



United College Action Network, Inc.

Natomas Unified School District
1901 Arena Blvd.
Sacramento, CA 95834

May 28, 2020

Contract for Professional Services
to Provide College Preparation and Career Assessment Support Services
to High School Students (10th, 11th, and 12th grade students)
in the Natomas Unified School District
during the 2020-2021 School Year

United College Action Network, Inc. (U-CAN) is pleased to provide the following proposal for implementation of direct college and career support services to high school students (Inderkum, Natomas, Leroy Greene and Discovery high schools) in the **Natomas Unified School District (NUSD)**.

Direct/distance-learning services will include: Virtual college fair participation, follow up sessions, college/career prep mentoring, coaching, family engagement sessions and or related activities presented through monthly small group and/or individual sessions/meetings via google classroom, video chats/conferences, webinars, texts, emails and phone calls. A case management accountability model will be employed to document all program interactions and to monitor all measurable program outcomes.

This proposal reflects special services and support systems designed to support targeted diverse high school students design and implement a successful path to career and college options, attainment and graduation by assisting them individually and in small groups to meet/exceed the following program goals:

- Encourage students to see themselves as college bound and instill the belief that college is accessible to everyone
- Build students' self-motivation to pursue college and help them to build a support network of adult mentors to help them reach program and other post-secondary goals

- Encourage students to assess where they are in their college search and application process and what steps to take to reach their goals of choosing the college that best suits their needs
- Help students assess their career interests, skills and work values and begin researching colleges to pursue targeted career interests and goals
- Assist students in putting together a plan for test preparation, registration (waivers) and taking standardized testing
- Assist students and their families to clearly understand the process of college admissions and financial aid
- Assist students and families to become aware of available school and community resources, if needed during the COVID-19 school closure.

Program Quantifiable Goals:

1. Eighty per cent (80%) of program students will be introduced and guided through the process of completing and submitting applications for admissions to colleges and post-secondary institutions of their choice (CTE post-secondary placement/schools, 2-4 years institutions and armed services).
2. Ninety per cent (90%) of program students will be introduced and guided through the financial aid process, including the successful completion and submission of their Free Application for Federal Student Aid (FAFSA).
3. Ninety per cent (90%) of program students receiving case management services will register online and complete selected tasks/action steps (both online and in group settings) to optimize career exploration and college planning engagement activities. Students will establish and maintain an online portfolio that will contain the following documents: completed career assessment inventory (interests, skills and work values); career exploration activities related to college selection and academic majors; college evaluations; college success guidance and information; ACT and/or SAT tests results; evidence of completed/submitted FAFSA; high school transcripts; and post-secondary plans. (To implement this goal U-CAN will seek District level permission to access student California College Guidance Initiatives (CCGI/Naviance) profiles to support both U-CAN's and Districts' career and college preparation goals.)
4. Ninety-five (95%) of case managed students' parents/guardians will receive monthly program updates via email, texts, telephone, or USPS.

Impact of Services

United College Action Network program/session activities/curriculum provides a comprehensive foundation to accomplish the program goals listed above. All program activities will be appropriately converted to a distance-learning format that will best deliver and assess all program goals.

Planned Services	Description (see more detail in Exhibit A)	Participants
<p>20-25* days of guided engagement/ college planning activities, discussions, assistance and support in researching career plan and colleges and completing and submitting college admissions packets.</p> <p>29-35* days of associated prep/case management activities/mentoring and coaching support/ assistance.</p>	<ul style="list-style-type: none"> • Small group and individual sessions involving successful high school mentoring and coaching strategies that prepare students for success in careers based post- secondary options: selection of a-g classes, how to get additional support when needed, career to college selections (how career options support choice of college majors), understanding and preparing for financial support in college, college essays, understanding the FAFSA process and reflecting on options/choices selected. CCGI/Kuder and U-CAN goals and activities will serve as a model for many of the student engagement activities of the U-CAN College Admissions Program (CAP) • Facilitate school site FAFSA presentations for seniors and mock FAFSA for juniors • Accompany school staff of selected college field trips. • On/off site support and follow-up with students, their teachers, families, and college officials, etc. (case management). • Table at local community events to increase program’s visibility and support. 	<p>U-CAN services will be available up to:</p> <ul style="list-style-type: none"> • 100-125 sophomores, juniors and seniors for small group/ individual sessions • Up to 100 individual case management families

NUSD will be responsible for providing the follow: appropriate student meeting space when District returns to a “brick and mortar” schedule, a site contact person to produce and delivery UCAN session passes to students to attend group sessions, and have meeting information announced during morning announcements. United College Action Network, Inc. (U-CAN) provides program required materials needed to complete program projects. U-CAN will provide electronic copies of all handouts prior to the session to be copied by **NUSD**. Unless negotiated in the contract budget, clients are responsible for producing all participant materials.

During the first month of the 2020-2021 school year, **NUSD** will provide an opportunity for selected members of the **UCAN** staff to meeting with school counselors to present an overview of the College Admissions Prep (CAP) Program, including goals, objectives, sample focus lessons and activities and case management procedures. This

opportunity will allow an opportunity for all parties to be familiar with how outreach services can support District, school site and departmental goals and objectives.

