

**Workforce Innovation and Opportunity Act  
Title II: Adult Education and Family Literacy Act  
2018-19 Re-Application for Funding**

THIS SPACE IS RESERVED FOR CDE  
USE ONLY.

**Application Due Date: April 27, 2018**

**Agency Information**

Agency Name: Mt. Diablo Unified School District  
County Number: 07  
District or Vendor Code Number: 61754  
Federal Employer ID Number: 68-0091157  
Charitable Trust Number:  
Mailing Address: 1266 San Carlos Avenue  
Concord, CA 94518-1199  
Organization Type: Local Educational Agency (LEA)

**Superintendent/President/Executive Officer**

First Name: Nellie  
Last Name: Meyer  
Title: Superintendent  
E-mail: meyer@mdusd.org  
Telephone: 925-682-8000 x

**Assurances and Certifications**

As the duly authorized representative of the applicant, I have read all assurances and certifications and certify that the applicant will comply with all terms and conditions of the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) program as a condition of funding. I further certify that all applicable state and federal rules and regulations will be observed and that, to the best of my knowledge, the information contained in this application is correct and complete.

Superintendent/President/Executive Officer Signature (Blue Ink):



Date:

4/27/18

**Authorized Agent**

First Name:	Chris
Last Name:	Holleran
Title:	Assistant Superintendent, Mt. Diablo Unified School District
E-mail:	holleranc@mdusd.org
Telephone:	925-682-8000

**Adult Education Director**

First Name:	G. Vittoria
Last Name:	Abbate
Title:	Director, College & Career and Adult Education
E-mail:	abbategv@mdusd.org
Telephone:	925-685-7340 x 6710

**Local Workforce Development Board (LWDB)**

Name of LWDB:	Workforce Development Board of Contra Costa County
LWDB Representative:	Donna Van Wert
Telephone:	925-602-6800
Mailing Address:	300 Ellinwood Way, 3rd Floor
Mailing City:	Pleasant Hill
Mailing State, Zip Code:	CA 94523

**Memorandum of Understanding with the LWDB**

In accordance with the requirements of 34 Code of Federal Regulations (CFR) 361.505 and 34 CFR 361.720 as described in the Assurances and Certifications, the grantee must enter into either an umbrella memorandum of understanding or separate memorandum of understanding relating to the operation of the One-Stop delivery system in the area with the LWDB.

Has your agency entered into either an umbrella memorandum of understanding or separate memorandum of understanding relating to the operation of the One-Stop delivery system in the area with the LWDB?

- YES
- NO

## Program Data

The tables below show your agency's funding status for 2017–18 and the payment points earned in 2016–17. Please identify which programs you will be continuing in 2018–19. A brief justification is required if you will not be continuing a previously funded program.

### Section 225

Program Focus Areas	Project Code	Resource Code	PCA	2017–18 Funding Status	2016–17 Payment Points Earned	Continuing in 2018–19
Adult Basic Education (ABE) English Language Acquisition (ELA)	38	3940	13971	Not Funded	N/A	N/A
English Literacy/Civics (EL Civics) • Civic Participation	38	3940	13971	Not Funded	N/A	N/A
Adult Secondary Education (ASE) • High School Equivalency (HSE) • High School Diploma (HSD)	38	3940	13971	Not Funded	N/A	N/A

**Section 231**

<b>Program Focus Areas</b>	<b>Project Code</b>	<b>Resource Code</b>	<b>PCA</b>	<b>2017-18 Funding Status</b>	<b>2016-17 Payment Points Earned</b>	<b>Continuing in 2018-19</b>	<b>2018-19 Projected Enrollment</b>
Adult Basic Education (ABE) English Language Acquisition (ELA)	39	3905	14508	Funded	628	YES	N/A
English Literacy/Civics (EL Civics) • Citizenship Preparation	39	3905	14508	Funded	17	YES	N/A
English Literacy/Civics (EL Civics) • Civic Participation	39	3905	14508	Funded	0	YES	1200
Adult Secondary Education (ASE) • High School Equivalency (HSE) • High School Diploma (HSD)	39	3913	13978	Funded	216	YES	N/A

