



City of Dublin
City of Dublin Community Grants Program
 12/16/2011 deadline

Chabot-Las Positas Community College District/Tri Valley One Stop Career Center
City of Dublin Employment and Training Services

Chabot-Las Positas Community College District/Tri Valley One Stop Career Center
 5020 Franklin Drive
 Pleasanton, CA

Tel: (925) 485-5262
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 Web: Trivalleyonestop.org
 EIN: 94-167063

Project Contact
 Linda Pflaster
lpflaster@clpccd.org
 Tel: (925)485-5518

\$15,000 Requested

Chancellor
 Joel Kinnamon
JKinnamon@clpccd.org

Proposal Questions

1 Please describe your organization category (select one of the following):

- Private Non-Profit
 Public Agency
 Other:

2 Please describe your agency's mission (no more than 3 sentences and 75 words).

To provide resources and services in support of employers and all job, training and education seekers.

3 For what type of Dublin Grant is your agency applying?

- Capital Project
 Public Service/Program/Project

4 Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- Yes
 No

5 Please indicate below if this application is a request for one-time funding and/or "seed" funding.

- One-time funding
 Seed funding
 One-time and Seed funding
 Neither / not applicable

6 If your agency has NEVER received grant funding from the City of Dublin, please describe any other City/County funding received within the last three years (jurisdiction, year, amount, purpose, etc.). Enter "N/A" if you HAVE received Dublin Grants.
 N/A

7 Please provide information to justify your agency's capacity to conduct this project (type of management or governing body, fiscal staff resources, skills and experience, etc.).

The Las Positas College / Tri Valley One-Stop management consists of Las Positas College leadership in the form of Vice President of Student Services Jeff Baker who oversees all program activities. Additionally, John Alves acts as the Director of the One-Stop and reports directly to Mr. Baker. Also, all program laws and regulations are stipulated via federal law through the Alameda County Workforce Investment Board staff and board of directors.

Fiscal staff resources are dictated annually and are dependent on the federal funding allocation administered by the Alameda County Workforce Investment Board.

Vice President Jeff Baker has over 20 years experience in the One-Stop Center planning and negotiations. Additionally, Director John Alves has 15 years experience in One-Stop operations and holds an advanced degree in counseling.

8 Provide a brief summary of the project for which your agency is seeking funding (no more than three sentences or 75 words). This text will be used widely during the review and implementation process to describe your project.

To provide workforce development activities to Dublin citizens categorically classified as job seekers, laid off workers/displaced workers, youth, new entrants to the workforce, veterans, persons with disabilities, ex offenders and services for employers.

9 Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.

The Center expects approximately 9,000 unduplicated Dublin residents to be served by this project.

10 Describe specific problem(s), need(s), issue(s), or service gap(s) to support the need for this project in Dublin. Include demographics, statistics, reports, etc.

Difficult economic times continue to plague our nation. With that said, in the midst of this ongoing recession the number of laid-off displaced workers continues to rise in our community. The economic slump has increased the length of time of being unemployed thus not only making it more difficult for those seeking employment but also straining our state unemployment insurance resources as well. The Las Positas College / Tri Valley One-Stop goal and vested interest is to improve the quality of life for Dublin residents through pride in gainful employment and thereby reducing public assistance.

11 Explain how this project will be implemented, administered, and operated.

Project Dublin will be implemented by skilled career center counselors meeting with Dublin citizens and addressing any barriers the client may be experiencing in finding gainful employment. Administration and operation goals will strictly be monitored by Las Positas College and the Alameda County Workforce Investment Board.

12 Describe in detail the role of Dublin Grant funds in this project (e.g., what specifically will the grant funds be used for?).

Requested funds would be used to provide workforce development activities to Dublin citizens categorically classified as job seekers, laid off worker/displaced workers, youth, new entrants to the workforce, veterans, persons with disabilities, ex offenders and services for employers. This program is an extension of services offered at the Chabot-Las Positas College/Tri-Valley One-Stop Career Center acting in compliance with the Federal Workforce Investment Act of 1998.

Examples of services offered are as follows: Core, intensive training and outreach programs to youth and ex-offenders. Additionally, in the 2010/2011 fiscal year, The Tri-Valley One-Stop Career Center continues with programs catered to the Women Correctional Institution, as well as the Alameda County Jail both located in the city of Dublin.

