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AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870

**DISTRICT USE ONLY**

District (Grantee): Chabot-Las Positas CCD  
College: N/A

**Grant Agreement**

**BOG-CCCCO USE ONLY**

Workforce and Economic Development Division

Grant Agreement No.: 13 - 182 - 001

Technical Assistance Provider for Leadership and Coordination of Adult Education Regional Planning

Funding Fiscal Year

RFA # 13 - 182

13-14 Total Amount Encumbered : \$ 2,500,000

This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Eff. 12/13 and II, Eff. 11/12), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from May 1, 2014 to June 30, 2015. The Final Report must be submitted within 60 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

**GRANTEE**

Project Director: Julia A. Dozier

Total Grant Funds Requested: \$ 2,500,000

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing:

District Address: 7600 Dublin Blvd., 3rd Floor  
Dublin, CA 94568

**STATE OF CALIFORNIA**

Project Monitor:

Neil Kelly

Agency Address: 1102 Q Street, Suite 4554

Sacramento, CA 95811-6539

Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
<u>6870 - 101 - 0001 (25)</u>	<u>3235 - 751 - 10025</u>	<u>20</u>	<u>2013</u>	<u>2013-2014</u>	<u>\$ 2,500,000</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Total Amount Encumbered : \$ 2,500,000

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:

**Erik Skinner, Deputy Chancellor**

**AB86, Section 76, Article 3  
 Consortium Planning Grant**

REGION:

REGION:

FISCAL AGENT: Chabot-Las Positas CCD

**PRELIMINARY BUDGET SUMMARY**

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
			\$ 2,500,000
1000	INSTRUCTIONAL SALARIES	1	
2000	NONINSTRUCTIONAL SALARIES	2	
3000	EMPLOYEE BENEFITS	3	
4000	SUPPLIES AND MATERIALS	4	\$ 8,500
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 2,395,347
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
<b>TOTAL DIRECT COSTS:</b>		8	<b>\$ 2,403,847</b>
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		9	<b>\$ 96,153</b>
<b>TOTAL COSTS:</b>		10	<b>\$ 2,500,000</b>

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

District Chief Business Officer (or authorized designee):

Name: Julia A. Dozier

Distr. Ex. Dir., Econ.  
 Title: Dev. & Contract Ed.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CONTACT PAGE

District:	Chabot-Las Positas CCD				
Address:	7600 Dublin Blvd., Suite 102				
City:	Dublin	State:	CA	Zip:	94568

<b>District Superintendent/President</b> <i>(or authorized designee)</i>			
Name:	Jannett N. Jackson, Ph. D.	Phone:	925-485-5206
Title:	Chancellor	Fax:	925-485-5256
E-mail Address:	jjackson@clpccd.org		

<b>Responsible Administrator</b> <i>(Should not be the same as Project Director)</i>			
Name:	Lorenzo S. Legaspi	Phone:	925-485-5203
Title:	Vice Chancellor, Business Services	Fax:	925-485-5255
E-mail Address:	llegaspi@clpccd.org		

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	Julia A. Dozier	Phone:	925-249-9370
Title:	Distr. Exec. Dir., Econ. Dev. & Contract Ed.	Fax:	925-249-9376
E-mail Address:	jdozier@clpccd.org		

<b>Person Responsible for Data Entry</b>			
Name:	Bertie Flanders	Phone:	925-249-9375
Title:	Administrative Assistant II	Fax:	925-249-9376
E-mail Address:	bflanders@clpccd.org		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	Lorenzo S. Legaspi	Phone:	925-485-5203
Title:	Vice Chancellor, Business Services	Fax:	925485-5255
E-mail Address:	llegaspi@clpccd.org		

<b>Person Responsible for Budget Certification</b>			
Name:	Barbara Yesnosky	Phone:	925-485-5231
Title:	Director, Business Services	Fax:	925-485-5271
E-mail Address:	byenosky@clpccd.org		

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Chabot-Las Positas Community College District's  
Response to Request for Applications Specification Number 13-182

Technical Assistance Provider for Leadership and Coordination  
of Adult Education Regional Planning

**APPLICATION ABSTRACT**

The Chabot-Las Positas Community College District (CLPCCD) has had major contracts and grants for many years – each having multiple stakeholders. Our department of Economic Development and Contract Education, the most successful in terms of revenue generation in the California Community College system for the last seven years, has administered over \$29,000,000 in contracts with Alameda County alone, during the last dozen years.

