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	**DISTRICT USE ONLY**
	District (Grantee): Chabot-Las Positas CCD
	College: _____

Contract (Grant) Agreement	#N/A
Digital Innovations and Infrastructure	**BOG-CCCCO USE ONLY**
Application Student Personalization Services	Grant Agreement No.: **18 - 085 - 001**

RFA # 18 - 085   **Articles I - Revised:** 04 2018
Articles II - Revised: 05 2014

Funding Year (Enactment Year)

2018-19   **Total Amount Encumbered : $ 2,000,000**

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 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 (listed above), 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".

Performance in the term, July 18, 2018 through June 30, 2019. The Final Report must be submitted 30 days after the new 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:	Total Grant Funds Requested: $ 2,000,000
Signature, Chief Executive Officer (or authorized Designee)	
	Date:
Print Name/Title of Person Signing:	District Address: 7600 Dublin Blvd
Ronald Gerhard, Vice Chancellor, Business Services	Dublin, CA 94568

STATE OF CALIFORNIA

Project Monitor:	Agency Address: 1102 Q Street, Suite 4400
	Sacramento, CA 95811-6539

Bus. Unit	Ref No	Fund	FI$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870 -	101 -	0001 -	5675098 -	-	-	6250 -	5432000	29	2018	2018-19	$ 2,000,000
6870 -	-	-	-	-	-	-				

Total Amount Encumbered : $ 2,000,000

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:
Daisy Gonzales, Deputy Chancellor

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: **Application Student Personalization Services Project Grant**

COLLEGE: **N/A**

RFA NUMBER: **18-0085-001**

CONTACT PAGE

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

District Superintendent/President *(or authorized designee)*

Name: Susan Cota	Phone: 925-485-5206
Title: Interim Chancellor	Fax: 925-485-5256
E-mail Address: scota@clpccd.org	

Responsible Administrator *(Should not be the same as Project Director)*

Name: Krista John	Phone: 925-485-5244
Title: Vice Chancellor, Educational Services & Student Success	Fax: 925-485-5294
E-mail Address: kjohns@clpccd.org	

Project Director *(Person responsible for conducting the daily operation of the grant)*

Name: Julia Dozier	Phone: 925-249-9370
Title: Ditrict Executive Director, Economic Development & Contract Education	Fax: 925-249-9376
E-mail Address: jdozier@clpccd.org	

Person Responsible for Data Entry

Name: Danita Romero	Phone: 925-249-9366
Title: Grants and Econ. Dev. Manager	Fax: 925-249-9376
E-mail Address: dromero@clpccd.org	

District Chief Business Officer *(or authorized designee)*

Name: Ronald Gerhard	Phone: 925-485-5203
Title: Vice Chancellor, Business Services	Fax: 925-485-5255
E-mail Address: rgerhard@clpccd.org	

Person Responsible for Budget Certification

Name: Barbara Yesnosky	Phone: 925-485-5231
Title: Director of Business Services	Fax: 925-485-5271
E-mail Address: byesnosky@clpccd.org	

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

<u>APPENDIX B</u>
THIS FORM MAY NOT BE REPLICATED

PROJECT: **Application Student Personalization Services Project Grant**

DISTRICT: **Chabot-Las Positas CCD**

COLLEGE: **N/A**

RFA NUMBER: **18-0085-001**

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		$	**2,000,000**
1000	none	$	-
		$	-
		$	-
		$	-
2000	none	$	-
		$	-
		$	-
		$	-
3000	**Employee Benefits**		
	none	$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
4000	**Supplies and Materials**		
	4301 Office Supplies	$	1,980
	4320 Program Supplies	$	3,000
	4320 Computer Equipment (<$5,000 each)	$	18,875
		$	-
		$	-
		$	-
		$	-
	Other Operating Expenses and Services		
	5110 Found. for CCC (plan, develop, deliver comm & mktg campaigns), 5% of grant funds	$	100,000
	5110 UI/UX Manager (Ind Ctr, ave sal $110,000 + 33% benefits)	$	146,300
	5110 Student Personalization Manager (Ind Ctr, av sal $142,500 + 33% benefits)	$	189,525
	5110 UI/UX Contractor Org. (review current, plan transition, create new app and services)	$	918,000

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THIS FORM MAY NOT BE REPLICATED

PROJECT: Application Student Personalization Services Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET
		$ 2,000,000
5000	5110 Other Technical Assistance Providers' and Professional Experts' Services	$ 470,000
	5210 Travel for UI/UX and Student Personalization Services Managers	$ 37,000
	5210 Travel for Project Monitor and other CCCCO staff	$ 7,280
	5220 Conference Expenses	$ 25,375
	5885 Business Expenses	$ 5,742
		$ -
6000	Capital Outlay None	$ -
		$ -
7000	Other Outgo None	$ -
	TOTAL DIRECT COSTS:	$ 1,923,077
	TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):	$ 76,923
	TOTAL COSTS:	$ 2,000,000