Core services consist of labor market information, initial assessment of skill levels, job search and placement assistance. Initial assessment and development of Individual Employment Plan, vocational counseling, development of professional resume(s), personalized and video-taped mock interview sessions and feedback, job development and job referrals, financial assistance addressing mental health concerns, testing services (i.e. typing tests, software assessment skills test, etc), financial assistance to purchase appropriate textbooks or job-specific equipment/licenses (i.e. tools sets, nursing uniforms, construction steel toe boots, Hazmat endorsements, etc), reimbursement of certain parking fees, reimbursement of certain transportation fees; vocational training programs; job retention services; and on-the-job training (OJT) services.

Intensive services are available to eligible unemployed individuals who have completed at least one core service, but have not been able to obtain employment, or employed individuals needing additional services to obtain or keep employment that will lead to personal self-sufficiency.

13 Please list and briefly describe the outcome measures that are crucial to the success of this project. What strategies or objectives will your agency use to track the progress of meeting the outcome(s)?

The center will track Dublin citizens via the new Alameda County (VOS) - Virtual One-Stop computer tracking software system. Specific services such as career counseling, resume writing, interviewing workshops as well as a specific training in order for a Dublin citizen to upgrade their marketable skills will all be tracked /accounted for.

14 Describe the population your agency anticipates serving with these funds and how they will benefit from the implementation of this project, i.e. seniors, youth, low-income, etc.

Job seekers, laid off workers/displaced workers, youth, new entrants to the workforce, veterans, persons with disabilities and employers. To provide resources and services in support of employers and all job, training and education seekers. Specifically, the additional funding would be used to continue to serve Dublin residents.

15 How is this project culturally appropriate (i.e., describe how it is specifically tailored to the client/customer population served)?

The Las Positas College / Tri Valley One-Stop are dedicated to working with all individuals from varied socioeconomic and cultural backgrounds. Additionally, we work in conjunction with the State Unemployment Development Department in order to gain a clearer understanding the greater east bay area and the citizens which we serve. An EDD representative is on site one day a week to assist veterans who are in need of unemployment assistance.

16 Explain how your agency will outreach to low-income, limited English speakers, and/or disabled persons. How will each of these groups access the project for which your agency is requesting funding?

The primary language other than English most encountered at the center is Spanish. Therefore, we have two full time employees that are fluent in Spanish. In reference to disabled persons, another one of our partners is the State Department of Rehabilitation which is on site three days a week to assist individuals with disabilities.

17 Identify the organizations that your agency partners with and describe their relevant capabilities that result in greater service integration.

The Tri-Valley One Stop is in partnership with the Employment Development Department and provides mutual assistance to job seekers.

18 Describe marketing and outreach your organization has done, particularly to Dublin residents. In addition, outline specific collaboration with other service organizations in the City of Dublin or Tri-Valley.

The Las Positas College / Tri Valley One-Stop coordinates with the Dublin Library ongoing basis to conduct various employment related workshops as needed. We also provide services to the Dublin Federal Correctional Institution and the Santa Rita Jail. Lastly, anytime we are notified by the Alameda County Workforce Investment Board that a mass layoff will take place in Dublin, we work closely with the employer in order to provide rapid response services to those workers who will be losing their jobs. These services include assistance with unemployment insurance, resume writing, interviewing, job leads and in some instances re-training.

19 Referring to questions 28, 29 and 30, describe the project for which your agency is requesting funding and how this project serves Dublin residents by meeting at least one of the City of Dublin's Mission, Vision, Values, and Strategies.

Overall, the project will assist Dublin residents, both youth and adults, to become economically self-sufficient and to empower them with the skills, tools and resources to remain competitive in a rapidly changing global economy. The Dublin community will ultimately be able to reap the benefits of an educated and competitive workforce.

20 BUDGET NARRATIVE Describe how this project is cost effective and how the budget is reasonable for the anticipated result.

Last years \$15,000.00 contribution was used to offset a total of \$82,389 in re-training programs for the 20 Dublin residents. Being that we

anticipate another difficult economic year of laid-off Dublin workers, the proposed \$15,000.00 would be directly applied to those Dublin citizens most in need of re-training.

21 If this application does not receive funding, what will be the effect on the project?

It will all be dependent on the center's budget at the time a Dublin resident is in need of re-training. Unfortunately the career center's budget was cut 45% from the previous year, whereby some Dublin individuals may be unable to get into a re-training program

22 Does your agency anticipate having any unspent grants funds at the end of the fiscal year?

Yes

No

23 If you answered yes to the preceding question please explain. Enter "N/A" if not applicable.

N/A

24 CAPITAL EXPENDITURE NARRATIVE Is your agency requesting funds for a Capital project (e.g. construction, equipment, furniture, fixtures)?