We have experience with administering and serving as fiscal agent for both relatively small projects with a few subcontractors as well as major multi-million dollar contracts that require subcontracts of hundreds of thousands of dollars as well as vendors who need to be paid for a single catering event. Additionally, we work with organizations and businesses throughout the state (and in fact, throughout CA, AZ, NV, HI and GU) and are comfortable with multiple projects needing oversight concurrently.

Each contract comes with its own unique requirements and deliverables, but all require accuracy in information, expediency in processing of legal documents and invoices, and concise, organized record-keeping and reporting. Over the years we have not only gained experience in all these areas, but have also created a model to smoothly produce the services and deliverables, while maintaining excellent communication with the contract or grant holder.

The AB 86 Adult Education Consortium project is a huge undertaking for the California Community Colleges system and the California Department of Education. Chabot-Las Positas Community College District is involved locally and regionally, and serving as a local leader to help move this exciting program forward. We would be honored to serve as the fiscal agent for the AB86 Leadership and Coordination piece of the project, and are very experienced and well positioned to do an excellent job at it. We will help the CCCCO and CDE's Work Group and Project Monitor fulfill their required goals for this project by overseeing the fiscal and administrative pieces, so that the Work Group and Project Monitor can focus on their real work. We look forward to bringing our knowledge and experience to contribute to this exciting project.

## NEED

The Chabot-Las Positas Community College District responded to the original request for the Certification of Interest and Qualifications Form, and is therefore eligible to apply for this grant.

Areas of required focus:

1. The Chabot-Las Positas Community College District's (CLPCCD) Economic Development and Contract Education department has been managing contracts since its inception in 1983. As the highest revenue-generating contract education program in the California Community College system for the last seven (7) years, the department has extensive experience managing both grants and business contracts. Many of the contracts that have made our organization rank so highly statewide involved programs that required us to subcontract with other organizations for the delivery of the services performed under the contract.

We have experience with creating and executing contracts efficiently and can do so with the consultants and vendors of this program easily within weeks of the initial grant award, and throughout the contract period.

We have been awarded grants from the California Community Colleges Chancellor's Office (e.g. Workplace Learning Resource Center), as well as from private non-profit organizations, such as the Hewlett Foundation and the Walter S. Johnson Foundation. We have overseen the fiscal management as well as delivery of services on contracts with private industry/businesses as well as government and educational institutions.

2. Our success is partially due to the fact that we understand that all our clients expect to move at the "speed of business" (without bureaucratic barriers and/or excuses) in creating and executing a contract, as well as with invoice processing and payments. Perhaps even more importantly, because of our Board of Trustees' policy in regards to contracts for professional services, we can process our subcontractors' invoices of any size *immediately without the need for a bidding process for each individual vendor*.

Regardless of its size, our clients expect that the creation of their contracts and subsequent payments against those contracts will be correct and on-time: and we deliver on that expectation.

3. The CLPCCD's Economic Development and Contract Education department has experience administering large contracts (up to \$4.234M) that have had multiple stakeholders, and we have experience with contracts with stakeholders located in multiple locations throughout California and federal Region IX (CA, AZ, NV, HI, GU).

Multiple stakeholders and subcontracts can often create complications when delivering against a contract. We have experience administering complicated contracts and have learned that the secret to success in such projects is to be extremely well organized, have clear expectations and requirements for all entities, and have multiple quality checks to assure adherence to those requirements.

Currently, we are administering six programs that have outside stakeholders and/or subcontracts:

- a) OSHA Training Center Host Sites – We contract with other educational and safety entities to deliver OSHA classes throughout Region IX on behalf of our federally authorized OSHA Training Center. This includes everything from hiring instructors and creating and delivering materials, to calculating profit-sharing and submitting payments to the partner organizations. We currently partner with the following organizations for OSHA course delivery: Safety Center (Sacramento, CA), Occupational Safety Council Association (Carson, CA), Cal State Fullerton (Fullerton, CA), Kaplan College (Bakersfield, CA), Gateway Community College (Phoenix, AZ), and Pacific Education Center (Hilo, HI). We also have partnerships to provide classrooms in Las Vegas, NV; San Bernardino, CA; and in Guam.
- b) Alameda County Social Services Agency – We have been contracting with ACSSA since 2003, each year subcontracting with three to fourteen subcontractors (including ten in 2013-14) to deliver necessary training and services. Over \$29M in contracts, all with multiple stakeholders/subcontractors/vendors have been delivered since our initial contract in 2002.
- c) Solano County Child Welfare Services – We have been under contract with Solano County since 2003, with three subcontracting agencies as well as multiple individuals hired as part-time staff or consultants annually. Current contract amount : \$752,005.
- d) Mendocino County Health and Human Services Agency – We have partnered with Mendocino County since 2010, with one primary subcontractor and

