

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

COLLEGE: N/A

RFA NUMBER: 19-020-001

CONTACT PAGE

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

District Superintendent/President <i>(or authorized designee)</i>			
Name:	<u>Ronald Gerhard</u>	Phone:	<u>925-485-5206</u>
Title:	<u>Interim Chancellor</u>	Fax:	<u>925-485-5256</u>
E-mail Address:	<u>rgerhard@clpccd.org</u>		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	<u>Julia Dozier</u>	Phone:	<u>925-249-9370</u>
Title:	<u>District Executive Director, Economic Development & Contract Education</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>jdozier@clpccd.org</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Danita Romero</u>	Phone:	<u>925-249-9370</u>
Title:	<u>Fiscal Agent & Economic Development Manager</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>dromero@clpccd.org</u>		

Person Responsible for Data Entry			
Name:	<u>Toan Dao</u>	Phone:	<u>925-249-9384</u>
Title:	<u>Grants Coordinator</u>	Fax:	
E-mail Address:	<u>tdao@clpccd.org</u>		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	<u>Doug Roberts</u>	Phone:	<u>925-485-5203</u>
Title:	<u>Interim Vice Chancellor, Business Services</u>	Fax:	<u>925-485-5255</u>
E-mail Address:	<u>droberts@clpccd.org</u>		

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

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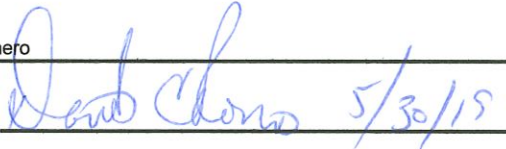
APPLICATION BUDGET SUMMARY

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

Object of Expenditure	Classification	Line	PROJECT BUDGET - #1:	PROJECT BUDGET - #2:	TOTAL BUDGET
			IEPI - FY 2020	n/a	
			\$ 20,000,000	\$ 0	\$ 20,000,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0	\$ 0	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0	\$ 0	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 14,700	\$ 0	\$ 14,700
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 19,216,069	\$ 0	\$ 19,216,069
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 19,230,769	\$ 0	\$ 19,230,769
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 769,231	\$ 0	\$ 769,230
TOTAL COSTS:		10	\$ 20,000,000	\$ 0	\$ 19,999,999

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: Danita Romero
 Authorized Signature: 

Title: Fiscal Agent & Economic Development Manager
 Date: _____

District Chief Business Officer (or authorized designee):

Name: Doug Roberts
 Authorized Signature: _____

Title: Interim Vice Chancellor, Business Services
 Date: _____

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	IEPI - FY 2020	PROJECT BUDGET - #1:
	Classification	\$ 20,000,000
1000	None	\$ -
		\$ -
		\$ -
		\$ -
2000		
3000	Employee Benefits	
4000	Supplies and Materials	
	4301 Office Supplies 4320 Program Supplies	\$ 14,700

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	IEPI - FY 2020	PROJECT BUDGET - #1:
	Classification	\$ 20,000,000
5000	Other Operating Expenses and Services	
	5110 Professional Services: Data collection, Reporting, Work Group Facilitation, Leadership Development, College Mini-Grants, Website Development, Event Planning, PLN Site Development	\$ 15,411,169
	5110 Project Services - CLPCCD	\$ 338,900
	5210 Travel Expense: Board of Governors, CO Staff, Presenters	\$ 87,000
	5220 Conference Expense	\$ 2,660,000
	5810 communication & Public Information	\$ 716,000
	5820 Postal & Delivery Service	\$ 2,000
	5884 Business Expenses	\$ 1,000
6000	Capital Outlay	
7000	Other Outgo None	
TOTAL DIRECT COSTS:		\$ 19,230,769
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$ 769,231
TOTAL COSTS:		\$ 20,000,000