Yes

No. If no, enter N/A for questions 25 & 26, and check Not applicable for question 27

25 If your agency is requesting Capital funding, describe the detailed scope of work for the project. [You will also be asked to attach a budget, photos, designs, site plans, specs, etc. later in the "Documents" tab.] Enter "N/A" if not applicable.

N/A

26 If your agency is requesting Capital funding please describe any land tenure issues (e.g. does your agency own or lease the property, lease terms, plans for future relocation or expansion, etc.). Enter "N/A" if not applicable.

N/A

27 If your agency is requesting Capital funding, will this project require implementation of Davis-Bacon/Fair Labor Standards Act requirements?

Not Applicable

Yes

No

Not known (please contact staff immediately if you have any questions regarding Davis-Bacon requirements)

28 PERFORMANCE MEASURES Identify AT LEAST ONE of the City of Dublin's Mission or Vision Statements: (you may choose more than one)

Promotes and supports a high quality of life which ensures a safe and secure environment that fosters new opportunities.

Balance history with progress, to sustain an enlightened, economically balanced and diverse community.

Encourages innovation of City life, including programs to strengthen our economic vitality, supports environments stewardship and sustainability through the preservation of our natural surroundings.

Promotes active and healthy lifestyle through the creation of first-class recreational opportunities, facilities and programs.

29 Identify AT LEAST ONE of the City of Dublin's Values: (you may choose more than one)

Building Community by promoting locations and events that brings people of all ages together; providing more venues for family-based activities and fostering heritage and cultural development

Ensuring a Safe Community by providing high quality police and fire services to insure the safety of the citizens living in the community and providing education and training to residents and businesses that would promote public safety

Guiding Development to assure that development contributes positively to the City's fiscal health; supports pedestrian-friendly development, transit-oriented development, green building and environmental responsiveness; promotes high quality design and architectural standards in private development and in all public facilities and develops transportation systems that facilitate ease of movement throughout the City

Governing that commits to openness and responsiveness to the public and community; operates at all times with honesty and integrity; exercises fairness in consideration of issues and provides a high level of customer service; responsiveness from City staff to citizens; embraces technology to improve effectiveness and efficiency and strives to build an informed community through communication

Relating to Other Communities and Entities by encouraging collaboration and communication with other communities on issues of mutual concern

30 Identify AT LEAST ONE of the City of Dublin's Strategies: (you may choose more than one)

Pursue economic development initiatives that attract new businesses while strengthening existing businesses

Continue to strengthen the identity and aesthetic appeal of the downtown

Create a community that supports environmental sustainability and provides an open space network that ensures environmental protection and provides public access where appropriate

Develop dynamic and unique community recreational and cultural opportunities in the region

Develop City-wide communication and outreach programs that provide connectivity with our residents and businesses across several media outlets

31 QUESTIONS 32 THROUGH 44 ARE FOR THOSE AGENCIES INTERESTED IN APPLYING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING. Are you are interested in applying for CDBG funds?

Yes. If so, answer questions 32 through 44.

No. If no, check box here, and check the not applicable box at the end of each question.

Don't know. If you are unsure, please call the City at (925) 833-6610 and speak to a Staff person that can answer your questions.

32 CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan(LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services & housing? What access accommodations are used? Provide detail.
-no answer-

33 CDBG ONLY - Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Guiding Principle that relates to your project:

- Be culturally accessible, appropriate and inclusive
- Encourage community engagement and involvement
- Promote energy and resource efficiency
- Encourage networking and information sharing across service providers
- Encourage process streamlining
- Consolidate service delivery
- Not Applicable. I am not interested in qualifying for CDBG funding.