- multiple smaller contracts for services such as conference attendance and other reimbursements that qualify under the contract.
- e) Contra Costa County Workforce Development Board – In contract with the CCCWDB since 2012, we have one main subcontractor (Mt. Diablo Unified School District) as a means to delivering trainings and assessments through the County's One-Stops.
  - f) Other California Workforce Investment Boards (WIB) – We are in contract with the South Bay WIB (Orange County) and Pacific Gateway WIB (City of Long Beach) to deliver workforce development and skills upgrades to out-of-work job seekers. Both require multiple subcontracts to deliver the contract requirements.
4. The Chabot-Las Positas Community College District's Economic Development and Contract Education department has extensive experience with creating, executing and paying against large and small contracts. Once the grant has been awarded to CLPCCD, it will be submitted to our Board of Trustees for approval. When approving the receipt of the grant, the Board authorize the Vice Chancellor of Business Services to create any necessary subcontracts required for the delivery of the services required in the grant: this means that vendors chosen by the CCCCO/CDE Work Group and/or Project Monitor to deliver services related to the needs of the program can be hired without need for multiple bids, and the contracts for services for individual vendors and subcontractors will be created in a timely manner to expedite the delivery of those services.

Specifically, if we are informed of being awarded and receive the factsheet for this grant by July 8, 2014, we will be able to take the award announcement to our Board of Trustees' meeting on July 15, 2014, and able to start processing subcontracts as soon as the executed contract is returned from the CCCCO. In spite of being part of a "bureaucracy", we understand the need for expediency with this project and will delivery accordingly.

5. The Project Director and main point of contact for the grant will be the current District Executive Director of Economic Development and Contract Education, Julia Dozier. Ms. Dozier has extensive experience with overseeing and administering large, multi-faceted programs, and her department is experienced and effective in walking those contracts and invoices through the District's system to assure smooth processing.



Ms. Dozier has worked closely for many years with the Vice Chancellor of Business Services for the District, Mr. Lorenzo Legaspi. Together this team will assure compliance, accurate recordkeeping, and on-time reporting for this program.

Invoice review and processing will be done utilizing seasoned administrative staff in the Economic Development department and the District's accounting department. Although we believe that the processing of the subcontracts and subsequent payments can be incorporated into the current workload for the executive director, vice chancellor, administrative and accounting staff, if the load becomes too great to deliver the level of excellence required, we will hire additional assistance to assure ongoing responsiveness to the vendors/subcontractors.

6. Billing Process: Billing against the contract will initially be drawing down the advance payment received from the CCCCO. A detailed reporting of expenditures will be submitted in the quarterly Year-to-Date Expenditure and Progress Report in October 25, 2014 and (if required, the) January 25, 2015 Report. After exhaustion of the advance payment funds, requests for progress payments will be submitted along with the quarterly Year-to-Date Expenditure and Progress Reports, due January 25, 2015, April 25, 2015 and July 31, 2015. Final payment request will accompany the Final Performance and Expenditure Report due by August 30, 2015.

Payment Processing: New vendors are given a contract for services and related documentation to create a vendor account for them, including being assigned a unique CLPCCD identification number. A requisition for the creation of a purchase order for that vendor is requested, which is then created within 3 days of the request.

If received directly from vendors, invoices will be forwarded to the Project Monitor for review and approval. Upon receipt of approval from the Project Monitor, or in the case of invoices sent directly from the Project Monitor, the invoice will be approved by the CLPCCD Project Director for this program and then given to the District's Accounting Supervisor, who will assure that the invoice is processed by the appropriate accounting staff person. A check will be created by the Alameda County Office of Education and will return ready for mailing one week after it is included in a weekly check-run. Checks ready for mailing will either be sent out

standard delivery, can be held for pick-up, or overnighted to the recipient, as required.

The vendor contract creation and billing processes are closely monitored by the department's Administrative Assistant II, who will advise the Project Director, if necessary, regarding issues. The Project Director will contact the appropriate District administrator to resolve any internal delays.

