

Chancellor's Office, California Community Colleges

Workforce and Digital Futures Division

**GRANT AGREEMENT**

**ARTICLE I**

**California Community Colleges Core Applications  
Project (CCCCAP) Grant  
Program-Specific Legal Terms and Conditions  
September, 2018**

**1. Cost and Payments**

In consideration of satisfactory performance of the services described in the Grantee's application, the Chancellor's Office, California Community Colleges (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. All payments must be requested via invoice and emailed to [accountspayable@cccoco.edu](mailto:accountspayable@cccoco.edu). Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.
- Grantee may request progress payment(s) up to 50% of the total amount of this Grant Agreement at the time that progress/quarterly reports are submitted pursuant to section 3 of this Article. Payment(s) will be made, upon receipt of an invoice, after review and approval of the progress/quarterly reports by the Chancellor's Office.
- The Chancellor's Office will withhold a minimum of 10% of the total amount of this Grant Agreement. A final payment will be calculated based on the Final Performance and Expenditure Reports due by July 31, 2019. If the total expenditure of funds by that date is less than the total payments processed, the Chancellor's Office may invoice the Grantee for the excess amount. The final 10% payment plus any remaining funds not previously requested as a progress payment will be paid, upon receipt of an invoice, after review and approval of the Final Performance and Expenditure Reports.

**2. Budget Changes**

- Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant

Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.

- Grantee may add or delete budget categories subject to the prior approval of the Project Monitor.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The request for such changes should include a letter of justification; three copies of a revised "Application Budget Summary," all of which have been signed by the Chief Business Officer or his/her designee, in an ink color other than black, and a revised "Application Budget Detail Sheet." The project monitor shall send grantee an amended face sheet if the total dollar amount of the Grant Agreement is changed. The amended face sheet must be signed by both parties prior to processing.
- The Budget Amendment request should be mailed to the Project Monitor for approval. Grantee will be notified if the request is approved or if additional information is required. In any event, the Grantee shall implement changes only upon written notification by the Project Monitor. Additionally, the next Progress Report must show the new budget changes.

Budget changes or amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no budget change or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any budget change or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

### **3. Amendments for Time Extension or Augmentations**

Amendment requests for time extensions and/or augmentations must be received by the project monitor three months prior to the end date of the grant term. If the amendment request is approved, an amended face sheet will be sent to the grantee that must be signed by both parties.

### **4. Reporting**

The following reports are to be submitted by the due dates indicated. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

1 <sup>st</sup> Quarter Year-to-Date Expenditure and Progress Report Due	September 30, 2018
2nd Quarter Year-to-Date Expenditure and Progress Report Due	December 31, 2018

3rd Quarter Year-to-Date Expenditure and Progress Report Due	March 30, 2019
4th Quarter Year-to-Date Expenditure and Progress Report Due	June 30, 2019
Final Claim of Expenditures and Final Report Due	July 31, 2019

In addition, grants funded by the Carl D. Perkins Career and Technical Education Improvement Act of 2006, or the Economic Development Program require one original and one copy of Progress/Year to Date Expenditure Reports to be filed by July 31st.

**5. Feedback Process**

The Grantee shall participate fully in the Chancellor’s Office 360 feedback process. The results of this Feedback Process will be used to assess the performance of the grantee and can include information in whatever form and from any or all stakeholders identified by the Chancellor’s Office. Failure to participate in any aspect on this process may result in the early termination of the grant in accordance to Article II, provision 22 (b).

**6. Role of Supervisor-of-Record**

In consideration of satisfactory performance of the services and objectives described in the Grantee’s application, the grantee application shall identify a “Supervisor-of-Record”. The Supervisor-of-Record shall, in order for the Grantee to be deemed performing satisfactorily, perform and ensure the following:

- Adherence to all provisions in Articles I and II;
- In the cases of Deputy Sector Navigator grants, all required minimum qualifications are met;
- Assure and provide documentation demonstrating, when requested by the Chancellor’s Office, that all Key Talent including Deputy Sector Navigators, Sector Navigators, Regional Consortia Chairs, and Technical Assistance Providers are employed full-time (100%) exclusively to perform the duties and activities specific to this grant.
- Key Talent is on-boarded regarding the Chancellor’s Office expectations in performance of this grant, as provided in the memo dated March 2017 and Appendix G.
- In keeping with Article II, provision 16, for grants intended to serve a region specified by the Chancellor’s Office, regular consultation with the colleges in the specified region, or a consortium representing those colleges, to ensure the grant is conducted in a manner that reflects the needs of the colleges to accomplish objectives consistent with this regional grant; and

- The Grantee's key talent, and other necessary personnel, participates in the Chancellor's Office Feedback Process. Participation includes, in consultation with the Chancellor's Office, the development of a process that addresses improvements needed in the performance of the grant, as identified in the eventual feedback process.