34 CDBG ONLY - Identify AT LEAST ONE U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Goals that relates to your project:

- A) Support and develop a continuum of housing resources that will increase access to low-income, seniors, disabled and homeless persons with emphasis on activities that:
 - *Increase and maintain transitional housing opportunities with supportive services to increase positive outcomes and stability into permanent housing.
 - *Preserve and increase affordable rental housing opportunities for low and moderate income households.
 - *Assist with homeownership opportunities for first-time homebuyers and ensure existing homeowners have safe housing that maintains affordability.
 - *Promote fair housing and reduce housing discrimination.
- B) Improve community health and access to basic and specialty care including dental and optometry care, behavioral and mental health care services especially for low-income, uninsured and under-insured residents with emphasis on activities that:
 - * Support the maintenance and expansion of services and programs aimed at wellness and preventative care services.
 - * Increase outreach and access for underserved populations including limited English speaking persons, youth, disabled, seniors and homeless persons.
- C) Increase and maintain affordable and accessible wellness and development opportunities for youth that are age appropriate.
- D) Support and expand programs and opportunities that keep seniors engaged and involved in their community.
- E) Foster and encourage innovative programs that meet emerging community needs with emphasis on low-income and underserved populations.
- F) Not Applicable. I am not interested in qualifying for CDBG funding.

35 CDBG ONLY - Identify AT LEAST ONE U.S. Department of HUD Strategic Goal that relates to your project:

- Increase homeownership
- Promote decent affordable housing
- Strengthen communities
- Ensure equal opportunity in housing
- Promote participation of grass-roots, faith-based, and other community-based organizations
- Not Applicable. I am not interested in qualifying for CDBG funding.

36 Identify AT LEAST ONE U.S. Department of HUD Policy Priority that relates to your project:

- Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.
- Improving the quality of life for our Nation's communities
- Encouraging accessible design features.
- Participation of minority-serving institutions in HUD programs.
- End chronic homelessness within ten years.
- Removal of barriers to affordable housing.
- Not Applicable. I am not interested in qualifying for CDBG funding.

37 CDBG ONLY - Identify AT LEAST ONE Consolidated Plan objective that relates to your project:

- Increase the availability of affordable rental housing for extremely low income (30%), very low income (50%) and low income (80%) households.
- Preserve existing affordable rental housing and ownership for households at or below 80% of Area Median Income (AMI).

Assist low and moderate income first-time homebuyers.

Reduce housing discrimination.

Maintain, improve and expand (as needed) the capacity of housing, shelter and services for homeless individuals and families including integrated healthcare, employment services and other supportive services.

Maintain and expand activities designed to prevent those currently housed from becoming homeless.

Build on inter-jurisdictional cooperation to achieve housing and homeless needs.

Increase the availability of service-enriched housing for persons with special needs.

Not Applicable. I am not interested in qualifying for CDBG funding.

38 CDBG ONLY - Select ONE Objective that relates to your project (TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?"):

Creating a Suitable Living Environment

Providing Decent Affordable Housing

Creating Economic Opportunities

Not Applicable. I am not interested in qualifying for CDBG funding.

39 CDBG ONLY - Select ONE Outcome that relates to your project (TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?"):

Availability/Accessibility

Affordability

Sustainability

Not Applicable. I am not interested in qualifying for CDBG funding.

40 CDBG ONLY - Select ONE Specific Indicator that relates to your project:

Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.

Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.

Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.

Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.

Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.

Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.

Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.

Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.

Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.

Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.

Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.

Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.

Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.

Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.

Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.

Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)

Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.

Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.

Not Applicable. I am not interested in qualifying for CDBG funding.

41 CDBG ONLY - Please choose a common indicator that your agency will use to track clients (select only ONE):

Persons

Households

Not Applicable. I am not interested in qualifying for CDBG funding.

42 CDBG ONLY - For the category you selected above, provide the total number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving through this project:

-no answer-

43 CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients your agency anticipates serving in each category. "If none, please enter "0".

Low Income (50%-80% AMI; please refer to the Income Limits chart at www.dublin.ca.gov/housing/incomelimits)

Extremely Low Income (<30% AMI; please refer to the Income Limits chart at www.dublin.ca.gov/housing/incomelimits)

Disabled

Female Headed Households

Senior

Youth

Homeless

Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)

44 CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. The sum entered below must match the total clients entered in #42 above. Per HUD "Hispanic" is an ethnicity, not a race. "If none, please enter "0"

White

White + HISPANIC

Black/African American

Black/African American + HISPANIC

Asian

Asian + HISPANIC

American Indian/Alaskan Native

American Indian/Alaskan Native + HISPANIC

Native Hawaiian/Other Pacific Islander

Native Hawaiian/Other Pacific Islander + HISPANIC

American Indian/ Alaskan Native and White

American Indian/ Alaskan Native and White + HISPANIC

Asian and White

Asian and White + HISPANIC

Black/African American and White

Black/African American and White + HISPANIC

American Indian/Alaskan Native and Black/African American

American Indian/Alaskan Native and Black/African American + HISPANIC

Multi Racial + HISPANIC OR other Multi Racial

Not Applicable. I am not interested in qualifying for CDBG funding. (Type N/A)

45 If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

#1 - This program/project has the highest priority for funding within the organization, agency, district or entity.

