanova

Row	Timelines	Activities	Performance Outcomes	Responsible Persons
10.	December 1 st 2024 - January 30 th 2025	Department Meeting Presentations for Case Managers at Secondary Schools and Principals	Provide information to case managers and principals about WAI services; Gather input from advisory group.	Brett Fontenot
11.	October 1 st - December 20 th 2024	Fall Work Experience Management; Prepare for Spring Work Experience Placements	Observe student work; Collect timesheets; Submit payroll; Obtain work sites for Spring Placements	Suzana Ulanova
12.	January 6 th - May 30 th 2025	Spring Work Experience Prep and Management; Prepare for Summer Work Experience Placements	Spring Work Experience program runs like the fall one. Students obtain valuable work experience and a paycheck; Sites for the summer are set up	Suzana Ulanova
13.	February 1 st - April 30 th 2025	Guest Speakers	Students receive information about jobs from guest speakers, and financial literacy presentations; Sign in sheets are kept on file	Brett Fontenot and other staff to support
14.	April 1 st - May 30 th 2025	Student follow up and due date for WAI data info submitted	Contacted students provide info about their current status after they graduated; WAI staff input all students served and placed into the database	Brett Fontenot; Suzana Ulanova; Ge Vang; Lalena Rivas; Angelica Williams

Row	Timelines	Activities	Performance Outcomes	Responsible Persons
15.	April 1 st - June 12 th 2025	Grant Budget Revision; End of Year Package; Debrief staff for next year's plan; Review Advisory Partners' input for program improvement	WAI deadlines for grant paperwork are met; Plan for next year with staff; Improve program to be more efficient and effective	Brett Fontenot

Section D Organizational Plan and Project Staffing

Subsection D.1

The organizational structure of the Sacramento City Unified School District's WorkAbility Program consists of an Administrator of Teaching and Learning (ATL), a WorkAbility Coordinator, a Job Developer, Transition Assistants, and Employment Coaches.

Division of Duties:

The ATL acts as the supervisor of the program. This position is tasked with approving any purchases the WorkAbility Program is requesting, providing advice on any issues that may arise during the program's operation, and dealing with disciplinary actions of the staff.

The WorkAbility Coordinator acts as the team lead, delegating duties to the WorkAbility staff, submitting purchase requests and maintaining the WorkAbility budget. The WorkAbility Coordinator is also responsible for completing grant documents by the deadline in collaboration with the SCUSD Fiscal Department, overseeing the general day to day activities of the program, and providing advice to case managers about how to develop a quality transition plan in the IEP.

The Job Developer main responsibility is organizing the work experience program. They are responsible for finding organizations/businesses interested in being a training site for the Work Experience program, organizing/overseeing the work experience program, working with the HR Department to ensure student applications are processed, working with the Payroll Department to ensure students are paid in a timely manner, and marketing the program to outside agencies/businesses.

The Transition Assistants and Employment Coaches have different titles but they perform the same duties. Each high school has a Transition Assistant or Employment Coach assigned to it. These individuals work with the students directly on transition skills in one on one meetings or workshops with multiple students. In addition, they are responsible for collecting work experience applications from the students, directing students to outside agencies for additional transition services and inputting required information into the WorkAbility database (ie student follow up data, student baseline data, and served/placed students)

Communication and Dissemination of Information:

Every two weeks, the ATL and WorkAbility Coordinator meet to discuss progress of program goals, program concerns, and fiscal updates. Also, the WorkAbility Coordinator gathers questions and concerns from the WorkAbility staff to present to the ATL during these meetings. This ensures the entire program staff is on the same page and concerns are addressed accordingly.

Once a month the WorkAbility staff convenes for operational meetings. At these meetings, program concerns are addressed, progress from each school is given, and adjustments to the program are identified/implemented.

Fiscal Oversight and Meeting Grant Deadlines:

The WorkAbility Coordinator meets frequently with the Fiscal Department's Budget Analyst to discuss the program budget and the WorkAbility Program's fiscal health. If the budget needs to be adjusted due to staff salaries/benefits or other reasons, the WorkAbility coordinator will collaborate with the Budget Analyst to make revisions before the deadline and submit it to the

CDE. The WorkAbility Coordinator and Budget Analyst work closely together to complete the “End of Year Package” and submit it by the deadline.

The yearly budget is created by the WorkAbility Coordinator and reviewed by the Budget Analyst before it is sent out for approval to the SCUSD Chief Business Official. After the SCUSD approvals are received, the WorkAbility Coordinator submits it to the CDE by the deadline.

The Fiscal Department is responsible for completing the final expenditure report and obtaining the signature for the Grant Award Notification. However, the WorkAbility Coordinator will send reminders to the Fiscal Department as a redundant safety practice to ensure all documents are submitted to the CDE by the deadline.

Subsection D.2

Dr. Leslie Hernandez is an Administrator of Teaching and Learning for the Sacramento City Unified School District. One of her duties is to be the supervisor of the WorkAbility program. She currently spends 0.10 FTE in this roll. She is highly qualified to be in this supervisory roll by her education and experience. Dr. Hernandez earned a PHD in Special Education from the Walden University in Minneapolis, Minnesota. She also has earned many educational credentials such as Special Education Law Updates, and an Educational Specialist Credential. Her experience working with the WorkAbility population of students includes being a SPED Teacher, and a Program Specialist. Also, she has been in supervisory rolls such as being a Coordinator of Educational Services in the Suisun Unified School District as well as being an Administrator of Teaching and Learning for the Sacramento City Unified School District.

Brett Fontenot is the Vocational Specialist for the Sacramento City Unified School District and he serves as the WorkAbility Coordinator. He spends 0.6 FTE in the roll of WorkAbility Coordinator. Brett is highly qualified to be in this position by his education and work experience. He received a Bachelors Degree in Criminal Justice from the California State University of Sacramento. He also earned an Educational Specialist Credential for Mild to Moderate Disabilities. He has worked with high school students with disabilities for 19 years as an Instructional Aid in an SDC class, a Transition Assistant for the WorkAbility Program, a Job Developer for the WorkAbility Program, and as an Educational Specialist at a high school in the Sacramento City Unified School District, and currently as the WorkAbility Coordinator.

Angelica Williams is an Employment Coach for the Sacramento City Unified School District. She will spend up to 70 hours on per diem to support the WorkAbility Work Experience Program. She is highly qualified to work in this per diem position by her work experience. She currently works with high school student with disabilities who are clients of the Transition Partnership Program, funded by the Department of Rehabilitation. She has worked with individuals with disabilities for 23 years. As a Recreation Leader for Special Needs for the City of Sacramento she has worked with many individuals with a variety of disabilities. As an Instructional Aid for the Sacramento City Unified School District she worked with students who have intellectual disabilities. Finally, as an Employment Coach for the Sacramento City Unified School District she provides services to students to progress employments skills.

Suzana Ulanova is a Job Developer for the Sacramento City Unified School District. She will spend up to 70 hours on per diem to support the WorkAbilit Work Experience Program. Suzana is highly qualified in both education and work experience. She earned a Masters Degree from the University of San Francisco in Digital Media. She has relevant work experience working with

students and adults with disabilities. She was an Instructional Assistant for the San Juan Unified School District; an Internship Director in the Pleasanton Unified School District; a Community Development Specialist for Progressive Employment Concepts in Citrus Heights; an Employment Coach for the Sacramento City Unified School District and she is currently a Job Developer for the Sacramento City Unified School District.