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Application Student Personalization Services Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

APPLICATION BUDGET SUMMARY

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

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	
			$	2,000,000
1000	INSTRUCTIONAL SALARIES	1	$	0
2000	NONINSTRUCTIONAL SALARIES	2	$	0
3000	EMPLOYEE BENEFITS	3	$	0
4000	SUPPLIES AND MATERIALS	4	$	23,855
5000	OTHER OPERATING EXPENSES AND SERVICES	5	$	1,899,222
6000	CAPITAL OUTLAY	6	$	0
7000	OTHER OUTGO	7	$	0
	TOTAL DIRECT COSTS:	8	$	1,923,077
	TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):	9	$	76,923
	TOTAL COSTS:	10	$	2,000,000

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. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCO.

Project Director:

Name: Julia Dozier

Title: Director, Economic Development &

Authorized Signature:

Date:

District Chief Business Officer (or authorized designee):

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

Name: Ronald Gerhard   Title: Vice Chancellor, Business Services

Authorized
Signature: Date:

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: ___1___

Assure that Fiscal Agent works with CCCCO staff, including Project Mgmt Office, to plan, schedule, budget and manage contracts, agreements and partnerships.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Establish regular meeting times/days (either by phone or face to face to get acquainted and stay current with project updates, concerns and invoicing issues.	CCCCO staff and Fiscal Agent are both aware of situations as they arise, problem solving to assure resolution as quickly as possible. Invoices are paid as soon as possible	Sept 2018, On-going	Project Monitor Project Director or designee CCCCO staff as required
1.2	Create processing system to request, receive and process scopes of work, contracts and invoices between CO and Fiscal Agent	Deliverables are met on time, vendors are paid on time.	Oct 2018-June 2019	Project Monitor's contract and invoicing assistant Fiscal Agent's fiscal and contracts staff
1.3	View and discuss expenditures for grant with Fiscal Agent on a regular basis to assure corroberation; project scope, schedule, budget resource and risks are assessed; and shared goals are met	Scope, schedule, budget and deliverablesare met in accordance with CO and Fiscal Agent during the grant term.	Sept 2018 – June 2019	Project Monitor Project Monitor's contract and invoicing assistant

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Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: ___1___

Assure that Fiscal Agent works with CCCCO staff, including Project Mgmt Office, to plan, schedule, budget and manage contracts, agreements and partnerships.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
				Project Director
				Fiscal Agent's Grant Manager

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

APPENDIX B

PROJECT: **Application Student Personalization Services**
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: 2

Hire an User Interface Design and User Experience Design (UI/UX) Manager and a Student Personalization Services (SPS) Manager to oversee and steward program.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Research and create job description for two managerial-level independent contractor positions	Clear expectations for candidates and CO staff	Sept-Oct 2018	Project Monitor CO's IT and Human Resources staff
2.2	Post position in appropriate locations that will attract appropriate candidates, advertise through CO listservs	Strong candidate pool, better chance of strong hire	Oct. 2018	Project Monitor Hiring Committee Members
2.3	Recruit and establish hiring committee to review, interview and hire UI/UX Manager and SPS Manager	Ideal candidates for both positions are hired as independent contractors	Nov 2018	Project Monitor Hiring Committee Members

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Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: _2_

Hire an User Interface Design and User Experience Design (UI/UX) Manager and a Student Personalization Services (SPS) Manager to oversee and steward program.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
				Fiscal Agent's contracts staff

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: **Application Student Personalization Services
Project Grant**

DISTRICT: **Chabot-Las Positas CCD**

COLLEGE: **N/A**

RFA NUMBER: **18-0085-001**

Statement of Work (Annual Workplan)
Objectives

Objective: _____3_____

Create work plan for project. Participate in an annual work plan review to, in collaboration with the Chancellor's Office, identify modifications to the work plan as a result of changes and/or in anticipation of upcoming changes.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	UI/UX Manager and SPS Manager, Project Monitor and other CO staff create an grant work plan to guide project, specifically for the upcoming year	Grant work plan is agreed upon, aligned with CO goals	Dec 2018-Jan 2018	UI/UX Mgr., SPS Mgr Project Monitor CO staff
3.2	Review work plan periodically throughout the year to assure compliance with grant's goals and objectives	Grant goals and deliverables are met over the course of the term	Mar 2019, Jun 2019	UI/UX Mgr., SPS Mgr
3.3	Revise work plan to allign with CO system changes and requirements	Deliverables stay current with CCC needs, reflect system changes	As needed	UX/UI Mgr., SPS Mgr

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Chancellor's Office (CCCCO)

THIS FORM MAY NOT BE REPLICATED

PROJECT: **Application Student Personalization Services**
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: _4_