#2 - This program/project has the 2nd highest priority for funding within the organization, agency, district or entity.

#3 - This program/project has the 3rd highest priority for funding within the organization, agency, district or entity.

#4 - This program/project has the 4th highest priority for funding within the organization, agency, district or entity.

#5 - This program/project has the 5th highest priority for funding within the organization, agency, district or entity.

#6 - This program/project has the 6th highest priority for funding within the organization, agency, district or entity.

If you have more than 6 applications per organization, agency, district or entity, check here.

Budget

Funding Sources/Revenues	Budget Amount	Amount Committed
Workforce Investment Act	\$393,633	\$393,633
Total	\$393,633	\$393,633

Funding Uses/Expenses	Budget Amount	Amount Committed
Staff Salaries	\$336,880	\$336,880
Staff Fringe Benefits	\$40,426	\$40,426
Travel	\$582	\$582
Employer Services	\$15,745	\$15,745
Total	\$393,633	\$393,633

Budget Narrative

Based upon the Federal Grant Funds we received from the Department of Labor \$393,633. is the amount the Las Positas College / Tri Valley One Stop for this fiscal year.

Documents**Instructions for Documents Requested**

Below you will find a list of documents REQUIRED or requested to complete your application submittal process. Eight (8) documents are REQUIRED FOR ALL grant applications and are indicated by a check mark in the "required" box. The eight REQUIRED documents include: 1) Program Expense Budget for ALL Grants; 2) Financial Information Form for ALL Grants; 3) List of Board of Directors (or governing body) with contact information; 4) Current Annual Budget for the Entire Agency; 5) Copy of most recently submitted IRS 990 form or Tax Return (include complete form); 6) Board of Director's (or governing body's) designation of authorized official; 7) Board of Director's (or governing body's) authorization to request funding; and 8) Proof of insurance carried, including bonding, liability and/or workers' compensation. You should not submit your application until you have attached the REQUIRED documents.

A template is provided for two of the REQUIRED documents. One for the Program Expense Budget and one for the Financial Information Form. You must use these two provided templates. To download the required templates, click on the link "download template" which is located immediately below the name of the form, save the file to your computer, input your project information, save the file with a file name that make sense (ex: AgencyNameBudget.xls) and select "upload." After you have successfully uploaded your file and REFRESHED your browser, you will see your file listed in the "Uploaded Documents" column in the table below.

The "List of the Board of Directors" and "Current Annual Budget for the Entire Agency" do not require use of a City template. You may upload this information in any format (Word, Excel, pdf, jpg, etc).

Additional documents, as identified below, are REQUIRED only if you are applying for CDBG funds or a capital project. These documents do not require you to use a City provided template. You may upload this information in any format.

Reminder - there is a 10 MB file size maximum (approx 500 pages). If you are trying to upload a file that is larger than 10 MB, please split the document into two files, name them appropriately, and upload both files into the appropriate row.

IMPORTANT NOTE: The Zoom Grants System will allow you to submit your application without attaching the REQUIRED documents; however, if documents are missing or incomplete after the application closing date, the City will deem your application "INCOMPLETE" and IT WILL NOT BE CONSIDERED FOR FUNDING.

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grants download template	<input checked="" type="checkbox"/>	template
Financial Information Form for ALL Grants (2 pages) download template	<input checked="" type="checkbox"/>	Financial Template
List of Board of Directors (or governing body) with their contact information.	<input checked="" type="checkbox"/>	Board of Directors
Current Annual Budget for the entire agency or program, include where Grant money will fit in	<input checked="" type="checkbox"/>	Budget
Copy of most recently submitted IRS 990 form or Tax Return (complete form)	<input checked="" type="checkbox"/>	Non Profit
Board of Directors' designation of authorized official	<input checked="" type="checkbox"/>	attach G
Board of Directors' authorization to request funding	<input checked="" type="checkbox"/>	Pending board
Proof of insurance carried, bonding, liability and workers' compensation	<input checked="" type="checkbox"/>	Insurance
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)	<input type="checkbox"/>	
REQUIRED FOR CDBG ONLY - PERSONNEL POLICIES INCLUDING AFFIRMATIVE ACTION PLAN AND GRIEVANCE PROCEDURE	<input type="checkbox"/>	