The U-CAN Experience

The U-CAN program will provide immediate intervention for "at-risk" students who may be the first in their family to attend a four-year college or university as a component of our case management accountability process. This part of our program is aimed at strengthening families and nurturing positive relationships between student participants, their parents, and teachers. Our case-management process will provide the program's staff an opportunity to build growing partnerships/relationships with each family, as well as fostering the opportunity to provide and tract follow-up services after students leave high school.

During June of 2021, U-CAN will offer two (2) one-hour sessions for students and parents, as well as appointments to meet with students and families of graduated students to assist with needs to support preparation for fall matriculation. The sessions topics will be ***Financial Aid 101 and How Parents and Students/Families Can Successfully Prepare for Post-Secondary Options.***

Staff will also be available to assist incoming seniors to work on their college portfolio in preparation for attendance at the **Virtual Annual U-CAN HBCU Recruitment Fair** September 22-24, 2020.

Follow-up is critical to the success of students and the program. U-CAN will work closely with the NUSD district and school personnel at each site to ensure that information about the program is provided to students, counselors and career technicians will be asked to provide academic information to U-CAN staff periodically for the purpose of determining student needs, status and progress. The U-CAN staff will in turn share/provide all/any pertinent college prep information gathered from students with counseling and District Office staff and/or as needed or requested.

We continually encourage, inspire, and motivate our students to remain in college and help them pursue productive careers, achieve long-term success, and give back to their respective communities.

Although U-CAN's focus is to encourage students to attend a four-year post-secondary institution, with a focus on Historically Black Colleges and Universities, our staff will assist any student to attend any college of their choice, including Predominately White Institutions (PWIs), Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs). *During the 2020-21 Virtual Annual U-CAN HBCU Recruitment Fair, UCAN will extend invitations to local area colleges and universities to participate in the event.*

For over twenty (20) years, The United College Action Network, Inc. has sponsored the Annual Historically Black Colleges and Universities (HBCU) Recruitment Tour. This college/university event brings to the Sacramento area over thirty-five (35) admissions directors and counselors. Some of the institutions are prepared to offer "on the spot" preliminary admissions and scholarship awards to qualified graduating seniors. U-CAN will assist students in putting together their application packages as required by participating colleges to ensure admissions success.

UCAN will continue to Direct Its Attention and Resources to Support the California Community College (CCC) Transfer Agreements with 35 Historically Black Colleges and Universities (HBCUs), California State University (CSU) system, and the Transfer Admissions Guarantee (TAG) Program with 6 UC campuses.

"Transfer to Your Saved Spot", with your Associate Degree for Transfer, students are guaranteed admission to a saved spot into a participating four-year university. This degree guarantees admission into the CSU and UC systems in a similar major but not necessarily to a particular campus. If you're applying to Historically Black Colleges and Universities, Western Governors University and participating independent, non-profit universities in California, you are guaranteed admission into the exact campus you applied to and the major you want to pursue.

The objective of the California Community Colleges Transfer Programs is the development of Transfer Guarantee Agreements that will facilitate a smooth transition for students from all of the California Community Colleges to partner colleges and universities. These agreements will simplify the transfer process and reduce students' need to take unnecessary courses, thereby shortening the time to degree completion with cost savings.

For U-CAN students who selected to begin their post-secondary plans at the community college level and are interested in attending a four-year institution as a transfer student, they may do so with 60 credits. Our staff will monitor their community college tenure and will be available to assist students during the transfer process to a four-year HBCU.

Site Scheduled Visitation Dates

Once dates are finalized, any requested date or session changes should be made in writing in advance of scheduled date. Any requested changes must be approved by United College Action Network, Inc. **Note:** Should inclement weather impact service delivery, United College Action Network, Inc. will make good faith efforts to reschedule with NUSD.

Performance Data Reporting

United College Action Network will provide a Mid-Year Performance Progress Data Report on or before February 7, 2021 and an End of the Year Performance Data Report on or before June 15, 2021. Additionally, as requested, our administrative staff will share updated monthly case management logs with designated District program supervisory staff.

Payment Schedule

The specific fee requested by the United College Action Network, Inc. for services provided to program students attending any NUSD high school and their families is Sixty-four Thousand and Five Hundred Dollars (\$64,500.00).

U-CAN will invoice NUSD for one (1) initial payment of Twenty-Eight Thousand and Five Hundred Dollars (\$28,500.00) and nine (9) equal payments of Four Thousand Dollars (\$4,000.00) for services provided according to the schedule below:

Monthly Services Provided	Monthly Invoice Submitted	Request Payment on/before Date
September 2020	September 20, 2020	October 15, 2020
October 2020	October 25, 2020	November 15, 2020
November 2020	November 28, 2020	December 13, 2020
December 2020	December 13, 2020	January 15, 2021
January 2021	January 23, 2021	February 17, 2021
February 2021	February 24, 2021	March 16, 2021
March 2021	March 22, 2021	April 12, 2021
April 2021	April 23, 2021	May 17, 2021
May 2021	May 24, 2021	June 13, 2021
June 2021	June 14, 2021	July 2, 2021

All payments should be sent to:
United College Action Network, Inc.