**7. The Chancellor's Office reserves the right to evaluate a grantees' performance as follows:**

- Ability to affect Student Momentum Points and Leading Indicators of Curriculum Alignment to Labor Market Needs; and
- Feedback from Quality of Service Measures using a CCCCCO-provided evaluation instrument;
- The results of an evaluation conducted by the Chancellor's Officer with the input and recommendations from stakeholders as determined by the Chancellor's office
- Eligible applicants to fill a Sector Navigator role shall not have served in a Statewide EWD role more two (2) EWD reauthorization cycles, which are terms of five (5) years

**8. Lobbying federal, state, or local officials**

Key Talent grantees including Deputy Sector Navigators, Sector Navigators, Regional Consortia Chairs, and Technical Assistance Providers, when using their "Key Talent" title, status, and grant funding are prohibited from lobbying without the Chancellor's Office permission. Lobbying includes:

- Seeking to increase funding for a federal or state program; and
- Influencing enactment or modification of any pending federal or state legislation.

Key Talent grantees shall obtain permission to lobby from a Digital Innovation and Infrastructure division Vice Chancellor or dean in writing. A request must include the program and/or bill, purpose of lobbying activity, position on program and/or bill and basis for position, and how this activity would meet the goals of the grant.

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Core Applications

DISTRICT: Chabot-Las Positas CCD

COLLEGE: 0.0

RFA NUMBER: 18-081-102

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	3,300,000
1000	None	\$	-
		\$	-
		\$	-
		\$	-
2000	None	\$	-
		\$	-
		\$	-
		\$	-
3000	<b>Employee Benefits</b>		
	None	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	<b>Supplies and Materials</b>		
	4320 Program Supplies	\$	3,000
	4320 Computer Equipment (<\$5,000 each)	\$	12,740
		\$	-
		\$	-

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Core Applications

DISTRICT: Chabot-Las Positas CCD

COLLEGE: 0.0

RFA NUMBER: 18-081-102

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	3,300,000
		\$	-
		\$	-
5000	<b>Other Operating Expenses and Services</b>		
	5110 Fiscal and Contracting Coordinator	\$	97,000
	5110 Project/Product Vendor Manager	\$	377,000
	5110 Marketing Communications for NOVA, Here to Career (subcontract)	\$	141,000
	5110 Here to Career Desktop (subcontract)	\$	650,000
	5210 NOVA (subcontract - ProductOps)	\$	1,790,000
	5210 Instate Travel for Project Monitor and other CCCCCO staff	\$	47,000
	5220 Conference Expenses	\$	33,000
	5885 Business Expenses	\$	22,337
			\$
		\$	-
		\$	-
		\$	-
6000	<b>Capital Outlay</b>		
	None	\$	-
		\$	-
7000	<b>Other Outgo</b>		
	None	\$	-
		\$	-
<b>TOTAL DIRECT COSTS:</b>		\$	3,173,077
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		\$	126,923
<b>TOTAL COSTS:</b>		\$	3,300,000

**APPENDIX B**

**THIS FORM MAY NOT BE REPLICATED**

**PROJECT: Core Applications**

**DISTRICT: Chabot-Las Positas  
 CCD**

**COLLEGE: 0.0**

**RFA NUMBER: 18-081-102**

**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	
			\$	
			\$	3,300,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	15,740
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	3,157,337
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	3,173,077
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		9	\$	126,923
<b>TOTAL COSTS:</b>		10	\$	3,300,000

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 CCCCCO.

**Project Director:**

**Name:** Julia Dozier **Title:** Dist Ex Dir., Econ Dev & Contr Ed  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Name:** Ronald Gerhard **Title:** Vice Chancellor, Business Services  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

**PROJECT:** Core Applications  
**DISTRICT:** Chabot-Las Positas CCD  
**COLLEGE:** 0.0  
**RFA NUMBER:** 18-081-102

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

**Objective:** \_\_\_\_\_ 1 \_\_\_\_\_  
Fiscal Agent works with CCCCCO staff to plan, schedule, budget and manage contracts, ageements and partnerships as required for the delivery of this program and product.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Establish regular meeting times/days (either by phone or face to face) to stay current with project updates, concerns and invoicing issues	CCCCCO staff and Fiscal Agent are both aware of situations as they arise, problem solving to assure resolution as quickly as possible. Paperwork is processed in an efficient manner.	Oct. 2'108, on-going	Project Monitor Project Director or designee CCCCCO staff as required
1.2	Create processing system to request, receive and process scopes of work, contracts and invoices between CO and Fiscal Agent	Deliverable are met on time, vendors are paid on time.	Nov 2018-June 2019	Project Monitor's contract and invoicing assistant Fiscal Agent's fiscal and contracts staff
1.3	Fiscal Agent and CO discuss expenditures for grant on a regular basis to assure corroboration; project scope, schedule, budget resource and risks are assessed; and shared goals are met	Scope, schedule, budget and deliverables are met efficiently and effectively during grant term.	Oct 2018-June 2019	Project Monitor Project Monitor's contract and invoicing assistant Project Director or designee Fiscal Agent's Grant Manager