REQUIRED FOR CDBG ONLY - AGENCY AUDIT REQUIREMENTS AND COPY OF LAST AUDIT, HIGHLIGHTING "FINDINGS" SECTION



REQUIRED FOR CDBG ONLY - ARTICLES OF INCORPORATION AND BYLAWS



REQUIRED FOR CDBG ONLY - CONFLICT OF INTEREST STATEMENT (if not included in Bylaws)



REQUIRED FOR CDBG ONLY - STATE AND FEDERAL NONPROFIT DETERMINATION LETTERS (if applicable)



REQUIRED FOR CDBG ONLY - ORGANIZATION CHART



REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.



INVOICE DOCUMENTATION (identify your documentation as applicable i.e. September invoice, 1st quarter invoice, annual invoice)



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Program Expense Budget for ALL Grants Form



Attach additional sheets if necessary

Applicant / Agency:

Las Positas College/Tri Valley One-Stop

Project Title:

City of Dublin Employment and Training Services

	<u>City</u> Grant Funds		<u>Total</u> Project Budget
<u>Capital Expenses:</u>			
Construction/Rehabilitation			
Permits and Fees			
Design			
Engineering			
Acquisition			
Other Soft Costs (<i>define below</i>)			
Subtotal:	\$0		\$0
<u>Personnel Expenses:</u>			
Salaries	\$336,880	100%	\$336,880
Benefits	\$40,426	100%	\$40,426
Subtotal:	\$377,306	100%	\$377,306
<u>Operating Expenses:</u>			
Supplies			
Printing/Copying			
Postage			
Telephone			
Rent and Utilities			
Accounting/Audit			
Contracted Services			
Other (<i>define below</i>)			
Employer Services	\$15,745	100%	\$15,745
Travel	\$582	100%	\$582
Subtotal:	\$0		\$0
TOTAL:	\$393,633	100%	\$393,633

(match to amount of funds requested in ZoomGrants)

Additional Notes (Other Costs, etc.):

Budget Prepared By: (Name, Title, Telephone Number, E-mail)

Linda Pflaster, Administrative Assistant, 925-485-5518, Lpflaster@clpccd.org



Financial Information For ALL Grants Additional Project Funding Sources & Staffing Costs

Attach additional sheets if necessary

CITY: DULBIN

Additional project funding sources could include, but are not limited to foundations, corporations, individual contributions, events, reimbursements and in-kind contributions. Types of funds are loan, grants, donations, in-kind, etc.

Source	Amount	Type / Use of Funds	Committed? (enter "Y" or "N")
Workforce Investment Act	\$ 393,633	Federal Funds	Y

TOTAL: \$ 393,633



Board of Trustees

Members of the Board

- **Dr. Barbara F. Mertes** (Board President) represents Trustee Area 7 (Livermore and portions of Pleasanton) since 2000.
- **Ms. Isobel F. Dvorsky** (Board Secretary) represents Trustee Area 2 (San Leandro) since 1985.
- **Dr. Arnulfo Cedillo** represents Trustee Area 3 (Union City and South Hayward) since 1985.
- **Mr. Donald L. "Dobie" Gelles** represents Trustee Area 4 (Castro Valley and portions of Oakland) since 1998.
- **Dr. Hal G. Gin** represents Trustee Area 6 (Hayward, San Lorenzo) since 2005.
- **Dr. Marshall Mitzman** represents Trustee Area 1 (Hayward) since 2008.
- **Mr. Carlo Vecchiarelli** represents Trustee Area 5 (Pleasanton, Dublin, Sunol) since 2004. Phone: (925)846-1676



[Human Resource Services Questions](#) - (925) 485-5236

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5020 Franklin Drive, Pleasanton, CA 94588 [District Related Questions](#) - (925) 485-5208

Exhibit B

WORKFORCE INVESTMENT ACT (WIA) Grants

GRANT SOURCE / LINE ITEM BUDGET / QUARTERLY PLAN

Contractor: C-LP CCD / Tri-Valley One-Stop
 Activities: One-Stop Career Center Operations