PO Box 5249
Fair Oaks, CA 95628
Phone: 916-896-3000 Fax: 916-900-7988

Contract/ Billing Contact

Name	Email	Phone

Department Contact

Name	Email	Phone

Reservation of Intellectual Property

All materials developed or provided by U-CAN (dba United College Action Network, Inc.) or its agents pursuant to this Agreement, and any know-how, methodologies, equipment, or processes used by United College Action Network, Inc. to provide the Services to **NUSD** including, without limitation, all copyrights, trademarks, trade secrets, and other proprietary rights are and will remain the sole and exclusive property of United College Action Network, Inc. Unauthorized copying, reverse engineering, and creating unauthorized derivative works based on such materials are expressly forbidden except as outlined in this Agreement.

Contractor is aware of the provisions of Education Code Section 45125.1 and will comply with such provisions before commencing performance of the work of this agreement. Fingerprinting and background clearance is required for Contractors employees, mentors, volunteers, subcontractors, or staff who may have contact with District pupils in the course of performance pursuant to this agreement.

Hold Harmless. Each party agrees to and does hereby indemnify and hold harmless the other party and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of an injury to or death of any person(s) or damage to or loss of any property caused by any act, neglect, default, or omission of the indemnifying party, or any person, firm or corporation employed by the indemnifying party, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Contract, whether said injury or damage occurs either on or off the indemnifying party's property. Each party at its own expense, cost and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against its governing board, officers, or employees in any action, suit, or other proceedings resulting from activities described above.

United College Action Network, Inc. (dba U-CAN) and Natomas Unified School and United College Action Network) agree to the above scope of services. This scope of services may only be changed in writing and must be signed by both parties. By signing this agreement, you attest that you are authorized to sign on behalf of Natomas Unified School and United College Action Network).

Alan H. Rowe

United College Action Network, Inc.

NUSD Representative

President/CEO

Title

Title

5/28/2020

Date

Date

Please return a signed copy of this agreement and a Purchase Order (if applicable) to Barbara Evans, Deputy Director, via email/scan bevans@ucangtc.org.

Attachment: Exhibit A

2020-21 U-CAN CAP Grade Levels Services	
Juniors	Seniors
<ul style="list-style-type: none"> • Monthly meetings will be scheduled at four (4) sites once each month for one class period or after school for fifty (50) minutes (December-May) • Documented monthly follow-up by U-CAN staff by telephone, text, emails • Recorded attendance • Required events participation each month • Monthly parent updates via email, text, USPS and/or phone call • All participants will register and take the CCGI/Kuder Career Interest Inventories. Results will be reviewed with students and parents/guardians <p>*Sophomores and Juniors will focus on exploring career options to support choices for college majors</p>	<ul style="list-style-type: none"> • Monthly meetings will be scheduled at four (4) sites once each month for one class period or after school for an hour (September-May) • Documented monthly follow-up by U-CAN staff by telephone, text, emails • One-on-one conferences with students, families and college officials, as needed • 24/7 access to U-CAN support team • Monthly parent/guardian updates via email, text, USPS and/or phone call • U-CAN staff will attend training and serve as volunteer assistants at annual Cash for College Nights at selected high schools • All participants will register and take the CCGI/Kuder Career Interest Inventories. Results will be reviewed with students and shared with parents/guardians
CAP Grade Level Presentations and Activities	
Juniors List	Seniors List
<ul style="list-style-type: none"> • Register/Complete UCAN File: services/activities. • Introduction to: <ul style="list-style-type: none"> ▪ Register and participate in monthly CCGI/Kuder Career and College Prep Activities (online program) or other comparable activities ▪ College/university majors/minors, degrees exploration activities ▪ The college admissions and application process. ▪ Financial Aid/FAFSA. ▪ Time management. ▪ Letters of recommendations ▪ College essays ▪ Finding, selecting and applying for college scholarships ▪ Evaluate colleges/virtual tours ▪ SAT/ACT prep classes. ▪ Monitoring grades and transcripts 	<ul style="list-style-type: none"> • Register/Complete UCAN File: services/activities. • Continued Support and personalized assistance with all areas listed under the “Juniors List” • Student/parent consultations <ul style="list-style-type: none"> ▪ FAFSA ▪ Selecting the Right Post-Secondary Option ▪ Financial Aid - Paying for College 101 ▪ “Helping Your Homesick Child Stay in College” • Course selection assistance • Pairing career options with majors and colleges of choice • Admissions and scholarship eligibility. • Transcript review • Coaching/mentoring support • Scholarship reach, coordination and selection. • College application assistance • Financial aid application assistance • Assistance with acquiring college application waivers • College Housing Assistance • Invitation to attend Kahn Academy SAT/ACT Prep Classes