See Exhibits for charts of the billing and payment processes.

## RESPONSE TO NEED

Many subcontracting vendors expect a faster response to creating contracts and/or payment of invoices than many community college districts are able to achieve given their legal and accounting processes. Because CLPCCD has had a successful Economic Development and Contract Education department since 1983, the contracting and accounts payable systems have been created and revised as needed to function as efficiently as possible given the administrative challenges that may arise when working with educational institutions.

Whether executing contracts and subsequent invoices for a large research and data collection organization or for a one-time payment to a smaller regional consortium or individual, the administrative and fiscal process will be handled efficiently, accurately, professionally and with attention to excellent customer service, regardless of who our "customer" is.

The majority of the listed Objectives and Outcomes for the AB Adult Ed. Regional Planning Technical Assistance grant will be delivered by subcontractors who have been vetted and chosen by the program's Work Group along with the Project Monitor. These may include evaluations and analysis delivered in an annual report to the CDE and CCCCCO; providing forums to encourage shared ideas and utilization of joint resources; researching best practices, identifying subject matter experts and advising on policy; and providing a framework for the Work Group to evaluate the consortia plans and distill those into recommendations to be delivered in a report for policy makers.

The goal will be to have those tasks and deliverables (and/or others) accomplished as effectively as possible. However, unless the CCCCCO and CDE have the ability to create contracts for the organizations delivering on those Objectives and Outcomes in an accurate and timely manner, and unless those contractors are paid efficiently and accurately, momentum created by those contractors may flag, and the timeline of the program may be compromised. Our track record shows that we are able to ensure the highest efficiency and accuracy of the contracting and payment process, and we will do so with this program, as well.

Additionally, any mini-grants that are awarded to individual entities or consortia need to be processed quickly and accurately to assure the swift transfer of deliverables. Whether the grants are for the California counties that are not currently part of a regional consortium, or for other projects designated by the Work Group, mini grants will be set up as subcontracts, and managed effectively and accurately.

**ANNUAL WORKPLAN (pp. 9.1.1-9.6.2)**

**APPLICATION BUDGET SUMMARY (9.A)**

**APPLICATION BUDGET DETAIL SHEET (9.B.1 – 9.B.2)**

## PROJECT MANAGEMENT PLAN

1. The Chabot-Las Positas Community College District has served as a fiscal agent for multiple grants and contracts over the years. Specifically, the department of Economic Development and Contract Education, although in existence since 1983, has been managing major contracts with multiple stakeholders since 2002. At that time, the department started contracting with county social services agencies to administer federal/state funds which required a match, subcontracts and individual vendors and a reimbursement rate that changed every quarter! We currently still have contracts with three social service agencies of California counties, all with subcontractors, and continue to serve those counties and the staff who work with out of home children through those contracts. The fact that all of these counties continue to have contracts and grow those contracts along with their programs, is testament to their satisfaction with our organizational and fiscal management of their contracts.
  
2. Creating a new vendor/subcontractor and paying their invoices is an eight step process that we are very experienced in executing in a timely and efficient manner:
  - A. Creating a new vendor:
    - a. New/prospective vendor signs a contract for services form, completes a vendor application and submits an IRS W-9 form.
    - b. Contract Education department creates a requisition for the vendor, including a description of services to be delivered and the vendor's tax identification number.
    - c. District purchasing department completes vendor maintenance processing and generates a purchase order and new vendor identification number.
    - d. Contract Education department sends the vendor the purchase order number, vendor identification number and the (grant fund) account number, which the vendor/subcontractor is asked to include on their invoices for ease of processing.

This process takes approximately a week to ten days to complete.

- B. Paying invoices of established vendors:
  - a. After completing required (or a portion of the required services if specified in their contract), the vendor submits an invoice to the Contract Education department for processing, including their purchase order number, unique vendor identification number, account number, invoice number and invoice date. Contract Education staff verifies the information and then completes any missing information as necessary.

- b. District Executive Director submits the invoice (with appropriate information) to the District's Accounting Supervisor, who routes it to the appropriate accounting clerk for processing.
- c. Accounting clerk processes the information and enters it into the internal database and creates a check request in the next check run to the Alameda County Office of Education for processing.
- d. Alameda County Office of Education returns the checks to the District's accounts payable office one week later. Checks are mailed, held for pick-up (if requested) or sent out overnight delivery (if necessary).

This process takes approximately 8-18 days, depending on what day the invoice is received (in relationship to the next check run).

