

**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: N/A

Contract (Grant) Agreement

BOG-CCCO USE ONLY

Student Services Division

Grant Agreement No.: 18 - 051 - 001

Student Financial Assistance Program Setaside Contract

Funding Year
(Enactment Year)

2018-19 Total Amount Encumbered : \$ 495,930

RFA # - Articles I - Revised: 09 2018
Articles II - Revised: 05 2014

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".

The term of this grant shall be from January 1, 2019 to December 31, 2020. 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:

Total Grant Funds Requested: \$ 495,930

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing:

Ronald Gerhard, Vice Chancellor, Business Services

District Address:

7600 Dublin Boulevard, 3rd Floor, Dublin, CA 94568

STATE OF CALIFORNIA

Project Monitor:

Ruby Nieto

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	- 5675019	- 203	- 5218	- 5432000	14	2018	2018-19	\$ 495,930
6870	-	-	-	-	-	-	-	-	-	-
Total Amount Encumbered : \$										495,930

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

**California Community Colleges Agreement for the
Student Financial Assistance Programs,
Student Services and Special Programs Division
Chancellor's Office**

**Chabot-Las Positas Community College District
Agreement No. C18-0051**

2018-19 Work Statement

Exhibit A

The *California Education Code*, Section 76300 (i) (2) authorizes the Board of Governors, from funds provided in the annual Budget Act, to allocate to community college districts an amount equal to 2 percent of the enrollment fees waived. On July 9, 2001, the Board of Governors approved the use by the Chancellor's Office, Student Financial Assistance Programs Unit, of 3 percent of each college's allocation to fund special projects of vital interest to the colleges and for consultation with the financial aid community.

The Board of Governors delegates the fiscal coordination for these functions to the Chabot-Las Positas Community College District (hereinafter District) and awards this agreement to support the activities described below.

The activities to be carried out under this agreement shall include all of the following:

I. Regional and State Coordination and Consultation

1.1 Financial Aid Regional Representatives Meetings

Three regular meetings and one transition meeting of the Financial Aid Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

1.2 Foster Youth Regional Representatives Meeting (Propose move to Equity)

Up to four meetings of the Foster Youth Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

II. Statewide Ad Hoc Task Groups

2.1 Financial Aid Related Inter-Divisional and Ad Hoc Task Groups

Meetings for Financial Aid related inter-divisional and Ad Hoc Task Groups as necessary. These task groups will review, discuss and recommend policy pertaining to elements/issues relating to the administration of the Student Financial Assistance Programs. Support for these task group meetings will include payment of meeting expenses, travel and per diem for members and any necessary printing costs.

2.2 Staffing survey and research

Conduct a state wide staffing/personnel survey by college to look at classifications, responsibilities and comparative staffing levels.

2.3 Research on FAFSA Completion and FA utilization in CCC

Contract for research replicating MPR research findings from 2007.

III. Training and Strategic Planning

3.1 New Financial Aid Director Training

Provide Financial Aid Management training to new Financial Aid Directors. Training may include such areas as new and revised federal and state regulations, Board of Governors Fee Waiver Program, reporting procedures, allocations, MIS, Cal Grants and other areas of vital concern to the management of the Student Financial Assistance Programs. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.2 All Financial Aid Director Training

Provide Financial Aid Management training to all Financial Aid Directors. Training may include such areas as new and revised federal and state regulations, Board of Governors

Fee Waiver Program, reporting procedures, allocations, MIS, Cal Grants and other areas of vital concern to the management of the Student Financial Assistance Programs. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.3 Foster Youth Success Initiative (FYSI) Liaison Annual Training (Propose move to Equity)

Provide training and support to FYSI Liaison on our college campuses, in their efforts to serve foster youth alumni. Training may include such areas as new and revised federal and state regulations, changes to financial aid programs to better serve foster youth, such as federal or state aid programs, and other areas of vital concern to those serving foster youth. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.4 Strategic Planning and Initiatives

Organize and plan meetings as necessary for Financial Aid Directors and/or other Financial Aid staff, and other appropriate stakeholders, to convene and develop strategic plans to address various Student Financial Assistance Programs issues as required. Support for these strategic planning meetings will include payment of meeting room expenses, travel, lodging and per diem expenses, as well as any necessary support or printing costs that may be developed as a result of the meetings' outcomes.