Ge Vang is a Transition Assistant for the Sacramento City Unified School District. She will work up to 70 on per diem to support the WorkAbility Work Experience Program. Ge is highly qualified to be in this per diem position by her education and her professional experience. Ge received a BA in Liberal Arts from the California State University of Sacramento. She has also worked with students with disabilities for 14 years. As a Full Inclusion Instructional Aid she provided assistance to case managers and students with disabilities by assisting them as they learn to become independent in the community. She also works currently with high school students who have disabilities as a Transition Assistant for the Sacramento City Unified School District.

Lalena Rivas is a Transition Assistant for the Sacramento City Unified School District. She will work up to 70 hours on per diem, supporting the WorkAbility Work Experience Program. She is qualified to be in this per diem position by her experience working with student who have disabilities. She was employed by a private agency as a Para Educator for students with disabilities for 2 years. She continued to work with students with disabilities in the roll of an Instructional Aid for the Adult Transition Program in the Sacramento City Unified School District, for 5 year. She currently works as a Transition Assistant for the Sacramento City Unified School District for a little over 2 years.

Section E: Data Collection and Program Monitoring

The Sacramento City Unified School District's plan for data collection and program monitoring of the WorkAbility Program involves both digital and physical documents. The type of data that will be collected are emails, timesheets, staff notes, sign-in sheets, and employer responses.

When staff visit a work experience site to monitor the student, notes should be taken. The notes should include the students' names, the worksite that was visited and a description of the interaction with the student. Also, the notes should describe how the student is progressing, if there are any concerns and what the student is doing well or what the student needs to focus on. Also, the notes should document the employers' observations on the students' work ethic and any strategies they have used to help the student with procedures or routines. These notes will be collected from the WorkAbility staff and kept on file for the CDE to view before June 15th.

Staff also have a lot of interaction with employers through email. Using the Outlook system, emails can be organized into folders and filed. When it comes time, the WorkAbility Coordinator will request relevant emails to be forwarded so they can be compiled and sent to the CDE before June 15th.

Timesheets are physical hard copy documents that are filled out by the work experience student and collected by the WorkAbility staff. These documents are organized by date and kept in a file cabinet, readily able to be scanned into a digital copy that can be sent to the CDE before June 15th.

Employer responses are the evaluations for the work experience students that they worked with. These evaluations are data that the WorkAbility team sends to the students case manager so they have information about what the student needs for their transition plan. These documents are

kept in a physical file cabinet and can be scanned into a digital copy. These documents can be sent to the CDE before June 15th.

Finally, any workshops that WorkAbility presents will have a sign in sheet. The sign in sheet will show what students attended the workshop, what the workshop category was, and the date the workshop was held. The sign-in sheets are physical documents that are organized by date in a file cabinet and can be scanned into a digital copy to be sent to CDE before June 15th.

Contact Information

WorkAbility | Request for Applications (WAI RFA) Grant

California Department of Education (CDE)

Special Education Division

October 1, 2024

Use Column C of this worksheet to enter the requested information.

Instructions	Grantee Information	Organization Information
Enter the Fiscal Year in the following format: YYYY-YY (e.g., 2024-25) in Cell C8.	Fiscal Year:	2024-25
Enter the name of the Local Educational Agency (LEA) applying for the program in Cell C9.	LEA Name:	Sacramento City Unified School District
Enter the name of the lead contact in Cell C10.	Lead Contact:	Brett Fontenot
Enter the telephone number of the lead contact in Cell C11.	Lead Contact Phone Number:	916-643-9159
Enter the email address of the lead contact in Cell C12.	Lead Contact Email Address:	brett-fontenot@scusd.edu
Enter the fax number of the lead contact in Cell C13.	Lead Contact Fax Number:	916-399-2019
Enter in the name of the Fiscal Agent in Cell C14.	Fiscal Contact:	Steven Meadows
Enter the telephone number of the Fiscal Agent in Cell C15.	Fiscal Contact Phone Number:	916-643-9170
Enter the Fiscal Agent's email address in Cell C16.	Fiscal Contact Email Address:	steven-meadows@scusd.edu
Enter the amount awarded from the Grant Award Notification in Cell C17.	Award Amount:	\$302,895

Budget Detail

WorkAbility I Request for Applications Grant

California Department of Education
Special Education Division

Fiscal Year: 2024-25

Local Educational Agency Name: Sacramento City Unified School District

Submission Date: November 8, 2024

Submit Completed Workbook To: Workability1@cde.ca.gov

Fill out this form to provide a thorough and detailed justification of each identified cost.

Select the appropriate Object Code in the drop-down menu, and expand the size of rows to capture the entire budget calculi. Each item must be placed on its own separate row.

Include how proposed costs are necessary and reasonable in terms of grant activities, benefits to participants, and grant outcomes.

Object Code/Category	Line Item Detail/Calculation	Amount
2000—Classified Salaries	(Angelica Williams) Employment Coach for work experience program. 70 hours maximum @ \$27.00 per hour: This is a per diem position that requires monitoring a caseload of work experience students. Duties include: meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case manager	\$ 1,890.00
2000—Classified Salaries	(Ge Vang) Transition Assistant for work experience program. 70 hours maximum @ \$27.00 per hour: This is a per diem position that requires monitoring a caseload of work experience students. Duties include: meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case manager	\$ 1,890.00

Budget Detail
WorkAbility I Request for Applications Grant
 California Department of Education
 Special Education Division
Fiscal Year: 2024-25

<p>2000—Classified Salaries</p>	<p>(Lalena Rivas) Transition Assistant work experience program. 70 hours @ \$27.00 per hour. This is a per diem position that requires monitoring a caseload of work experience students. Duties include: meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case manager</p>	<p align="right">\$ 1,890.00</p>
<p>2000—Classified Salaries</p>	<p>(Suzana Ulanova) Job Developer for work experience program. 70 hours maximum @ \$27.00 per hour. This is a per diem position that requires monitoring a caseload of work experience students. Duties include: meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case manager</p>	<p align="right">\$ 1,890.00</p>
<p>2000—Classified Salaries</p>	<p>Student Work Experience Wages: 37 students x 60 hours Per Student x \$16.50 Per Hour. Students are placed at training sites to learn how to be quality employees and gain experience they can put on a resume. Students are monitored by WAI staff to ensure safety and address any issues that arise.</p>	<p align="right">\$ 36,630.00</p>

Budget Detail
WorkAbility I Request for Applications Grant
 California Department of Education
 Special Education Division
Fiscal Year: 2024-25

3000--Employee Benefits	(Angelica Williams) Employee benefits for per diem position. Benefits include: PERS 27%, Social Security/Medical 7.65%, State Unemployment Insurance 0.05%, Worker Compensation 1.5% for a total of 36.2%. Per diem wages of \$1,890.00 @ 36.2% is used to calculate the employee benefits.	\$ 684.00
3000--Employee Benefits	(Ge Vang) Employee benefits for per diem position. Benefits include: PERS 27%, Social Security/Medical 7.65%, State Unemployment Insurance 0.05%, Worker Compensation 1.5% for a total of 36.2%. Per diem wages of \$1,890.00 @ 36.2% is used to calculate the employee benefits.	\$ 684.00
3000--Employee Benefits	(Lalena Rivas) Employee benefits for per diem position. Benefits include: PERS 27%, Social Security/Medical 7.65%, State Unemployment Insurance 0.05%, Worker Compensation 1.5% for a total of 36.2%. Per diem wages of \$1,890.00 @ 36.2% is used to calculate the employee benefits.	\$ 684.00
3000--Employee Benefits	(Suzana Ulanova) Employee benefits for per diem position. Benefits include: PERS 27%, Social Security/Medical 7.65%, State Unemployment Insurance 0.05%, Worker Compensation 1.5% for a total of 36.2%. Per diem wages of \$1,890.00 @ 36.2% is used to calculate the employee benefits.	\$ 684.00
3000--Employee Benefits	Student Work Experience Benefits include: Social Security/Medical 7.65%, State Unemployment Insurance .05% and Worker Compensation 1.5% for a total of 9.2%. Total Student Work Experience Wages of \$36,630 @ 9.2% is how these benefits are calculated	\$ 3,370.00