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:
IEPI - FY 2020

DISTRICT: Chabot-Las Positas CCD
COLLEGE: N/A
RFA NUMBER: 19-020-001

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

Objective: 1
Rapid and effective start up and implementation of fiscal agent responsibilities for grant, create account to process invoices as they arrive.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Receive grant award notice and approval by BoGs to place item on June 2019 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for 18-205 award as necessary to carry out the grant requirements	June 2019	Danita Romero
1.2	Sign and execute face sheet and budget, sign and execute contract with CCCCCO; submit certificates of insurance and other documents as required	Complete legal requirements to move forward with program	June 2019	Ronald Gerhard

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IEPI - FY 2020

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 19-020-001

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

Objective: 1
 Rapid and effective start up and implementation of fiscal agent responsibilities for grant, create account to process invoices as they arrive.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.3	Create communication mechanism to quickly and efficiently process requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2019	Danita Romero
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. Create account from which to draw funds for vendor/subcontractor payments, maintain funds for ongoing program delivery's expenses	July 2019	Carrie Collins

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

Objective: _____
2
Establish staffing to effectively address the needs of the grant, collaborate with CCCCCO Strong Workforce Program staff.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Create communication mechanism with Project Monitor for quickly and efficiently processing requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	Jul-Sep 2019	Danita Romero
2.2	Establish weekly meetings with grant team (Project Director, Fiscal and Contracting Coordinator, Grants Manager, Accountant, Purchasing Services Specialist) to discuss grant performance, issues and concerns.	Maintain clear lines of communication, early detection of concerns, with quick response time and solution focused discussions.	Weekly, July 2019 - June 2021	Danita Romero

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FUNDING SOURCE - #1:

IEPI - FY 2020

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

Objective: 2
Establish staffing to effectively address the needs of the grant, collaborate with CCCCCO Strong Workforce Program staff.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.3	Maintain open communications with CCCCCO staff and CLPCCD grant team, with periodic face to face meetings to assure quality customer service delivery.	Quality assurance and seamless delivery of services.	Daily contact, quarterly meetings July 2019 through June 2021	Danita Romero
2.4	Fiscal and Contracting Coordinator, Project Director and Grants Manager attend Fall and Spring California Community College Association of Occupational Education conferences.	Grant Team leads stay current with CTE professional development offered by the CCCCCO, network with CTE professionals.	July 2019-Dec 2021	Danita Romero

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FUNDING SOURCE - #1:
IEPI - FY 2020

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

Objective: 3
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Create subcontractor packet with contract for services, reporting and invoicing requirements	Respond to requests to set up subcontractors and/or vendors from Project Manager	Jul 2019-Jun 2021	Danita Romero Bill Pagano
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 Project Monitor	Jul 2019-Jun 2021	Danita Romero

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FUNDING SOURCE - #1:

IEPI - FY 2020

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

Objective: 3
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	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	Jul 2019-Jun 2021	Danita Romero
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	Jul 2019-Dec 2021	Bill Pagano

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FUNDING SOURCE - #1:

IEPI - FY 2020

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

Objective: _____ 3
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	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	Jul 2019-Dec 2021	Danita Romero Carrie Collins
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	Jul 2019-Dec 2021	Danita Romero

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FUNDING SOURCE - #1:
IEPI - FY 2020

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

Objective: _____ 4
Create work environment for Grant Team to maximize effectiveness, including communications and interactions between CCCCCO and CLPCCD staff and travel requirements.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Create work spaces for CLPCCD grant team, including necessary equipment (computers, phone, office supplies)	Staff able to communicate and respond to program needs	Jul-Sep 2019	Danita Romero
4.2	Work with CCCCCO Project Monitor to assure Fiscal and Contracting Coordinator has equipped work space.	Project Monitor and Fiscal and Contracting Coordinator can focus on program needs, respond to inquiries, etc.	Jul-Sep 2019	Danita Romero