**Section 243**

<b>Program Focus Areas</b>	<b>Project Code</b>	<b>Resource Code</b>	<b>PCA</b>	<b>2017-18 Funding Status</b>	<b>2016-17 Payment Points Earned</b>	<b>Continuing in 2018-19</b>
Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET)	42	3926	14109	Funded	1046	YES

## **Assurances and Certifications**

### **California General Assurances and Certifications**

Applicants must go to the CDE General Assurances 2017–18 Web page at <https://www.cde.ca.gov/fg/fo/fm/generalassurances2017.asp>, download the General Assurances and Certifications form, and retain a copy on file to be available for compliance reviews, complaint investigations, or audits.

All agencies must complete and sign the CDE Federal Funding Accountability and Transparency Act Sub-award Reporting Compliance Form (AO-FFATA-001). This form is included in the hardcopy application. A fill and print version is also available; please contact the Adult Education Office by e-mail at [adulthoodeducation@cde.ca.gov](mailto:adulthoodeducation@cde.ca.gov) to request a copy. Per 2 CFR Part 25.205, failure to submit may result in the CDE determining that the applicant is not qualified to receive an award or may result in delayed payments or cancellation of grant award.

### **WIOA, Title II: AEFLA Specific Assurances and Requirements**

Awarded WIOA, Title II: AEFLA grantee's duly authorized agent certifies that the grantee will comply with the following specific program assurances and requirements:

1. The grantee will expend funds appropriated to carry out the WIOA, Title II: AEFLA only in a manner consistent with fiscal requirements under WIOA Section 241(a) (regarding supplement and not supplant provisions). Funds for this program will be used to supplement (increase the level of services) and not supplant (replace) funds from non-federal sources.
  - a. Any program activity required by state law, State Board of Education rules, or local board policy will not be paid with these funds.
  - b. State or local funds will not be decreased or diverted for other uses merely because of the availability of these funds.
  - c. Grantees will maintain documentation that clearly demonstrates the supplementary nature of these funds.
2. The grantee will not use any funds made available under the WIOA, Title II: AEFLA for the purpose of supporting or providing programs, services, or activities for individuals who are not "eligible individuals" within the meaning of WIOA Section 203(4), unless it is providing programs, services, or activities related to family literacy activities, as defined in WIOA Section 203(9).
3. Awarded grantees of the Integrated English Literacy and Civics Education program under WIOA Section 243(a) will provide training activities in combination with integrated education and training. The program will be designed to (1) prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.

4. Awarded grantees of WIOA Section 225 will use those funds to give priority to serving individuals who are likely to leave a correctional institution within five years of participation in the program.
5. The grantee agrees to comply with sections 8301 through 8303 of the Buy American Act (41 United States Code 8301–8303.)
6. The grantee agrees to implement a student tracking system using the CDE selected contractor's software for collecting student information.
7. The grantee agrees to use the state's standardized policies and procedures for intake, assessment, placement, goal setting, follow-up surveys, and data privacy requirements.
8. The grantee agrees to have staff with clear responsibility for data collection, data entry, procedures for correcting errors, and resolving missing data.
9. The grantee agrees to document procedures and guidelines pertaining to their standardized assessment practices. Adult literacy providers may use the WIOA, Title II: AEFLA Assessment Policy Guidelines as the policy foundation, in conjunction with Test Administration Manuals, and regional training workshops to provide a basis for development of local procedures, guidelines, and implementation practices.
10. The grantee agrees to use student data for program management and improvement, such as evaluating learning gains, teacher performance, and meeting student needs.
11. The grantee agrees to meet state-imposed program participation criteria that include, but are not limited to, attendance at CDE sponsored training related to budget and program development.
12. The grantee must provide at least a 25 percent match in state allocation and/or non-federal funds. State allocation can be any form of state funding provided to the grantee. The non-federal contribution can be cash or in-kind, at the fair market value, and must include only non-federal funds used for adult education and literacy activities consistent with the WIOA, Title II: AEFLA. Amounts reported for acceptable matching:
  - Must be properly documented and verifiable from recipient records (recorded in the general ledger)
  - Must be necessary and reasonable to accomplish program objectives
  - Must be allowable under the applicable cost principles
  - Must not be included as contribution for other federally assisted programs
  - Must have the value supported by appropriate documentation of fair market value