Budget Detail
WorkAbility I Request for Applications Grant
 California Department of Education
 Special Education Division
Fiscal Year: 2024-25

4000—Materials and Supplies	"Get a Job Kits" for students who participate in the work experience program and workshops. Each "Get a Job Kit" includes detailed information and activities for the three phases of employment: (1) Preparing for a Job Search; (2) Securing the Position; and (3) Excelling in the Workplace. Each kit costs \$16 @ 76 Kits	\$ 1,216.00
5000—Services and Other Operating Costs	Mileage for per diem employee (Angelica Williams) to drive to training sites and monitor work experience students. 205 Miles @ \$0.67 Per Mile	\$ 138.00
5000—Services and Other Operating Costs	Mileage for per diem employee (Ge Vang) to drive to training sites and monitor work experience students. 205 Miles @ \$0.67 Per Mile	\$ 137.00
5000—Services and Other Operating Costs	Mileage for per diem employee (Lalena Rivas) to drive to training sites and monitor work experience students. 205 Miles @ \$0.67 Per Mile	\$ 138.00
5000—Services and Other Operating Costs	Mileage for per diem employee (Suzana Ulanova) to drive to training sites and monitor work experience students. 205 Miles @ \$0.67 Per Mile	\$ 137.00
7300—Indirect Costs	Indirect Cost at 4.49% to include cost to run program: Payroll, fiscal, administration, and risk management to handle student paychecks, oversight of the program, monitoring of the WAI budget and incident reports	\$ 2,448.00
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$ -

Budget Detail
WorkAbility I Request for Applications Grant
California Department of Education
Special Education Division

Fiscal Year: 2024-25

Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$	-
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$	-
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$	-
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$	-
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$	-
Select Object Code/Category	[Enter Detail/Calculation/Breakdown]	\$	-

10/31/2024

Budget Totals

WorkAbility I Request for Applications Grant

California Department of Education

Special Education Division

Fiscal Year:

2024-25

Local Educational Agency Name:

Sacramento City Unified School District

Award Amount:

\$302,895

Submit Signed PDF To:

Workability1@cde.ca.gov

This sheet is to be edited by CDE Staff Only.

Object Code/Category	Budget Detail Totals
1000–Certificated Salaries	\$0.00
2000–Classified Salaries	\$44,190.00
3000–Employee Benefits	\$6,106.00
4000–Materials and Supplies	\$1,216.00
5000–Services and Other Operating Costs	\$550.00
5100–Sub Agreement for Service	\$0.00
5200–Participant Travel/Project Staff Travel	\$0.00
5800–Professional/Consulting Services	\$0.00
6000–Capital Outlay	\$0.00
7300–Indirect Costs	\$2,448.00
Grant Budget Total	\$54,510.00

Authorized Agent Name and Title: Lisa Allen/Superintendent

Authorized Agent Signature:

Date Signed:

Section F Budget Narrative

2000 Classified Salaries:

- 1) Angelica Williams is an Employment Coach for the Sacramento City Unified School District (SCUSD). Angelica Williams will be placed on per diem to work additional hours, supporting the expanded WorkAbility Work Experience Program. She will be responsible for monitoring a caseload of 12-15 work experience students. Duties for the per diem will consist of meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case managers. The per diem will allow up to 70 hours, at a pay rate of \$27 per hour. The total amount of funds allotted for this per diem is \$1,890.00.

- 2) Ge Vang is a Transition Assistant for the Sacramento City Unified School District (SCUSD). She will be placed on per diem to assist with the WorkAbility Work Experience Program and take over duties of one of the retiring Job Developers. She will be responsible for monitoring a caseload of 12-15 work experience students. In addition to monitoring work experience students, Ge will serve as the team lead for the Work Experience Program. Duties for monitoring students will include meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets; and documenting student progress to share with SPED case managers. As the team lead, she will have additional duties of compiling all

collected timesheets into a master timesheet to submit to the SCUSD Payroll Department, and adjusting student placements who need to be moved to a different training site.

- 3) Lalena Rivas is a Transition Assistant for the Sacramento City Unified School District (SCUSD). Lalena will be placed on per diem to work additional hours, supporting the WorkAbility Work Experience Program. She will be responsible for monitoring a caseload of 12-15 work experience students. Duties for the per diem will consist of meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case managers. The per diem will allow up to 70 hours, at a pay rate of \$27 per hour. The total amount of funds allotted for this per diem is \$1,890.00.

- 4) Suzana Ulanova is a Job Developer for the Sacramento City Unified School District. Suzana will be placed on per diem to work additional hours, supporting the WorkAbility Work Experience Program. She will be responsible for monitoring a caseload of 12-15 work experience students. Duties for the per diem will consist of meeting with employers to discuss student progress; meeting with students to check on their safety at their work site; mentoring students about employer issues and/or answering questions about being a quality employee; picking up timesheets to submit to payroll; and documenting student progress to share with SPED case managers. The per diem will allow up to 70 hours, at a pay rate of \$27 per hour. The total amount of funds allotted for this per diem is \$1,890.00.

5) Student Work Experience Wages: 37 additional students added to the Spring Work Experience Program. Students will be placed at a training site to gain valuable work experience that can be put on a resume. This experience will teach students how to manage a variety of different relationship dynamics such as co-workers, supervisors, and customers. Students will learn the importance of being punctual and following procedures of the workplace, as well as appropriate dress for the workplace. Students will need to navigate a variety of challenges, with support from their WAI coaches, on how to address self-advocacy in the workplace, and overcome situations of anxiety. Students will be provided with feedback on how to improve or reinforce what they are doing correctly. The employer sometimes hires students who excel at their training site after the program ends. Thirty-seven students will work 60 hours and be paid the California minimum wage of \$16.50 per hour. A total of \$36,630.00 will be allotted for the Spring Work Experience Program for student wages.

3000 Employee Benefits

1) Angelica Williams has employee benefits paid by the Sacramento City Unified School District. The benefits are calculated on a percentage bases of the total wages earned. The total per diem wages allotted for Angelica Williams, used for this calculation, is \$1,890.00. PERS will be 27% of the \$1,890.00 equaling \$510.00. Social Security/Medical will be 7.65% of the \$1,890.00 equaling \$144.59. State Unemployment Insurance will be 0.05% of the \$1,890.00 equaling \$0.94. Worker's Compensation will be 1.5% of the \$1,890 equaling \$28.35. The total of all the above benefits, rounded to the nearest dollar amount is \$684.00.

