

**THIS FORM MAY NOT BE REPLICATED  
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

Board of Governor's, California Community Colleges Chancellor's Office - 6870	<b>DISTRICT USE ONLY</b>
	District (Grantee): <u>Chabot-Las Positas</u> College: <u>N/A</u>

<b>Grant Agreement</b>	<b>BOG-CCCCO USE ONLY</b>
Workforce and Economic Development Division	Grant Agreement No.: <u>15 - 201 - 001</u>
Adult Education Block Grant (AEBG), AB104, Section 849202	Funding Fiscal Year
RFA # <u>      </u> - <u>      </u>	<u>2015-16</u> Total Amount Encumbered : \$ <u>3,750,000</u>

This grant is made and entered into, by and between, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee.

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 16, 2016 to December 31, 2017. 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: <u>Julia Dozier</u>	Total Grant Funds Requested: \$ <u>3,750,000</u>
Signature, Chief Executive Officer (or authorized Designee)	
Date:	

Print Name/Title of Person Signing: <u>Lorenzo Legaspi, Vice Chancellor, Business Services</u>	District Address: <u>7600 Dublin Blvd., Third Floor Dublin, CA 94568</u>
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**STATE OF CALIFORNIA**

Project Monitor: <u>Neil Kelly</u>	Agency Address: <u>1102 Q Street, Suite 4400 Sacramento, CA 95811-6539</u>
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Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
<u>6870 - 602 - 0001</u>	<u>3234 - 751 - 40428</u>	<u>10</u>	<u>2015</u>	<u>2015-16</u>	<u>\$ 3,750,000</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Amount Encumbered : \$</b>					<b><u>3,750,000</u></b>

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: <b>Erik Skinner, Interim Chancellor</b>
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PROJECT: Data and Accountability for Adult  
Education Regional Planning

COLLEGE: Chabot College

RFA NUMBER: 15-201-001

### 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:	Krista R. Johns, J.D.	Phone:	925-485-5244
Title:	Vice Chancellor, Educational Services & Student Success	Fax:	925-485-5256
E-mail Address:	kjohns@clpccd.org		

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	Julia 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:	Harbinder Samra	Phone:	925-249-9366
Title:	Accountant	Fax:	925-249-9376
E-mail Address:	hsamra@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:	925-485-5255
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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**APPLICATION BUDGET SUMMARY**

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	PROJECT BUDGET	
			\$	
			\$	3,750,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	30,547
3000	EMPLOYEE BENEFITS	3	\$	13,625
4000	SUPPLIES AND MATERIALS	4	\$	0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	3,561,597
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	3,605,769
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		9	\$	144,230
<b>TOTAL COSTS:</b>		10	\$	3,749,999

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.

**Project Director:**

Name: Julia Dozier Title: Distr. Exec. Dir., Econ. Dev. & Contract Ed.

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

**District Chief Business Officer (or authorized designee):**

Name: Lorenzo S. Legaspi Title: Vice Chancellor, Business Services

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

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Regional Planning

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 15-201-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 1

Serve as a fiscal agent and fiscal manager of grant's contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Receive grant award notice and approval by BoGs by June 23, 2016 to place item on July 19, 2016 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for contract # 15-201 award as necessary to carry out the grant requirements	July 2016	Julia Dozier
1.2	Sign and execute face sheet and budget with CCCCCO; sign and execute contract with CCCCCO; submit certificates of insurance or other documents as required	Complete legal requirements to move forward with program	July 2016	Lorenzo Legaspi

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RFA NUMBER: 15-201-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 1

Serve as a fiscal agent and fiscal manager of grant's contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.3	Create communication mechanism with Project Monitor for quickly and efficiently processing requests and respond to issues raised by Project Monitor or Work Group	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2016	Julia Dozier
1.4	Create new fund and budget within online CLPCCD reporting system	Track revenue and expenses for reporting purposes so that fund status is available at all times to Project Director and Project Monitor	July 2016	Julia Dozier Barbara Yesnosky

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**Statement of Work (Annual Workplan)  
Objectives**

**Objective:** \_\_\_\_\_  
1

Serve as a fiscal agent and fiscal manager of grant's contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.5	Create request for partial payment of 40% of total of grant award (\$1M) from CCCCCO; submit request for progress payments quarterly, as needed. Request final 10% of reimbursement when all financial and reporting requirements are completed.	Create account from which to draw funds for vendor/subcontractor payments, maintain funds for ongoing program delivery's expenses	Initial: July 2016 As needed thereafter.	Julia Dozier
1.6	Create and execute contracts for services for subcontractors and/or vendors as directed by Project Monitor	Set-up subcontractors/vendors within CLPCCD's system who will deliver services required for grant	July 2016-Dec. 2017	Julia Dozier

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**Statement of Work (Annual Workplan)  
Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
Objective: <u>1</u>	Serve as a fiscal agent and fiscal manager of grant's contracts.			
1.7	Process invoices and requests for payments from subcontractors and/or vendors as directed by Project Monitor	Pay subcontractors and vendors in a timely manner	July 2016-Dec. 2017	Julia Dozier
1.8	Create and submit Year to Date Expenditures and Progress Reports, Final Claim of Expenditures and Final Report	Give Work Group and Project Manager timely and accurate status reports on contract # 15-201 activities and expenditures	Oct. 2016 Jan., Apr., Jul., Nov. 2017 Final Feb. 2018	Julia Dozier