Contract Period:
7/01/11 - 6/30/12

A. SOURCE of FUNDS for CONTRACT		CFDA Numbers		
1.	WIA - Adult Programs	17.258		\$153,986
2.	WIA - Adult Programs Employer Services	17.258		\$6,416
3.	WIA - Dislocated Workers	17.260		\$223,902
4.	WIA - Dislocated Workers Employer Services	17.260		\$9,329
5.				
6.	ALLOCATION for CONTRACT PERIOD			\$393,633
B. LINE ITEMS for COST REIMBURSEMENT		ADULT CFDA: 17.258	DIS. WRKR. CFDA: 17.260	TOTAL EACH LINE ITEM
1.	Staff Salaries / see Staff Salaries Worksheet	\$137,279	\$199,601	\$336,880
2.	Staff Fringe Benefits 12.00%	\$16,473	\$23,953	\$40,426
3.	Staff Travel	\$234	\$348	\$582
4.	Staff Training / Conferences			\$0
5.	Facilities Operations (Rent-utilities/ phone-mailing/ etc.)			\$0
6.	Office / Operations - Supplies, Equipment, Computers			\$0
* 7.	* Office / Operations - Single item cost of \$5,000 or more:			\$0
8.	Consultant Contracts / see Staff Salaries Worksheet			\$0
9.	Sub-contracts / see Staff Salaries Worksheet			\$0
10.	Occupational Training / OJT & IR's			\$0
11.	Insurance, Bonding, Audit Costs			\$0
12.	Employer Services	\$6,416	\$9,329	\$15,745
13.				
14.				
15.	TOTAL COST REIMBURSEMENT	\$160,402	\$233,231	\$393,633
C. EXPENDITURE PLAN (cumulative for 4 Quarters)		\$0	\$0	
1.	1st Quarter / July - September 2011	\$40,100	\$58,609	\$98,709
2.	2nd Quarter / October - December 2011	\$78,550	\$118,268	\$196,818
3.	3rd Quarter / January - March 2012	\$102,657	\$192,570	\$295,227
4.	4th Quarter / April - June 2012	\$160,402	\$233,231	\$393,633
* 7.	- REQUIRES prior written approval from Alameda County WIB.	40.75%	59.25%	
		WIB Review		Date
				11/29/11 2:18 PM

Department of the Treasury

P. O. Box 2508

Cincinnati, OH 45201

Attachment
H

Date: January 3, 2007

CHABOT-LAS POSITAS COMMUNITY COLLEGE
DISTRICT
5020 FRANKUN DRIVE
PLEASANTON CA 94588-0000

Person to Contact:
Mr. Schatz ID 31-08701
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
94-1670563

Dear Sir or Madam:

This is in response to your request of January 3, 2007, regarding your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

The provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit or an "integral part" thereof, its income will be subject to tax unless an exclusion or exemption applies.

The exclusion is provided by section 115(1) of the Code, which excludes from gross income:

"...income derived from ... the exercise of any essential governmental function and accruing to a State or any political subdivision thereof ..."

Your organization's income may not be subject to tax, either because the organization is a governmental unit or an "integral part" thereof, or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115 by following the procedures specified in Rev. Proc. 2002-1 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or exercise enforcement of regulatory powers), your organization would qualify under section 501(c)(3). To qualify for exemption, complete Form 1023 and pay the required user fee.

||

Attachment G

City of Dublin

Fiscal Year 2010-2011

Application for Funds

COLLABORATION AGENCY AFFIDAVIT FORM

- This form is to be completed by each collaborating organization as named by the applicant agency in the proposed project/program.
- Completed forms must be submitted at time of application.

Collaborating Agency Name: Chabot-Las Positas Community College District/Tri-Valley One-Stop Career Center

Agency Division/Department: One-Stop Career Center

Project/Program Title: General Employment and Training Services-City of Dublin residents (youth and adults)

Project/Program Role Description (i.e., facility space, staff support, etc.):

Our overall mission is to provide resources and services in support of employers and all job, training and education seekers. All services are free of charge to our community. Specifically, the additional funding would be used to continue to serve Dublin residents in the following ways:

- Requested funds would be used to provide workforce development activities to Dublin citizens categorically classified as job seekers, laid off workers/displaced workers, youth, new entrants to the workforce, veterans, persons with disabilities, ex offenders and services for employers.
- This program is an extension of services offered at the Chabot-Las Positas College/Tri-Valley One-Stop Career Center acting in compliance with the Federal Workforce Investment Act of 1998.