- 2) Ge Vang has employee benefits paid by the Sacramento City Unified School District. The benefits are calculated on a percentage bases of the total wages earned. The total per diem wages allotted for Angelica Williams, used for this calculation, is \$1,890.00. PERS will be 27% of the \$\$1,890.00 equaling \$510.00. Social Security/Medical will be 7.65% of the \$1,890.00 equaling \$144.59. State Unemployment Insurance will be 0.05% of the \$1,890.00 equaling \$0.94. Worker's Compensation will be 1.5% of the \$1,890 equaling \$28.35. The total of all the above benefits, rounded to the nearest dollar amount is \$684.00.
- 3) Lalena Rivas has employee benefits paid by the Sacramento City Unified School District. The benefits are calculated on a percentage bases of the total wages earned. The total per diem wages allotted for Angelica Williams, used for this calculation, is \$1,890.00. PERS will be 27% of the \$\$1,890.00 equaling \$510.00. Social Security/Medical will be 7.65% of the \$1,890.00 equaling \$144.59. State Unemployment Insurance will be 0.05% of the \$1,890.00 equaling \$0.94. Worker's Compensation will be 1.5% of the \$1,890 equaling \$28.35. The total of all the above benefits, rounded to the nearest dollar amount is \$684.00.
- 4) Suzana Ulanova has employee benefits paid by the Sacramento City Unified School District. The benefits are calculated on a percentage bases of the total wages earned. The total per diem wages allotted for Angelica Williams, used for this calculation, is \$1,890.00. PERS will be 27% of the \$\$1,890.00 equaling \$510.00. Social Security/Medical will be 7.65% of the \$1,890.00 equaling \$144.59. State Unemployment Insurance will be 0.05% of the \$1,890.00 equaling \$0.94. Worker's Compensation will

be 1.5% of the \$1,890 equaling \$28.35. The total of all the above benefits, rounded to the nearest dollar amount is \$684.00.

- 5) Students who participate in the WorkAbility Work Experience Program have benefits paid by the Sacramento City Unified School District. The benefits are calculated on a percentage basis of the total wages earned. Each student is allotted 60 hours at \$16.50 for a total of \$990.00 of earned wages, which will be the amount used in the benefits calculation. Social Security/Medical will be 7.65% of the \$990.00 equaling \$75.74. State Unemployment Insurance will be 0.05% of the \$990.00 equaling \$0.50. Workers Compensation will be 1.5% of the \$990.00 equaling \$14.85. The total sum of the benefits described above, rounded to the nearest dollar amount is \$91.09 per work experience student for benefits. The work experience program will have 37 additional participants, at \$91.09 per student, for a total of \$3,370.00 allotted for students' work experience benefits.

4000 Materials and Supplies

- 1) "The Get a Job Kit" is a packet of materials that provides support and organization to job seekers. This packet contains tips and tools to navigate the three phases of obtaining a job (1) Preparing for your job search (2) Securing the position (3) Excelling in the workplace. These kits will be given to each student who participates in the WorkAbility Work Experience Program. Each kit costs \$15.99 and 76 kits will be ordered. The total expense of purchasing these kits will be \$1,216.00

5000 Services and Other Operating Costs

- 1) Mileage for Angelica Williams. This expense covers the costs of fuel and wear/tear on a vehicle to travel to each training site to monitor the caseload of students participating in the WorkAbility Work Experience Program. The Sacramento City Unified School District reimburses employees at a rate of \$0.67 per mile. The average amount of travel to monitor a caseload of 12-15 work experience students is approximately 205 miles. The total allotted mileage expense for Angelica is \$138.00
- 2) Mileage for Ge Vang. This expense covers the costs of fuel and wear/tear on a vehicle to travel to each training site to monitor the caseload of students participating in the WorkAbility Work Experience Program. The Sacramento City Unified School District reimburses employees at a rate of \$0.67 per mile. The average amount of travel to monitor a caseload of 12-15 work experience students is approximately 205 miles. The total allotted mileage expense for Ge is \$137.00
- 3) Mileage for Lalena Rivas. This expense covers the costs of fuel and wear/tear on a vehicle to travel to each training site to monitor the caseload of students participating in the WorkAbility Work Experience Program. The Sacramento City Unified School District reimburses employees at a rate of \$0.67 per mile. The average amount of travel to monitor a caseload of 12-15 work experience students is approximately 205 miles. The total allotted mileage expense for Lalena is \$138.00
- 4) Mileage for Suzana Ulanova. This expense covers the costs of fuel and wear/tear on a vehicle to travel to each training site to monitor the caseload of students participating in the WorkAbility Work Experience Program. The Sacramento City Unified School District reimburses employees at a rate of \$0.67 per mile. The average amount of travel

to monitor a caseload of 12-15 work experience students is approximately 205 miles. The total allotted mileage expense for Suzana is \$137.00

Indirect Costs

- 1) The indirect costs to operate the Sacramento City Unified School District's WorkAbility Program is 4.49% of the awarded amount of funds. These expenses include the administrative labor of the Payroll Department, Fiscal Department, Risk Management Department and Human Resources Department. The Payroll Department takes work experience program timesheets and issues checks to the work experience students. The Fiscal Department works with the WorkAbility Coordinator to oversee the WorkAbility budget and complete the end of year package. The Risk Management department deals with any incident reports of students who are injured on the work site and maintain the insurance needed to run the work experience program. The Human Resources department processes all the student applications for the work experience program. The award amount being requested is \$54,510 which brings the Indirect Cost amount to \$2,448.00.

Appendix

- 1) Resumes of Staff
- 2) Optional Letters of Support

Brett Fontenot

Address: 130 Valley Oak Drive, Roseville CA 95678

Phone: (916) 247-2796

Email: Brettfontenot@yahoo.com

Professional Experience

1) Sacramento City Unified School District

Vocational Specialist (2022-Present)

As the Vocational Specialist for the Sacramento City Unified School District, I am responsible for maintaining the WorkAbility Grant and the DOR TPP Contract. I serve as team lead for the WorkAbility/TPP team, delegating duties, meeting deadlines for grant requirements and ensuring our population of students with disabilities receive transition skills related to their post-secondary goals.

2) Sacramento City Unified School District

Education Specialist at JFK High School (2015-2022)

As a RSP Case manager for students with IEPs in high school, I conducted IEP meetings, taught my own SDC Math I classes and co-taught with a general education Math I teacher. I would also create Behavior Plans as well as work with parents on how to best educate their student.

3) Sacramento City Unified School District

WorkAbility Job Developer and Transition Assistant (2011-2015)

As a Transition Assistant I coordinated workshops to provide transition skills to students with disabilities. As a Job Developer, I organized the Work Experience program for students with disabilities

Education

Fortune School of Education:

Education Specialist Credential (06/2015)

California State University of Sacramento:

Bachelors of Science in Criminal Justice (06/2011)

Los Rios Community Colleges

A.A. Degree in Social Science (06/2009)

Ge Vang; 2270 Bennets Mill Way, Stockton, CA 95212

Phone: 209-331-9036

Email: gelizvang@yahoo.com

Professional Experience:

Sacramento City Unified School District – Transition Assistant (February 2011 – Present)

- Provided vocational and transition services to high school students with disabilities
- Maintained records and met deadlines of inputting information into a database
- Attended IEPs and worked with case managers on creating transition plans for students
- Assisted with the WorkAbility Work Experience Program by monitoring students at their work sites, meeting with employers, and collecting timesheets
- Conducted a variety of workshops with students to teach employment skills
- Met with students one on one and provided counseling on post-secondary goals

Sacramento City Unified School District – Full Inclusion Instructional Assistant (September 2006 – February 2011)

- Assisted recording student progress and program activities
- Assisted teachers to prepare materials for classroom lessons
- Helped students who had physical needs, as directed by the teacher
- Helped students develop positive attitudes towards attending school
- Supervised students in the cafeteria and in hallways

Education:

California State University of Sacramento: Degree BA Liberal Arts, Received 08/2006

Sacramento City College: Degree AA Social Science, Received 06/2004

Edison High School: High School Diploma, Received 05/1999

DR. LESLIE HERNANDEZ; 10415 Cherise Way, Stockton, CA 95209

Phone: (619) 988-8015 Email: tlvojc@gmail.com

PROFESSIONAL EXPERIENCE:

Sacramento Unified School District, Sacramento, CA 2020 - Present

Administrator of Teaching and Learning

- Assist in the implementation of special programs, participate as an IEP team member and support schools during establishment of Individualized Education Program (IEP).
- Support teachers and administrators in processes associated with special education services.
- Support Assistant Directors, Directors and site administrators in program evaluation and analysis of efficacy.