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

Objective: _____ 4
Create work environment for Grant Team to maximize effectiveness, including communications and interactions between CCCCCO and CLPCCD staff and travel requirements.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.3	Create travel reimbursement process for Fiscal and Contracting Coordinator and other CCCCCO staff (including Project Monitor)	Allow CCCCCO staff (Fiscal Coordinator, Project Monitor, et al) to attend meetings, conferences, etc. without having to use personal funds and get reimbursed later.	Jul-Sep 2019	Danita Romero CCCCO Accounting dept.
4.4	Establish email accounts and phone numbers, obtain business cards, etc. for Fiscal and Contracting Coordinator		Jul-Aug 2019	Danita Romero

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FUNDING SOURCE - #1:

IEPI - FY 2020

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

Objective: _____ 5
Oversee obtaining resource and service providers that will coordinate the evaluation and distribution of labor market analyses data, including industry trends and jobs projections.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Consult with Project Monitor to encourage internal discussion about requirements for the labor market analyses data, industry trends and job projections, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Jul-Sep 2019	Danita Romero
5.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	Jul 2019-June 2021	Danita Romero

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IEPI - FY 2020

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

Objective: _____ 5
Oversee obtaining resource and service providers that will coordinate the evaluation and distribution of labor market analyses data, including industry trends and jobs projections.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.3	Receive direction from Project Monitor and Fiscal Coordinator as to which subcontractor to be retained	Hire subcontractor for project.	Jul 2019-Jun 2021	Danita Romero Bill Pagano
5.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive evaluations and reports of labor market data, industry trends and job projections.	Jul 2019-Dec 2021	Danita Romero

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IEPI - FY 2020

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

Objective: _____ **6**
Hire subcontractor who will provide research, evaluation and technical assistance on effective local and regional policies, best practices and model partnerships.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Consult with Project Monitor to encourage internal discuss about needs for the research, evaluation and technical assistance for policies, best practices and model partnerships, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Jul-Sep 2019	Danita Romero
6.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	Jul 2019-Jun 2021	Danita Romero

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

Objective: 6
Hire subcontractor who will provide research, evaluation and technical assistance on effective local and regional policies, best practices and model partnerships.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.3	Receive direction from Project Monitor and Fiscal and Contracting Coordinator as to which subcontractor to be retained	Hire subcontractor for project.	Jul 2019-Jun 2021	Danita Romero Bill Pagano
6.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive reports and white papers on effective policies, practices and partnerships.	Jul 2019-Dec 2021	Danita Romero

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Create communication mechanism with Project Monitor for quickly and efficiently processing requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2019	Fiscal Agent Grants Coordinator
7.2	Establish weekly meetings with grant team (Project Director, Fiscal and Contracting Coordinator, Grants Manager, Accountant, Purchasing Services Specialist) to discuss grant performance, issues and concerns.	Maintain clear lines of communication, early detection of concerns, with quick response time and solution focused discussions.	July 2019 - June 2021	Fiscal Agent Grants Coordinator
7.3	Maintain open communications with CCCCC staff and CLPCCD grant team, with periodic face to face meetings to assure quality customer service delivery.	Quality assurance and seamless delivery of services.	July 2019 - June 2021	Fiscal Agent Grants Coordinator

Objective: 7

Maintain open communication and information sharing with CCCCC staff, including formal quarterly reports, as well as on-going updates regarding projects, hiring of subcontractors and financial information as needed

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

Objective: 7
Maintain open communication and information sharing with CCCCCO staff, including formal quarterly reports, as well as on-going updates regarding projects, hiring of subcontractors and financial information as needed

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4	Create monthly financial statements and vendor contract status reports for CCCCCO review.	Enable CCCCCO staff to up to date financial and contracts information.	July 2019 - June 2021	Fiscal Agent Grants Coordinator
7.5	Create final audited report of expenditures with details for CCCCCO	Prove Fiscal responsibility during the grant and reports backing up the details.	July - August 2021	Fiscal Agent Grants Coordinator