13. The duly authorized agent of the grantee agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720. Specifically, the grantee agrees that if funded, the organization will enter into either an umbrella memorandum of understanding or separate memorandum of understanding relating to the operation of the One-Stop delivery system in the area with the LWDB. In addition, the grantee agrees that from the federal funds that are reserved for local administration (an amount not to exceed 5 percent of the grant award), the organization will contribute its proportionate share of local infrastructure costs based on proportionate use of the One-Stop career center, and the relative benefit received by the grant. The grantee further agrees that the organization's local contribution, in addition to local federal administrative costs, may include non-federal resources that are cash, in-kind, or third-party contributions.

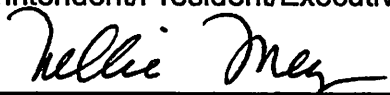


## Assurances for Public or Private Nonprofit Organizations

Nonprofit organizations must agree to comply with the following assurances:

- **Profit Issue:** Federal adult education funds are supplemental, are limited to reimbursement of expenses, and do not provide provisions for profit. Nonprofit organizations that subcontract services to “for profit” entities or individuals, may claim federal adult education reimbursements for the actual expenses of the subcontractor if the expenses: (1) do not exceed the allowable percentage in any given category as designated by the original grant; and (2) the services meet the limitations established by federal and state laws. Excess amounts paid to subcontractors beyond allowable percentages must be paid from resources other than federal adult education grant funds.
- **Audit Requirements:** Nonprofit organizations, must be in compliance with federal and state audit requirements and have filed the most recent required audit report with the CDE, Adult Education Office or the Audits and Investigations Division. Also, organizations must complete and submit the Annual Audit Status Certification Form when received in August from CDE’s Audits and Investigations Division.
- **Nonprofit Charitable Trust Status:** Charities are required to register with the California Attorney General’s Registry of Charitable Trusts within 30 days after receiving assets. Charities, unless exempted, are required to file Internal Revenue Service (IRS) Form 990 and the Annual Registration Renewal Fee Report (Form RRF-1) annually with the California Attorney General’s Office Registry of Charitable Trusts. If the organization is exempt from filing IRS Form 990 and RRF-1, provide a copy of the agency’s Exempt Organization Determination Letter from the IRS. To maintain legal status, organizations must have current required documents on file with the California Attorney General’s Office. Please confirm your Charitable Trust nonprofit organization status by contacting the California Attorney General’s Office at 916-445-2021. You may also visit the State of California Department of Justice, Office of the Attorney General’s Charities Web page at <http://www.caag.state.ca.us/charities/>.

For nonprofit organizations, this acknowledgement must be signed and submitted with the application.

Agency Name: Mt. Diablo Unified School District	
Superintendent/President/Executive Officer Signature (Blue Ink): 	Date: 4/27/18

## CDE and Federal Audit Requirements

United States Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (known as Uniform Guidance) requires that nonprofit organizations that expend \$750,000 or more in a year in federal awards shall have a single audit conducted annually (Uniform Guidance, 2 CFR 200.501). Biennial audits are not acceptable. Audit reports must be submitted to the CDE within 120 days of the end of the organization's fiscal year. The CDE will approve only a completed audit package, which includes the following items:

- Financial Statements
  - Prior Period Audit Findings
  - Corrective Action Plans
  - Data Collection Sheet
  - Audit Report that includes an Opinion Statement
  - An Internal Controls Report
  - A Compliance Report
  - A Schedule of Findings and Questioned Costs
  - A Summary of Audit Results as defined by Uniform Guidance, 2 CFR 200.515
  - Associated Management Letters.
- (1) **Single Audit:** A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single audit conducted in accordance with Uniform Guidance, 2 CFR 200.514, except when it elects to have a program specific audit conducted.
  - (2) **Program-specific Audit Election:** When an auditee expends federal awards under only one federal program (excluding research and development), and the federal program's statutes, regulations, or the terms and conditions of the federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for research and development unless all of the federal awards expended were received from the same federal agency, or the same federal agency and the same pass-through entity, and that federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.
  - (3) **Exemption when federal awards expended are less than \$750,000.** A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in Uniform Guidance, 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office.