Fairfield - Suisun Unified School District, Fairfield, CA 2019 – 2020

Coordinator of Educational Services

- Assist in the implementation of special programs, participate as an IEP team member and support schools during establishment of Individualized Education Program (IEP).
- Support teachers and administrators in processes associated with special education services.
- Support Assistant Directors, Directors and site administrators in program evaluation and analysis of efficacy.
- Plan, organize and monitor District special education programs. | Assist with appropriate student placements.

- Support sites in the identification, evaluation, and placement of students referred to special education.

- Coordinates and supports in-service and professional development.

West Contra Costa Unified School District, San Pablo, CA 2015 - 2019

Program Specialist for Special Needs

- Assist in the implementation of special programs; participate as IEP team member and support schools during establishment of Individualized Education Program (IEP).

- Plan, organize and monitor District special education programs. | Assist with appropriate student placements.

- Support sites in the identification, evaluation, and placement of students referred to special education.

EDUCATION:

Walden University, Minneapolis, MN

Ph.D. in Special Education

California State University Dominguez Hills, Carson, CA

Master of Arts in Educational Administration Master of Liberal Arts in Special Education

Bachelor of Arts in Liberal Studies

Lalena Rivas, Sacramento CA

Phone: (408)307-3694

Email: lalenarivas2019@gmail.com

Professional Experience:

Sacramento City Unified School District – Transition Assistant (March 2022 – Present)

- Guided high school students with disabilities to create a post-secondary plan
- Conducted workshops and counseling sessions to provide transition skills
- Coordinated with different agencies to provide work experience for students
- Worked with case managers to help create transition plans for students

Sacramento City Unified School District – Adult Transition Aid (November 2016 – March 2022)

- Supported small groups of students with disabilities to help enhance community independence
- Facilitated job skills training at workshites, helping student gain employable skills
- Collected and reported data on student progress to case managers
- Provided case managers with information required for transition palnning

Learning Solutions – Para Educator (September 2014 – November 2016)

- Conducted home-based training, tracking progress and enhancing learning outcomes
- Assisted students with classwork, fostering a supportive and productive learning environment
- Implemented Activity Based Intervnetion, promoting skill development through structured tasks

Education:

Fashion Institute of Design and Merchandising of Los Angeles – Associates Degree June 3rd

Suzana Ulanova

Sacramento, CA

Phone: (916) 297-3358

Email: suzananova717@gmail.com

Professional Experience:

Sacramento City Unified School District – Job Developer (January 2024 - Present)

- Work with students on Employment Preparation Skills such as moc interviews
- Organize the Work Experience Program for WorkAbility students
- Develop relationships with community organizations/businesses
- Maintain records and submit documents for students to get paid

Sacramento City Unified School District – Employment Coach (May 2023 - January 2024)

- Worked with students in high school with disabilities on transition skills in a one on one setting and workshops with multiple students
- Maintained records and input them into a database
- Attended IEPs and collaborated with case managers on creating transition plans

Progressive Employment Concepts, Citrus Heights - *Community Development*

Specialist (Services for Adults Disabilities) (September 2018 - October 2020)

- Helped clients to establish career goals and find employment opportunities
- Coached clients on how to be successful in the workplace.
- Provided on-the-job skills training in a variety of work settings.
- Accurately documented information and met all documentation deadlines.

Pleasanton Unified School District, Pleasanton - *Internship Instructor* (Adult

- Education Program for Students with Developmental Disabilities) (Feb 2017-Nov 2017)
- Coordinated an internship program at the DoubleTree by Hilton
- Reviewed applications, interviewed applicants, and selected candidates
- Provided classroom instruction and on-the-job skills training
- Worked with a school district employment specialist, hotel management, and partner employment agency to find job opportunities for interns who completed the 9-month program.

San Juan Unified School District, Sacramento - *Instructional Assistant II*

(Transition Program for Adults with Disabilities) (November 2013 – September 2016)

- Participated in the student selection process for internship program at Kaiser
- Taught students employment skills and interview skills
- Assisted students in creating resumes and applying for jobs.
- Provided job training for students in multiple departments at Kaiser Hospital.

Education:

University of San Francisco, Online - *M.A. Degree in TESOL/Digital Media*

California State University, Sacramento- *B.A. Degree in Social Science/History*

Angelica Williams 83 Rambleoak Circle, Sacramento, CA 95831

Email: angelicawilliams747@yahoo.com Phone: 916.706.6704

Professional Experience

Transition Partnership Program Employment Coach I Sacramento Unified School

District I 4/2010 to Present

- Ability to establish professional relationships with high school students in special education, community and employers to develop job opportunities and promote self-sufficiency.
- Provide linkages to colleges, community based programs and resources for post-secondary counseling
- Attend TPP/DOR/Workability related meetings and conferences
- Provide individual interviews, career assessment, and evaluate abilities to determine appropriate job placements in collaboration with DOR staff
- Collaborate and coordinate with job developers, WAI staff & teachers to provide work readiness workshops, career assessments and career exploration activities.
- Assist job developer with student job placement caseload, while providing ongoing support to students and employers.
- Serve as a community liaison to disseminate information, services, goals and guidelines to students, community and employers.
- Maintain all DOR/TPP case files and records
- Provide monthly/ quarterly student progress reports to DOR along with any other required documents

Instructional Assistant I Sacramento Unified School District I 12/ 2000 to 4/2010

- Assisted with instruction and related activities under the direction and guidance of teachers.
- Demonstrated an understanding, patient, and receptive attitude towards students, staff and faculty.
- Followed procedures, functions, and performed clerical duties such as filing, duplicating, and maintaining routine records.
- Establish and maintain effective working relationships with others.

Recreation Leader-Special Needs I City of Sacramento Access Leisure I 6/ 2001 to

Present

- Provide safe, comfortable and inclusive recreation and social activities for teens, young & older adults with physical, developmental and/or intellectual disabilities. This includes Para-Olympic clubs and camps.

Professional Committees

Sacramento City Disabilities Advisory Commission- Commissioner 2nd Term

11/2019-Present

Name: <u>Marissa cedeno - ASES Sequoia Elementary</u>
Date: <u>10/17/24</u>
Relation to Program (Please circle one below) Student; Parent; <u>Employer</u> ; Case Manager; Other: _____

Has SCUSD WorkAbility benefited you or somebody you know? Please explain how.

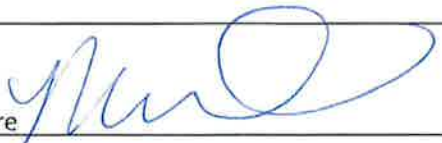
Yes - just by giving the ability for older kids to come in and help and allows our site to function for efficiency

Would you recommend others to participate in the WorkAbility program? (Why or why not)

Yes, I think it helps build community and give us a chance to mentor and give the students more skills.

In your opinion, would you consider WorkAbility beneficial for the entire community? Please explain.

Definitely - it build relationships, skills and a mentoring proden - all benefit.

Signature  Date: 10/17/24

Name: Ashley Lo - ASES Carolyn Wenzel Elementary
Date: 10/18/24
Relation to Program (Please circle one below) Student; Parent; <u>Employer</u> ; Case Manager; Other: _____

Has SCUSD WorkAbility benefited you or somebody you know? Please explain how.
Yes. Two former team leaders started out w/ WorkAbility. They applied after the program and became team leaders. Easier to get hired after participating in the program.

Would you recommend others to participate in the WorkAbility program? (Why or why not)
I have always benefited from the program. The interns have been very helpful. Definitely. It is a great service for organizations. A free service which is very helpful.

