

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Adult Education Block Grant (AEBG)

COLLEGE: N/A

RFA NUMBER: 18-206-001

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:	Ronald Gerhard	Phone:	925-485-5206
Title:	Chancellor	Fax:	925-485-5256
E-mail Address:	rgerhard@clpccd.org		

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

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

Person Responsible for Data Entry			
Name:	Carrie Collins	Phone:	925-249-9368
Title:	Grants Coordinator	Fax:	
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District Chief Business Officer (or authorized designee)			
Name:	Douglas Robertgs	Phone:	925-485-5203
Title:	Interim Vice Chancellor, Business Services	Fax:	925-485-5255
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Person Responsible for Budget Certification			
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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FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

AEBG FY18/19

COLLEGE: N/A

RFA NUMBER: 18-206-001

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

Objective: 1
Serve as 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 August 2, 2018 to place item on August 21, 2018 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for Contract # ___18-206___ award as necessary to carry out the grant requirements	Aug. 2018	Danita Romero
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	Aug. 2018	Ronald Gerhard

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

Objective: <u>1</u> Serve as fiscal agent and fiscal manager of grant's contracts.			
#	Activities	Performance Outcomes	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	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	Carrie Collins
1.5	Create request for partial payment of 40% of total of grant award (\$5 M) 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 vendors/subcontractor payments, maintain funds for ongoing program delivery's expenses	Danita Romero

Initial: Aug. 2018
As needed thereafter.

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

Objective: <u>1</u> Serve as fiscal agent and fiscal manager of grant's contracts.			
#	Activities	Performance Outcomes	Responsible Person(s)
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	Danita Romero
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	Danita Romero
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 #__18-206__ activities and expenditures	Danita Romero

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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 BoG's by August 2, 2018 to place item on August 21, 2018 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for contract # ___18-206___ award as necessary to carry out the grant requirements	Aug. 2018	Danita Romero
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	Aug. 2018	Danita Romero

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 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	Aug. 2018	Danita Romero
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	Aug. 2018	Danita Romero

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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	Aug. 2018-June 2020	Danita Romero
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	Aug. 2018-June 2020	Danita Romero

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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	Aug. 2018	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 Work Group/Project Monitor	Aug. 2018	Danita Romero

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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 Work Group/Project Monitor	Aug. 2018-June 2020	Danita Romero
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	Aug. 2018-June 2020	Bill Pagano

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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	Aug. 2018	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	Aug. 2018-June 2020	Danita Romero

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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	Aug. 2018- June 2020	Danita Romero
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	1 week	Danita Romero

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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	1-2 weeks	Bill Pagano
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	1-5 days	Danita Romero
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	Aug. 2018- June 2020	Danita Romero

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

Objective: 5
Create clear, detailed monthly or 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	Aug. 2018-June 2020	Danita Romero
5.2	Each month, consolidate monthly financial records with back up documentation	Clear and auditable financial records	Monthly	Danita Romero

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**Statement of Work (Annual Workplan)
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Objective: _____ 5
Create clear, detailed monthly or 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	Quarterly	Danita Romero
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	July 2020	Danita Romero