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: \_\_\_\_\_ 2 \_\_\_\_\_

Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Receive grant award notice and approval by BoGs by June 23, 2016 to place item on July 19, 2016 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for contract # _____ 15-201 _____ award as necessary to carry out the grant requirements	July 2016	Julia Dozier
2.2	Sign and execute face sheet and budget with CCCCCO; sign and execute contract with CCCCCO; submit certificates of insurance or other documents as required	Complete legal requirements to move forward with program	July 2016	Julia Dozier



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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 2

Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.3	Create communication mechanism with Project Monitor for processing requests and respond to issues raised by Project Monitor or Work Group.	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2016	Julia Dozier
2.4	Create contracts for services packet for subcontractors, execute contracts for services for subcontractors and/or vendors as directed by Project Monitor	Have administrative side of hiring subcontractors/vendors completed to assure seamless delivery of services required for grant	July 2016	Julia Dozier

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RFA NUMBER: 15-201-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 2

Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.5	Process contracts for services materials from subcontractors and/or vendors as directed by Project Monitor	Create subcontracts in a timely manner to position vendors as able to deliver services	July 2016 - Dec. 2017	Julia Dozier
2.6	Process invoices and requests for payments from subcontractors and/or vendors as directed by Project Monitor	Pay subcontractors and vendors in a timely manner	July 2016 - Dec. 2017	Harbinder Samra

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 3

Timely and efficient management and payment of subcontracts for projects.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Create subcontractor packet with contract for services documents and reporting and invoicing requirements	Respond to requests to set up subcontractors and/or vendors from Project Manager	July 2016	Julia Dozier
3.2	Create mechanism for Project Monitor to request vendors and/or subcontractors, including providing the entity's contact information, required deliverables and maximum payment amount	Have vendors and/or subcontractors available for program delivery as required by Work Group/Project Monitor	July 2016	Julia Dozier

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 3

Timely and efficient management and payment of subcontracts for projects.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.3	Distribute subcontractor packets and execute contracts for services for subcontractors and/or vendors	Have vendors and/or subcontractors available for program delivery as required by Project Monitor	July 2016-Dec. 2017	Julia Dozier
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	July 2016-Dec. 2017	Harbinder Samra

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 3  
Timely and efficient management and payment of subcontracts for projects.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.5	Create mechanism for Project Monitor to review and approve invoices submitted by vendors and/or subcontractors	Assure invoices are correct and authorized for payment	July 2016	Harbinder Samra
3.6	Process invoices as approved and received from Project Monitor	Pay approved invoices that have been received from subcontractors and/or vendors throughout grant period as expeditiously as possible	July 2016-Dec. 2017	Harbinder Samra

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: \_\_\_\_\_ 4 \_\_\_\_\_  
Assure effective and efficient responsiveness to CCCCCO, subcontractors and vendors.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	New vendor signs contract for services, completes vendor application and W-9 form	Legal information received to create contract with vendor	July 2016-Dec. 2017	Harbinder Samra
4.2	Contract Education department creates a requisition for vendor, including a description of services to be delivered and vendor's tax identification number	Request for purchase order	Day 1-2	Harbinder Samra

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: \_\_\_\_\_ 4 \_\_\_\_\_  
Assure effective and efficient responsiveness to CCCCCO, subcontractors and vendors.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.3	Purchasing department does vendor maintenance processing and generates a purchase order and vendor identification number	Vendor account created in CLPCCD internal system	Days 2-5	Annie Harris
4.4	Contract Education department sends vendor the purchase order number, vendor identification number, and grant fund account number for invoices	Vendor given identification number for invoicing	Day 6	Harbinder Samra
4.5	Vendor submits invoice to Contract Education department for processing, includes PO number, Vendor ID number, invoice number, invoice date and account number. Project Director verifies expense, receives authorization from Project Monitor	Contract Ed receives invoice, receives authorization to pay	July 2016-Dec. 2017	Harbinder Samra Project Monitor

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 4  
Assure effective and efficient responsiveness to CCCCCO, subcontractors and vendors.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.6	Project Accounting processes information, includes check request in next check run for processing.	Request sent to create check	Every Thursday	Harbinder Samra
4.7	Alameda Co. Office of Education returns check to accounting offices. Checks are mailed, held for pick up (if requested) or sent out overnight delivery (if necessary)	Checks distributed to vendors Total turn-around 7-30 days, depending on when received	Following Thursday	Accounts Payable Staff



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**Statement of Work (Annual Workplan)  
Objectives**

**Objective:** \_\_\_\_\_ 5 \_\_\_\_\_  
Create clear, detailed quarterly reports and final report with complete financials and status narrative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Track financials on a monthly basis by accounting code.	Clear and auditable financial records.	July 2016-Dec. 2017	Harbinder Samra
5.2	Each quarter, consolidate monthly financial records into quarterly report with back up documentation.	Clear and auditable financial records.	Oct. 2016, Jan. 2017, April 2017, July 2017, Oct. 2017	Harbinder Samra

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: \_\_\_\_\_ 5 \_\_\_\_\_

Create clear, detailed quarterly reports and final report with complete financials and status narrative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.3	Create quarterly report of Work Plan progress, grant fiscal status. Submit to CCCCCO.	Clear and complete quarterly narrative and financial records.	Oct. 2016, Jan. 2017, April 2017, July 2017, Oct. 2017	Julia Dozier
5.4	Create final report of Work Plan progress, grant's final fiscal status. Submit to CCCCCO.	Clear and complete narrative and financial record for life of grant.	January 2018	Julia Dozier