In your opinion, would you consider WorkAbility beneficial for the entire community? Please explain.
Yes it is a great service which helps students with learning disability.

Signature 

Date: 10/18/24

Name: Crystal Miles – Public Services Manager
Date: 10/17/2024
Relation to Program (Please circle one below) Student; Parent; <u>Employer</u> ; Case Manager; Other: _____

Has SCUSD WorkAbility benefited you or somebody you know? Please explain how.

SCUSD WorkAbility has helped both the library and students in our community. As the employer, we have benefitted by receiving assistance with basic tasks by students who are eager to learn and committed to completing their tasks. They also have proactive work coaches who assist when needed. This program benefits students in our community who qualify for the WorkAbility program by giving them an opportunity in a “real world” job in order to gain experience and skills to enter the workforce and participate in our community as adults.

Would you recommend others to participate in the WorkAbility program? (Why or why not)

I would recommend others participate in the WorkAbility program. The program managers and coaches are proactive and committed to the students and the employers having a positive experience. The program provides tangible experiences to students who may not have the opportunity to gain this necessary work experience elsewhere to prepare them for life after high school.

In your opinion, would you consider WorkAbility beneficial for the entire community? Please explain.

I truly believe WorkAbility is beneficial to the entire community. The general community “expectation” is that its citizens participate in making the community healthy and whole. By giving students with disabilities the opportunity to gain hands-on work experience and build confidence before they complete high school gives them the ability to attain the skills needed to participate as adults in the community, to work in local business and to earn income. Having worked with several WorkAbility programs in different school districts, I have seen first hand the impact that this program can have a student’s confidence and work ready skillset that will help them be successful in the world.

Signature Crystal Miles Date: 10/17/24

Name: <u>SHAWN YOUNG - Rite Aid - Rosemont</u>
Date: <u>10/17/24</u>
Relation to Program (Please circle one below) Student; Parent; <u>Employer</u> ; Case Manager; Other: _____

Has SCUSD WorkAbility benefited you or somebody you know? Please explain how.

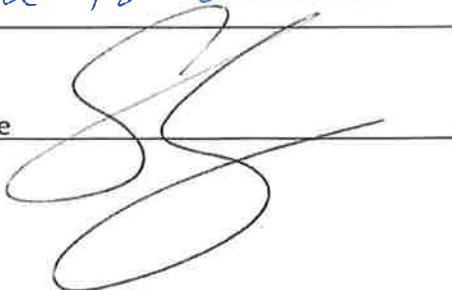
yes, helping out with store tasks during busy times

Would you recommend others to participate in the WorkAbility program? (Why or why not)

Yes, its a good training experience for students. Helps our staff learn to Coach/train others
Helps with task in store

In your opinion, would you consider WorkAbility beneficial for the entire community? Please explain.

Yes, Same as above. Helps everybody in the community. I love to give students a chance. where they may not be able to otherwise.

Signature 

Date: 10/17/24

Project No: 0262-461-1
Nicholas New Furniture Package
ADDENDUM NO. 1

Question #8 Can you provide the construction schedule for overall duration for install? Is the plan to release a building at a time?

Response: Please see Project Manual, Attachment D, Section 04 - Scope and Section 05 - Schedule.

Question #9 We are respectfully requesting that you waive Section 3.01 Substitutions, #6. The vendor must provide at least Fifty-one percent (51%) of total cost, excluding the Owner Allowance, of furniture specified in Attachment A Proposal Form Furniture Quantities, or the Vendor's Bid will be deemed unresponsive.

Response: The District will not waive the substitution requirement outlined in Attachment D, Special Provisions, Section 3.01 Substitutions, Item #6.

List of Attachments:

- AD1.07** Attachment A – Proposal Form A (3 pages)
- AD1.08** Attachment G – Approved Substitution List (1 page)
- AD1.09** Attachment A – Proposal Form B (6 pages)
- AD1.10** Attachment C - Furniture Package (6 pages)
- AD1.11** Attachment F – Proposal Form B-Furniture Overview-Qtys-Costs (3 Tabs)
(Separate Excel File AD1.11)

END OF ADDENDUM NO.1

Acknowledgement of this Addendum will be required at time of bid:

Signature: Taylor Herrick Date: 10/28/2024

Company Name (please print) One Workplace L. Ferrari

Project No: 0262-461-1
Nicholas New Furniture Package
ADDENDUM NO. 2

List of Attachments:

- AD2.04** Attachment A – Bid Proposal Forms A and B (13 pages)
AD2.05 Attachment F – Proposal Form B – Furniture Overview, Qtys-Cost (3 tabs)
(Separate Excel File for Bidders ease)
AD2.06 Attachment G – Approved Substitution List (3 pages)
AD2.07 Attachment G – Approved Substitution List
(Separate Excel File for Bidders ease.)

END OF ADDENDUM NO.2

Acknowledgement of this Addendum will be required at time of bid:

Signature: Taylor Heruik Date: 10/28/2024
Company Name (please print) One Workplace L. Ferrari

ATTACHMENT A

BID FORM AND PROPOSAL FORM A

To: Governing Board of the Sacramento City Unified School District ("District" or "Owner")

From: One Workplace L. Ferrari
(Proper Name of Bidder)

The undersigned declares that Bidder has read and understands the Contract Documents, including, without limitation, the Notice to Bidders and the Instructions to Bidders, and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications of SCUSD Bid#0262-461-1, for the following project known as:

Project Name: Nicholas Elementary School New Furniture

("Project" or "Contract") and will accept in full payment for that Work the following total lump sum amount, all taxes included:

One million twenty-four thousand one hundred and sixty five dollars and fifty cents	dollars \$	<u>\$1,024,165.50</u>
<i>BASE BID</i>		

Allowance: Owner

Fifty Thousand and NO/100	dollars	<u>\$50,000.00</u>
Owner Allowance		

One million seventy-four thousand one hundred and sixty five dollars and fifty cents	dollars \$	<u>1,074,165.50</u>
TOTAL BID		

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

1. **Allowance.** The Bidder's Base Bid shall include a Fifty-Thousand and NO/100 Dollars, (\$50,000.00) allowance for Owner requested changes.

The above allowance shall only be allocated for Owner Requested items. Vendor shall not bill for or be due any portion of this allowance unless the District has identified specific work, Vendor has submitted a price for that work or the District has proposed a price for that work, the District has accepted the cost for that work, and the District has prepared a change order incorporating that work. Vendor hereby authorizes the District to execute a unilateral deductive change order at or near the end of the Project for all or any portion of the allowance not allocated. Any unused portion of the allowance will revert back to the District documented by a deductive change order.

2. The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this Proposal, understands the furniture production, delivery, installation and project management function(s) is described in the Contract Documents, and that each Bidder who is awarded a contract shall be in fact a prime Vendor to the District, and agrees that its Proposal, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
3. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the District's Owner Representative before bid date to verify the issuance of any clarifying Addenda.
4. The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all work within the time specified in the Contract Documents.
5. The liquidated damages clause of the Attachment D – Special Provisions, Section 08 – Liquidated Damages is hereby acknowledged.
6. It is understood that the District reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.
7. The following documents are attached hereto:
 - Attachment B Vendor Certification of Compliance, Fingerprint and Criminal Background Check Certification.
 - Attachment A - Proposal Form B - Overview-Qtys-Costs as a PDF
 - Attachment F – Proposal Form B – Overview-Qtys-Costs in Excel on a USB Thumbdrive
8. Receipt and acceptance of the following Addenda is hereby acknowledged:

No. <u>1</u> , Dated <u>10/04/24</u>	No. _____, Dated _____
No. <u>2</u> , Dated <u>10/15/2024</u>	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____

9. Bidder hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
10. Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the completion of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property.
11. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
12. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Gov. Code, § 12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Vendor may be subject to criminal prosecution.