Agency Project/Program Contact Person John Alves

Title Director

Phone (925) 485-5266 Email jalves@clpccd.org

I attest that the applicant agency and our organization agree to work collaboratively to implement the proposed project/program as identified in the FY 2010-2011 funding application.

Executive Director

Date

John Alves
Project/Program Contact Person

12/14/09
Date

* Board approval pending

SECTION 2
Page 13 of 19

Mail Message



Mail Properties

From: Gaylene Burkett
<Gaylene.Burkett@dublin.ca.gov>

Wednesday - November 30, 2011 4:27 PM

To: Linda Pflaster <lpflaster@clpccd.org>

Subject: RE: Question regarding Zoom Grant

Attachments: Mime.822 (5221 bytes) [\[View\]](#) [\[Save As\]](#)

Hi Linda,

You can attach last year's documents and indicate that you will be going to the Board in January for an update. Amy, in the City Manager's office, indicated that this has always been a requirement for Community Grants, so you can attached what you did from last year's application.

Gaylene Burkett

Administrative Analyst

City of Dublin | 100 Civic Plaza | Dublin, CA 94568

(925) 833-6610 | (925) 833-6628 FAX

gaylene.burkett@dublin.ca.gov | www.dublin.ca.gov

Follow us on Twitter: @DublinPIO

Mission Statement: The City of Dublin promotes and supports a high quality of life which ensures a safe and secure environment that fosters new opportunities.

-----Original Message-----

From: Linda Pflaster [mailto:lpflaster@clpccd.org]

Sent: Wednesday, November 30, 2011 4:15 PM

To: Gaylene Burkett

Pending January
Board Approval

Attachment F

City of Dublin
Fiscal Year 2010-2011

Application for Funds

APPLICATION VERIFICATION

I attest that the information contained in this FY 2010-2011 grant application is accurate and that the funds requested will not supplant any other monies secured by the organization.

Attached is a resolution, letter, or other document providing evidence that the Board of Directors approved the application as submitted. Successful applicants are required to submit a summary report as soon as possible after submitting the reimbursement request, but not later than August 31, 2011. Failure to submit a report will result in ineligibility for future funding.

Signatures:

Executive Director

Date

Board President/Chairperson

Date

* Board approval pending

John Alves 12/14/09

SWACC

CERTIFICATE OF COVERAGE

ISSUE DATE 07/20/07

Attachment E

ADMINISTRATOR:
KEENAN & ASSOCIATES
1111 Broadway
Suite 2000
Oakland, CA 94607

LICENSE # 0451271

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGES AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

COVERED PARTY:

Chabot-Las Positas Comm. College Dist.
5020 Franklin Drive
Pleasanton, CA 94588-3354

ENTITIES AFFORDING COVERAGE
ENTITY A Statewide Assoc. of
Community Colleges

ATTN: Lorenzo Legaspi

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS, AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE / EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/>	SWC0150007	07/01/07 07/01/08	\$25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC0150007	07/01/07 07/01/08	\$25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$1,000,000
A	PROPERTY ALL RISK EXCLUDES EARTHQUAKE & FLOOD	SWC0150007	07/01/07 07/01/08	\$10,000	\$250,000,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC0150007	07/01/07 07/01/08	\$5,000	\$ Included EACH OCCURRENCE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL PROVISIONS:
s respects to the City Grant Recipient Agreement between Las Positas
ommunity College, dba Tri-Valley One-Stop Career Center and the City of
leasanton dated 7/11/07.

CERTIFICATE HOLDER:

CITY OF PLEASANTON
200 Old Bernal Avenue
Pleasanton, CA 94566

ATTN: Nelson Fialho, City Manager

CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE
CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/ JPA
WILL SEND BY MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE
HOLDER NAMED TO THE LEFT, BUT FOR THE CITY OF PLEASANTON, SUCH NOTICE SHALL
BE DEEMED TO BE GIVEN TO THE CITY OF PLEASANTON BY THE ISSUING ENTITY/ JPA
AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE



Be resolved that the Board of Directors authorizes the Las Positas College / Tri Valley One Stop authorizes and directs staff to apply for a grant offered by the City of Dublin.

A handwritten signature in blue ink, appearing to read "Jeff Baker", is written over a horizontal line.

Jeff Baker
Interim Vice-President of Student Services
Las Positas College

A horizontal line is drawn across the page, intended for a signature.

Lorenzo Legaspi
Vice Chancellor, Business Services
Chabot / Las Positas District Office