- (4) Organizations that expend more than \$25,000 but less than \$750,000 in federal funding may be subject to an audit conducted or contracted by the CDE.
- (5) Organizations that expend less than \$25,000 in federal awards in a single fiscal year are exempt from the above audit requirements. However, the agency must maintain auditable records in a central location for the statutory record retention period of three years after the close of the grant year. These records must be made available upon request to representatives of the CDE or other governmental agencies for on-site monitoring, reviews, and audits.

### **Annual Audit Status Certification**

Each organization participating in programs administered by the CDE must complete an Annual Audit Status Certification (AASC) form attesting to the total amount of all federal financial assistance received and identifying the state and federal programs in which it participated during the fiscal year. The AASC form is available on the California Adult Education Online Application and Reporting Web site at the <https://adulted.otan.us/adulted> at the end of the program year.

## Section 427 of the General Education Provisions Act (GEPA)

Instructions: In the text box below, describe the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs. Provide the information to meet the requirements of Section 427 of the GEPA, consistent with the instructions in the Federal Notice to Applicants, OMB Control No. 1894-0005 (Exp. 04/30/2020) referenced below.

Provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances.

We will continue to:

- offer classes, orientations, assessments and registration at different times of the day to accommodate working adults.
- offer ESL classes at various district elementary and middle school sites for those adult students without transportation.
- offer childcare and/or school readiness classes in conjunction with certain ESL classes to accommodate adults who need childcare and/or Family Literacy support.
- provide bilingual (English/Spanish) flyers to promote ESL classes in the community at schools, libraries, and community events in order to reach as many people who need services as possible.
- provide program information via our quarterly, mailed catalog and our website.
- offer different levels of ESL and ABE to meet students where they are.
- offer Independent Study
- maintain waiting lists in order to incorporate students into class as soon as openings become available.
- expand our Distance Learning offerings for ESL as well as offer hybrid courses for some other programs.
- to offer software programs for struggling readers, as well as a learning lab.
- testing accommodations, such as more time and paper/pencil tests instead of computer-based tests

New supports we will offer include:

- Kurzweil, "assistive technologies that provide accessible learning and parity across devices"
- Learning support surveys to help students support individual students with learning challenges

The purpose of this enclosure is to inform you about the following provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public

### **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

### **What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

- 1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- 2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- 3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.
- 4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

*Estimated Burden Statement for GEPA Requirements*

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0005.

**END OF APPLICATION**

**Federal Funding Accountability and Transparency Act Sub-award Reporting Compliance Form**

In accordance with the Federal Funding Accountability and Transparency Act, sub-grantees are required to report the following information to the California Department of Education (CDE) to receive funding. Recipients are required to register and maintain their Data Universal Numbering System (DUNS) in the System for Award Management (SAM) at <http://www.sam.gov>. **This form must be returned with the application package.** Per 2 CFR Part 25.205, failure to comply may result in the CDE determining that the applicant is not qualified to receive an award or may result in delayed payments.

**Please read before completing this form.**

If you are an educational agency that certifies thru the OPUS-CDE web application complete item 1 and sign the form. All other entities must complete all items below as it appears in your System for Award Management (SAM.gov) profile.

1. Name of entity receiving award Mt. Diablo Unified School District

2. Physical address associated with this DUNS number (city, state, zip + 4 required)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Dun & Bradstreet (D&B) DUNS Number \_\_\_\_\_

4. Total compensation and names of top five executives *if*:

a. This business or organization receive 80% or more of its annual gross revenues from the U.S. Federal government *and* those revenues are \$25M or greater in annual gross revenues?  
 Yes  No  If yes, proceed to question b.

b. Does the public have access to compensation information filed under section 13(a) or 15(d) of the Securities Exchange Commission (SEC) and IRS requirements?  
 Yes  No  If no, complete the table below.

Name	Compensation Total
1.	
2.	
3.	
4.	
5.	

I certify that the above information is true and accurate.

Nellie Meyer  
 Authorized official signature & Date

4/27/18

Nellie Meyer  
 Authorized official printed name

Superintendent  
 Title