Furthermore, Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Dated this October day of 28th 20 24

Name of Bidder: One Workplace L. Ferrari

Type of Organization: Furniture Dealer

Signature: Taylor Herrick

Print Name: Taylor Herrick

Title: Account Executive

Address of Bidder: 1631 Alhambra Blvd #140, Sacramento, CA 95816

Taxpayer Identification No. of Bidder: CA - 45162591, Federal - 77-0516002

Telephone Number: 530.713.5341

E-mail: therrick@oneworkplace.com Web Page: https://lesolutions.owp.space/

END OF DOCUMENT



Sacramento
City Unified
School District

Business Services Contracts Office

5735 47th Avenue • Sacramento, CA 95824
(916) 643-2464

*Lisa Allen, Superintendent
Janea Marking, Chief Business Officer*

Notice of Intent to Award

BOARD OF EDUCATION

*Lavinia Grace Phillips
President
Trustee Area 7*

*Jasjit Singh
1st Vice President
Trustee Area 2*

*Chinua Rhodes
2nd Vice President
Trustee Area 5*

*Tara Jeane
Trustee Area 1*

*Christina Pritchett
Trustee Area 3*

*James Villa
Trustee Area 4*

*Taylor Kayatta
Trustee Area 6*

*Justine Chueh-Griffith
Student Board Member*

October 30, 2024

One Workplace L. Ferrari
1631 Alhambra Blvd. #140
Sacramento, CA 95816

Re: **Project No.: 0262-461-1**
Notice of Intent to Award for the Nicholas ES New Furniture

Dear Taylor:

Thank you for submitting a bid to the District for the **BP# 0262-461-1 Nicholas Elementary School New Furniture** project.

The District is pleased to inform you that it intends to award the contract to **One Workplace L. Ferrari** based on your firm being the low bidder.

The District intends to finalize the award for Construction in the amount of **One Million Seventy-Four Thousand One Hundred Sixty-Five and 50/100 dollars (\$1,074,165.50)** at the scheduled meeting of the District's Board of Education on November 21, 2024.

Contractor shall execute and submit to District the following documents by no later than 5:00 p.m. on the **SEVENTH (7th)** calendar day following the date of this Notice of Intent to Award.

Deliver to the District at:

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
ATTN: Contract Department
5735 47th Avenue
Sacramento, CA 95824
RE: Contract #0262-461-1

The District accepts electronic signatures on the below documents:

- Purchases Contract: To be executed by successful Bidder. Submit two (2), originals, each bearing an original signature. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. (Attached)
- Insurance Certificates and Endorsements as required.
- Vendor Certification of Compliance (Attached)
- Workers' Compensation Certification (Attached)
- Drug-Free Workplace Certification (Attached)
- Tobacco-Free Environment Certification (Attached)

Sincerely,

Tina Alvarez-Bevens

Tina Alvarez-Bevens
Contract Analyst

CHANGE ORDER FORM

Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

CHANGE ORDER NO.:
01

CHANGE ORDER

Project: C.K. McClatchy High School Servery Modernization
Project No.: 0510-433

Date: November 4, 2024
DSA File No.: 34-H7
DSA Appl. No.: 02-121788

The following parties agree to the terms of this Change Order:

Owner: Sacramento City Unified School District

5735 47th Avenue
Sacramento, CA 95824

Developer: CORE Construction

1410 Rocky Ridge Drive, #180
Roseville, CA 95661

Architect: Lionakis

2025 19th Street
Sacramento, CA 95818

Project Inspector: KCB Investments

3450 Hector Road
Newcastle, CA 95658

Reference	Description	Cost	Days Ext.
CO #01 Requested by: District Performed by: CORE Construction Reason: Reconciliation of contract	Project Close-out of Unused Owner Contingency	\$(8,977.00)	0
CO #01 Requested by: District Performed by: CORE Construction Reason: Reconciliation of contract	Project Close-out of Unused Owner Contingency	\$(30,832.00)	0
Contract time will be adjusted as follows: Previous Completion Date: <u>8/28/2024</u> <u>0</u> Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: <u>8/28/2024</u>		Original Contract Amount:	\$2,324,312.00
		Amount of Previously Approved Change Order(s):	\$0.00
		Amount of this Change Order:	\$(39,809.00)
		Current Contract Amount:	\$2,284,503.00

The undersigned Developer approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion
Change Order Form **Page 1 of 2**

C.K. McClatchy High School HVAC & Kitchen Modernization Project

of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Developer knows are false are at the sole risk of Developer and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Developer waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of Developer's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District: Sacramento City USD

Developer: CORE Construction

Janea Marking

Date

Sierra Utley

Sierra Utley

11/4/2024
Date

Architect: Lionakis

Project Inspector: KCB Investments

Jason Luo

Jason Luo

Digitally signed by Jason Luo
DN: C=US, E=jason.luo@lionakis.com,
OU=Lionakis, CN=Jason Luo
Date: 2024.11.05 10:38:07-08'00'

Date

Kent Brandon

Kent Brandon

Date

END OF DOCUMENT



AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTANT SERVICES

This Amendment to the Agreement for Consultant Services ("Amendment") is entered into between the Sacramento City Unified School District ("District") and Campbell Keller ("Consultant ") (collectively the "Parties"):

Section I. Amendment to Agreement for Independent Consultant Agreement for Consultant Services originally entered to on February 1, 2024.

1. **Approval of this Amendment:** This Amendment shall be subject to the approval of the District's Board of Education ("Board"). Upon approval by the Board, the effective date of this Amendment shall be November 21, 2024;
2. **Extension of Term of the Agreement:** This Amendment shall extend the current Consultant staffing on the Project from February 2024 to June 2025;
3. **Fee and Method of Payment:** The District shall continue to pay Consultant for the current services and will now pay for the added services from and after November 21, 2024, on a flat fee basis up to a maximum of \$955,004.00, as reflected below, unless this Amendment is further extended or modified.

Description of Scope Change: basis for change order

Additional purchasing of classroom and specialty furniture at Alice Birney K-8 as requested of the District

Description of funding changes to contract:

Original contract amount	\$875,897.00
Previous change orders through change order #-	\$0.00
Contract amount prior to this change order	\$875,897.00
Amount of this change order.....	\$51,639.00

NEW CONTRACT AMOUNT.....\$927,536.00

Section II All Other Provisions Reaffirmed.

All other provisions of the Agreement for Consultant Services shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment No. 1 and any provision of the Agreement for Consultant Services, the provisions of this Amendment No. 1 shall control.

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 1 to the Agreement for Consultant Services to be executed by their respective officers who are duly authorized, as of the Effective Date.

