



BULLETIN

SUBJECT: Board Agenda Grant Descriptions **2017-18 NO. BS - 16**

TO: All Principals and Department Heads

DATE: September 14, 2017

PREPARED BY: Jessica Sulli **DEPARTMENT:** Contracts Office
Contract Specialist

REVIEWED BY: Gerardo Castillo, Chief **APPROVED:** 
Business Officer

Superintendent Aguilar has requested that grant descriptions contain the following information when presented in the Board Agenda. If this information is not included in the description when it is submitted to the Contracts Office for inclusion in a Board Agenda, it may cause delays.

1. The number of students served by the grant
2. The specific schools served by the grant
3. Examples of critical outcomes/expectations from the grant

For example, note how this information (underlined) is included in the following grant description, as well as the use of bullet points for clarity:

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
<u>ADULT EDUCATION</u>		
A18-00024 Sacramento Employment and Training Agency (SETA)	7/1/17 – 12/31/18: ELL Workforce Navigator Program: Services will be provided to <u>40 students</u> at the <u>Charles A. Jones Career and Education Center</u> and will include vocational English language instruction, Adult Basic Education (ABE), high school completion/equivalency, career exploration, labor market research, career pathways development, work based learning, vocational training, support services, and job placement and retention services. Special focus will be placed on targeting outreach to refugee and Special Immigrant Visa (SIV) holder populations. <u>Project Outcomes:</u> <ul style="list-style-type: none">• <u>Increase referrals enrollments and co-enrollments of ELLs in the workforce system</u>• <u>Increase alignment and integration of WIOA Title I and Title II programs</u>• <u>Increase in ELLs obtaining high school degree</u>• <u>Increase in ELL training enrollments</u>• <u>Increase in numbers of ELLs obtaining gainful employment</u>	\$120,000 No Match

If you have any questions or concerns regarding this request, please feel free to contact the Contracts Office at (916) 643-2464.