Contract Education's Administrative Assistant II checks daily to confirm the forward movement of contracts for services and the creation of purchase orders, as well as the state of invoices submitted from our department. This information is available by viewing the District's internal database. Any delays are brought to the District Executive Director's attention who then works with the Accounting Supervisor and/or Purchasing Manager to correct any problems.

3. Contracts with multiple stakeholders/subcontractors are not unusual in the Contract Education department, as we have been dealing with them on an on-going basis for over a dozen years. The key, we have found, is to first create clear expectations in regards to reporting, invoicing, documentation and due dates. Secondly, it is imperative to maintain open communications with the key players of the contract and subcontracts to avoid any unnecessary delays in the service delivery and/or invoicing process. Thirdly, we maintain clear records at all times so that we can easily review anything that raises questions or concerns, but also so that the information remains clear if accessed at a later date. While the amount of back-up documentation that our counties require has diminished considerably since we first started providing training services for them, we continue to maintain full and complete records in case an expenditure needs to be reviewed or for any other internal or government audit requirements.

After confirming the information in a contract from a client (or if we are using our own contract), we take the contract to our Board of Trustees for their approval. The Board reviews business documents monthly, and there is some lead time required for a contract to be placed on the Board agenda (in compliance with the Brown Act). Once the Board of Trustees has approved a contract, the Vice

Chancellor of Business Services signs the contract and the executed copy is returned to the client.

Subcontracts are created depending on the program's need: either a District contract for services form or a legal subcontract is utilized, depending on the breadth of the services to be delivered. Once the subcontractor returns the signed contract for services or subcontract, the Vice Chancellor of Business Services signs and returns one copy to the subcontractor and we create a vendor account for that individual/entity. This process is completed within a week after the Board approves the major contract. Delays, if any, would be due to subcontractors holding the documents before returning them.

Invoices received from our subcontractors are then processed upon receipt (see sections 2.B. a-d, above.)

4. Because the Chabot-Las Positas Community College District's Economic Development and Contract Education department processes new contracts and subcontracts and subsequent invoices frequently, there will be no "ramp up" time required to incorporate this grant's needs into our system. We have the systems in place, including checkpoints along the way, to assure not only that the contract/subcontracts/contract for services are processed correctly, but that they are processed correctly and efficiently, as needed, throughout the term of the contract.

Once the grant's contract has been received and approved by our Board of Trustees, we will be able to immediately create subcontracts and/or hire new vendors. We will work directly with the Project Monitor to assure that the Work Group's service providers are able to begin as quickly as possible – especially important with this very short-term grant.

## **DISSEMINATION**

As fiscal agent, CLPCCD understands the critical need for communication with both our contract holders as well as our subcontractors. The Project Director for the grant will be in direct contact with the Project Monitor on an on-going basis to stay apprised of not only the immediate needs for the Work Group, but also of prospective projects/hires so that we can be poised and ready to process contracts and invoices as expeditiously as possible. Primarily email will be used to communicate, to allow for a record of conversations to refer back to if necessary, with telephone communication utilized as needed in more urgent situations.

In addition to a close working relationship with the Project Monitor, we would suggest a meeting between the Project Director and the CCCCO and CDE Work Group. If appropriate/requested, the Project Director could attend an already-scheduled meeting of the Work Group, to introduce herself and to respond to any questions or concerns that may have arisen. We have found that by outlining our knowledge and experience with the administration of major contracts and answering questions in person, we can allay any concerns that may be present to those tasked with ultimate fiscal oversight of the contract. Additionally, Work Group members will be welcome to contact the Project Director directly, if necessary. Any requests to hire vendors and/or create subcontracts will be cleared with the Project Monitor.

Administrative Assistant II will contact any vendors and/or subcontractors regarding issues regarding receipt of documents, invoicing questions, etc. Project Director will be the point person for subcontractors/payees, Work Group members or Project Monitor regarding any questions related to the grant.

#### **REPORTING REQUIREMENTS**

We are familiar with the need to submit accurate expenditure and progress reports, and will do so with this grant. Our county social services agency contracts all require annual reports, and we are comfortable with this requirement and sure that we can meet the required deadlines. We will be able to provide a final report that is clear and on time.

#### **EXHIBITS**

Creating a new vendor for CLPCCD  
CLPCCD Accounts Payable Process – paying invoices  
  
CLPCCD's Accounts Receivable Process