ACCEPTED AND AGREED on the date indicated below:

DATE: November 21, 2024

**Sacramento City Unified School
District**

Campbell Keller

Janea Marking
Chief Business and Operations Officer

Craig Campbell



CAMPBELL KELLER

PO Box 277788
Sacramento, CA 95827
916.737.3300 P | 916.737.3305 F

PROPOSAL 116103C
DATE 11/05/24
PROJECT #630-322
KATEY MCLACHLAN

PROPOSAL FOR:

SACRAMENTO CITY UNIFIED SCHOOL DIST
3051 REDDING AVE
SACRAMENTO CA 95820

DELIVERY LOCATION:

ALICE BIRNEY ELEMENTARY SCHOOL
6251 13TH ST
SACRAMENTO CA 95831

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
---	-----	---------	-------------	------	----------

PLEASE REVIEW THIS QUOTE CAREFULLY BEFORE SIGNING

MAKE PURCHASE ORDER OUT TO:

CAMPBELL KELLER
PO BOX 277788
SACRAMENTO, CA 95827

SMALL BUSINESS
CERTIFICATION # 8541

1	12	DCF16020 444N	DESIGNER 2.0 CUBBY 12 CUBBY1,087.01 NO DOOR ADJSHELVES SINGLE SIDE 100MM CASTERS 60W 20D 44H CASE MATERIAL OPTION: TFL G1 CASE MATERIAL CASE COLOR OPTION: FLEETWOOD COLOR TO BE SELECTED LATER CASE EDGE BAND COLOR OPTION: FLEETWOOD EDGE BAND COLOR TO BE SELECTED LATER BACK MATERIAL OPTION: LAMINATE BACK BACK COLOR OPTION: COLOR MATCHED TO CASE COLOR SHELF MATERIAL OPTION: LAMINATE ADJUSTABLE SHELF (8) SHELF COLOR OPTION: LAMINATE SHELF COLOR IS MATCHED TO CASE COLOR METAL REVEAL COLOR OPTION: FLEETWOOD COLOR TO BE SELECTED		13,044.12
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CONTINUED...



CAMPBELL KELLER

PO Box 277788
Sacramento, CA 95827
916.737.3300 P | 916.737.3305 F

PROPOSAL 116103C
DATE 11/05/24
PROJECT #630-322
KATEY MCLACHLAN

PROPOSAL FOR:

SACRAMENTO CITY UNIFIED SCHOOL DIST
3051 REDDING AVE
SACRAMENTO CA 95820

DELIVERY LOCATION:

ALICE BIRNEY ELEMENTARY SCHOOL
6251 13TH ST
SACRAMENTO CA 95831

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
2	20	DCG14820 684N	LATER TOP MATERIAL OPTION: HPL G3 TOP COLOR OPTION: FLEETWOOD COLOR TO BE SELECTED LATER TOP EDGEBAND COLOR OPTION: FLEETWOOD EDGEBAND COLOR TO BE SELECTED LATER ASSEMBLY OPTION: PRODUCT IS FACTORY ASSEMBLED DESIGNER 2.0 CUBBY 15 CUBBY1, NO DOOR ADJSHELVES SINGLE SIDE 100MM CASTERS 48W 20D 68H CASE MATERIAL OPTION: TFL G1 CASE MATERIAL CASE COLOR OPTION: FLEETWOOD COLOR TO BE SELECTED LATER CASE EDGEBAND COLOR OPTION: FLEETWOOD EDGEBAND COLOR TO BE SELECTED LATER BACK MATERIAL OPTION: LAMINATE BACK BACK COLOR OPTION: COLOR MATCHED TO CASE COLOR SHELF MATERIAL OPTION: LAMINATE ADJUSTABLE SHELF (12) SHELF COLOR OPTION: LAMINATE SHELF COLOR IS MATCHED TO CASE COLOR METAL REVEAL COLOR OPTION: FLEETWOOD COLOR TO BE SELECTED	1,316.10	26,322.00



CAMPBELL KELLER

PO Box 277788
Sacramento, CA 95827
916.737.3300 P | 916.737.3305 F

PROPOSAL 116103C
DATE 11/05/24
PROJECT #630-322
KATEY MCLACHLAN

PROPOSAL FOR:

SACRAMENTO CITY UNIFIED SCHOOL DIST
3051 REDDING AVE
SACRAMENTO CA 95820

DELIVERY LOCATION:

ALICE BIRNEY ELEMENTARY SCHOOL
6251 13TH ST
SACRAMENTO CA 95831

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			LATER TOP MATERIAL OPTION: TFL G1. COLOR MATCHED TO CASE COLOR. TOP EDGEBAND COLOR OPTION: FLEETWOOD EDGEBAND COLOR TO BE SELECTED LATER ASSEMBLY OPTION: PRODUCT IS FACTORY ASSEMBLED		
3	1	SHIPPING	SHIPPING & HANDLING CHARGES	5,067.57	5,067.57
4	1	ASSEMBLY	ASSEMBLY AND RELATED SERVICES FOR:	3,050.00	3,050.00

PREVAILING WAGE, REGULAR HOURS

AREA MUST BE FREE AND CLEAR
PRIOR TO SCHEDULED
INSTALLATION DATE



CAMPBELL KELLER

PO Box 277788
Sacramento, CA 95827
916.737.3300 P | 916.737.3305 F

PROPOSAL 116103C
DATE 11/05/24
PROJECT #630-322
KATEY MCLACHLAN

PROPOSAL FOR:

SACRAMENTO CITY UNIFIED SCHOOL DIST
3051 REDDING AVE
SACRAMENTO CA 95820

DELIVERY LOCATION:

ALICE BIRNEY ELEMENTARY SCHOOL
6251 13TH ST
SACRAMENTO CA 95831

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
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This proposal is valid for 30 days unless otherwise noted.

By signing this proposal, you are acknowledging that you have reviewed the quantities, color and finish selections and are familiar with the products being ordered. All items are custom made to order and can not be returned.

Delivery and any related services quoted for normal business hours with clear first floor access or access to a freight elevator (No stair carry) unless otherwise noted and quoted.

The total below is for cash/check/EFT purchases. When a credit card is used, a 3% service fee is applied to the total balance noted below. Please acknowledge by initialling if your organization will be paying by credit card _____

PRODUCT TOTAL...:	39,366.12
ASSEMBLY.....:	3,050.00
S&H.....:	5,067.57
SALES TAX.....:	4,154.83
TOTAL.....:	51,638.52

ACCEPTED BY *[Signature]*

DATE ACCEPTED 11/7/24

[Signature]



Janea Marking, Chief Business and Operations Officer
Chris Ralston, Assistant Superintendent of Facilities

AMENDMENT NO. 2 TO AGREEMENT FOR ARCHITECTURAL SERVICES

This Amendment to the Agreement for Architectural Services ("Amendment") is entered into between the Sacramento City Unified School District ("District") and HMC Architects ("Architect ") (collectively the "Parties");

Section I. Amendment to Agreement for Independent Consultant Agreement for Architectural Services originally entered to on May 2, 2024.

1. **Approval of this Amendment:** This Amendment shall be subject to the approval of the District's Board of Education ("Board"). Upon approval by the Board, the effective date of this Amendment shall be November 7, 2024;
2. **Extension of Term of the Agreement:** This Amendment shall extend the current Architect staffing on the Project from May 2024 to December 2025;
3. **Fee and Method of Payment:** The District shall continue to pay Architect for the current services and will now pay for the added services from and after September 5, 2024, on a flat fee basis up to a maximum of \$1,508,500.00, as reflected below, unless this Amendment is further extended or modified.

Description of Scope Change: basis for change order

Additional services for installation of two (2) portable classrooms at Bowling Green

Description of funding changes to contract:

Original contract amount	\$840,000.00
Previous change orders through change order #-	\$608,000.00
Contract amount prior to this change order	\$1,448,000.00
Amount of this change order.....	\$59,500.00

NEW CONTRACT AMOUNT.....\$1,507,500.00

Section II All Other Provisions Reaffirmed.

All other provisions of the Agreement for Architect Services shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment No. 2 and any provision of the Agreement for Architect Services, the provisions of this Amendment No. 2 shall control.

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 2 to the Agreement for Architect Services to be executed by their respective officers who are duly authorized, as of the Effective Date.

ACCEPTED AND AGREED on the date indicated below:

DATE: November 21, 2024

**Sacramento City Unified School
District**

HMC Architects



11/7/2024

Janea Marking
Chief Business and Operations Officer

Vipul Safi
Principal-in-Charge