Research and hire an User Interface Design and User Experience Design (UI/UX) company to evaluate all application and service providers to CCC students, prepare a UI/UX design that will support a highly personalized and seamless experience, create new applications and services to support the goals of this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Research and hire a UI/UX Design company that can support the goals of the grant.	CO staff and Fiscal Agent have working relationship with a competent organization that meets the needs of the grant.	Feb. 2019	UI/UX Mgr., SPS Mgr Project Monitor Fiscal Agent's contract staff
4.2	UI/UX Design company will be responsible working in collaboration with Research and Analytics grantee to evaluate all application and service providers to CCC students.	Applications and Service Providers serving CCC students are evaluated and graded according to an agreed upon matrix.	Mar 2019-May 2019	UI/UX Mgr., SPS Mgr UI/UX Company
4.3	UI/UX Design company will prepare a UI/UX design that will support a highly personalized and seamless experience for students, create, and propose a realistic project plan for migration, conversion, adoption, and creation of new applications and services to support the goals of this grant.	Students have applications and services that are user-friendly, useful and support their learning and success	May 2019-Ongoing	UI/UX Mgr., SPS Mgr UI/UX Design Company

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Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: _____4_____

Research and hire an User Interface Design and User Experience Design (UI/UX) company to evaluate all application and service providers to CCC students, prepare a UI/UX design that will support a highly personalized and seamless experience, create new applications and services to support the goals of this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
				Project Monitor

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: 4

Research and hire an User Interface Design and User Experience Design (UI/UX) company to evaluate all application and service providers to CCC students, prepare a UI/UX design that will support a highly personalized and seamless experience, create new applications and services to support the goals of this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	UI/UX Design company understand and incorporates CCCCO educational technology, operating norms and standards are adopted, implemented, and followed.	Educational technology, operating norms and standards are adopted, implemented, and followed as dictated by CCCCO policy.	Mar 2019-Ongoing	UI/UX Design Company

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: _____5_____

UX/UI Manager and Student Personalization Services Manager, in collaboration with Chancellor's Office, will continually assess personalization and data presentation to increase student success, while protecting student privacy and staying Americans with Disabilities Act (ADA) compliant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Continually refine UX/UI, artificial intelligence, machine learning, mass personalization, scaling, student experiences, student journeys, delivery platforms, and data presentation to increase student success	Systems and products are current, student users are successful	Dec 2018-Jun 2019	UI/UX Mgr, SPS Mgr UI/UX Design Co.
5.2	Industry best practices are used to protect student privacy and stay in compliance with the most stringent ADA standards	All students' privacy is protected, all students have access to resources to assure all students' success	Mar 2019 - Ongoing	UI/UX Design Co. UI/UX Mgr, SPS Mgr

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

THIS FORM MAY NOT BE REPLICATED

PROJECT: Application Student Personalization Services
           Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

Objective: ____6____

Grant participants and grantees participate in cross project collaboration, system-wide research, analytics and CCCCO Information Security Standards while ensuring the overall security of cccData and CCCCO sponsored applications.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Cross project collaboration in system-wide research, analytics and CCCCO Information Security Standards are incorporated into all parts of the grant process.	UI/UX Manager and SPS Manager and UI/UX Design Company understand, practice and assure cross-project collaboration and expand CO knowledge base	Oct 2018-Ongoing	UI/UX Mgr., SPS Mgr UI/UX Design Company Project Monitor
6.2	All participating individuals and organizations understand and adher to security policies and procedures to ensure the overall security of cccData and CCCCO sponsored applications.	CO data and applications are not vulnerable and students' data is protected.	Mar 2018-Ongoing	UI/UX Mgr., SPS Mgr UI/UX Design Company Project Monitor

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Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

PROJECT: Application Student Personalization Services
Project Grant

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0085-001

Statement of Work (Annual Workplan)
Objectives

ctive: ___7___

...artners with the Foundation for California Community Colleges to plan, develop and deliver communications and marketing campaigns, while aligning with the Chancellors Office ...unications policy and brand standards.

Activities	Performance Outcomes	Timelines	Responsible Person(s)
Fiscal Agent and Project Monitor, working with the Foundation for California Community Colleges create scope of work and contract to deliver communications deliverables, including the annual legislative report	FCCC and CO staff are in agreement as to what deliverables are expected, schedule of deliverables and compensation	Oct 2018-Ongoing	Project Monitor Fiscal Agent Contracts staff Fiscal Agent Grants Manager
Foundation for California Community Colleges collaborates with CO communications staff and deliver system wide and statewide communications and marketing campaigns that is aligned with the Chancellors Office communications policy and brand standards	Standardized communications and marketing are delivered to solidify brand awareness and product awareness	Oct 2018-Ongoing	Foundation for CCC CO Communications staff