3.5 FA Certification Training

Work with Institutional Effectiveness Division to design and deliver certification training on the basis of the NASFFAA Core Curriculum and expanded to cover State and Ca Community College FA program administration in compliance competency. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

3.6 Cal Grant and Special Programs Training

Work with CSAC and other entities to design and deliver State and Ca Community College FA program administration in compliance competency. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

IV. Miscellaneous Activities

4.1 Consulting Services

Provide consulting services to the colleges or community college system on special projects of vital interest including: research, development of software applications to automate reporting and data submission, development and dissemination of targeted resources and best practice models for administering financial aid programs. The fee(s)

will be negotiated and may include travel and per diem expenses. The consultant(s) selected shall be subject to approval by the Chancellor's Office.

4.2 Contract Support - Default Prevention Initiative and Financial Literacy

The Chancellor's Office will select and contract with a provider of default prevention services, financial literacy, or other related services and will then offer those services to colleges who elect or qualify to use them. The District will provide administrative and fiscal oversight to support these activities. . Support for these products and services may include payment of meeting room expenses, travel, lodging and per diem expenses, as well as any necessary support or printing costs that may be developed.

V. Administrative Support

Administrative Support:

The District will provide necessary administrative and fiscal oversight to support the above activities including support with the District request for applications (RFA) process to procure services. The District shall receive 5% of the total funds expended as an administrative fee for its services. All participants attending meetings are required to have their travel costs covered by their local college/district at the district's approved rates for lodging, meals, mileage and other transportation activities. The district will then submit and invoice to Chabot-Las Positas CCCD for reimbursement of the costs.

**California Community Colleges Agreement for the
Student Financial Assistance Programs,
Student Services and Special Programs Division
Chancellor's Office**

**Chabot-Las Positas Community College District
Agreement No. C18-0051**

2018-19 SFA AGREEMENT BUDGET

Exhibit B

I.	Regional and State Coordination	\$ 70,000.00	
II.	Statewide Ad Hoc Task Groups	\$ 35,000.00	
III.	Training and Strategic Planning	\$150,000.00	
IV.	Miscellaneous Activities	\$221,093.00	
	Subtotal		\$476,093.00
V.	Administrative Support	\$19,837.00	
	Agreement Total		\$495,930.00

**California Community Colleges Agreement for the
Student Financial Assistance Programs,
Student Services and Special Programs Division
Chancellor's Office**

**Chabot-Las Positas Community College District Agreement No. C18-0051
2018-19 BUDGET SPECIFICS**

Exhibit C

I. Regional and State Coordination and Consultation

1.1 Financial Aid Regional Representatives Meetings

Travel, per diem and meeting expenses for four scheduled Financial Aid Regional Representatives meetings.

Total \$55,000

7

1.3 Foster Youth Regional Representatives Meeting

Travel, per diem and meeting expenses for up to four scheduled FYSI Regional Representative meetings.

Total \$15,000

II. Statewide Ad Hoc Task Groups

2.1 Financial Aid Related Ad Hoc Task Groups

Travel, per diem and meeting expenses for any required meetings.

Total \$35,000

III. Training and Strategic Planning

3.1 New Financial Aid Director Training

Travel, per diem and meeting expenses incurred for training meetings.

Total \$25,000

3.2 All Financial Aid Director Training

Travel, per diem and meeting expenses incurred for training meetings.

Total \$55,000

3.3 Foster Youth Success Initiative (FYSI) Liaison Annual Training

Travel, per diem and meeting expenses incurred for training meetings.

Total \$30,000

3.4 Strategic Planning and Initiatives

Travel, per diem and meeting expenses incurred for strategic planning meetings. Costs incurred through the development and implementation of the meeting outcomes, including printing costs and technology development as necessary, are also allowable.

Total \$40,000

IV. Miscellaneous Activities

4.1 Consulting Services

Contract for consulting services on Financial Aid program and management issues. The fee will be subject to negotiation.

Total \$40,000

4.3. Contract Support Default Prevention Initiative

Contract default prevention, financial literacy or other related services provided to colleges that elect to or qualify to use those services.

Total \$181,093

V. Administrative Support

5.1 Administrative Expenses

The District will provide necessary administrative and fiscal oversight to support the above activities including support with the District request for applications (RFA) process to procure services. The District shall receive 5% of the total funds expended as an administrative fee for its services. All participants attending meetings are required to have their travel costs covered by their local college/district at the district's approved rates for lodging, meals, mileage and other transportation activities. The district will then submit and invoice to Chabot-Las Positas CCCD for reimbursement of the costs

Total \$19,837.00

AGREEMENT TOTAL

\$495,093.00