**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Core Applications

DISTRICT: Chabot-Las Positas CCD

COLLEGE: 0.0

RFA NUMBER: 18-081-102

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

**Objective:** \_\_\_\_\_ 2 \_\_\_\_\_  
Hire a Project Manager to oversee and steward product deliverables and provide oversight for program.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Research and create job description for managerial-level independent contractor position	Clear expectations for candidates and CO staff outlines needs for program	Nov-Dec 2018	Project Monitor CO's IT and Human Resources staff
2.2	Post position in appropriate hiring sites that will attract appropriate candidates, including advertising through CO listservs	Strong candidate pool, better chance of strong hire	Nov. 2018	Project Monitor CO Human Resources/Hiring assistance
2.3	Recruit and establish hiring committee to review applications, interview and hire Program Manager	Ideal candidate is hired as independent contractor; chosen by Project Monitor and Hiring Committee; contracted with by Fiscal Agent	Dec 2018-Jan 2019	Project Monitor Hiring Committee Members Fiscal Agent's contract staff

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

**PROJECT:** Core Applications  
**DISTRICT:** Chabot-Las Positas CCD  
**COLLEGE:** 0.0  
**RFA NUMBER:** 18-081-102

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

**Objective:** \_\_\_\_\_ 3  
 Research and contract with company to create Here to Career desktop application to allow access on desktop computers that will mirror the benefits of the current mobile application.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Research what is required to create desktop application when mobile application is already in place.	Minimize work that needs to be done to create new desktop app, to reduce time and expense.	Feb 2019	Project Monitor Program Manager CO's Digital Infrastructure team
3.2	Create RFP or solicit interest from contractors to serve as vendor for creation of desktop application	Creating company is found and hired/contracted with	Mar 2019-May 2019	Project Monitor Program Manager Fiscal Agent's contracts staff
3.3	Have desktop app creator work in collaboration with other application and service providers to create integrated programs	Integrated outcomes and services serve students by all working together, rather than in a siloed manner	Mar 2019-May 2019	Desktop App Creating Company Project Monitor Program Manager

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Core Applications

DISTRICT: Chabot-Las Positas CCD

COLLEGE: 0.0

RFA NUMBER: 18-081-102

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

Objective: \_\_\_\_\_  
4

is a subcontract for NOVA program to be completed and maintained

Activities	Performance Outcomes	Timelines	Responsible Person(s)
Review progress of NOVA system with current vendor, ProductOps.	Understand what has been completed, what needs to be done and/or maintained on NOVA program	Dec 2018	Program Manager
Create or update current scope of work for ProductOps, expand or maintain contract to best complete and maintain the project	ProductOps will continue to improve program and maximize usability	Dec 2018	Program Manager Fiscal Agent's Grant Manager
Address any issues or concerns that may arise during ProductOps' contract	ProductOps continues to develop product and roll out without lengthy delays	Jan 2019-June 2019	Program Manager Project Manager

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Core Applications

DISTRICT: Chabot-Las Positas CCD

COLLEGE: 0.0

RFA NUMBER: 18-081-102

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

**Objective:** \_\_\_\_\_ 5  
Chancellor's Office staff partners with Foundation for California Community Colleges (FCCC), through Fiscal Agent, plans, develops and delivers communications and marketing campaigns on the Core Apps, while aligning with the Chancellor's Office communications policy and brand standards.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Fiscal Agent and Project Monitor, working with the Foundation for California Community Colleges (FCCC), create scope of work and contract to deliver communication deliverables, including the annual legislative report	FCCC and CO staff are in agreement as to what deliverables are expected and the schedule for those deliverables	Nov 2018- Ongoing	Project Monitor Fiscal Agent contracts staff Fiscal Agent Grants Manager
5.2	FCCC collaborates with CO communications staff to deliver system-wide and statewide communications and marketing campaigns, that are aligned with the Chancellor's Office communications policy and brand standards	Standardized communications and marketing are delivered to solidify brand awareness and Core Apps awareness	Nov 2018- Ongoing	CO Communications staff
5.3	FCCC plans, develops and delivers the annual legislative report, which is aligned with the CO communications policy and brand standards	A quality legislative report delivers a strong message while following CO communications policy to assure consistent branding	June 2019	CO Communications staff