

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: **Strong Workforce Statewide Fiscal
Omnibus**

COLLEGE: **N/A**

RFA NUMBER: **19-205-001**

CONTACT PAGE

District:	<u>Chabot-Las Positas CCD</u>		
Address:	<u>7600 Dublin Blvd., Third Floor</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>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>
	<u>District Executive Direction</u>		
Title:	<u>Economic Development and Contract Education</u>	Fax:	<u>925-249-9367</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>925-249-9366</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>Carrie Collins</u>	Phone:	<u>925-249-936</u>
Title:	<u>Grants Coordinator</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>crcollins@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>rgerhard@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>byenosky@clpccd.org</u>		

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET - #1:	
		\$	9,900,000
1000			
2000	Salary		
3000	Employee Benefits		
4000	Supplies and Materials		
	4301 Office Supplies	\$	2,000
	4320 Program Supplies	\$	5,000
5000	Other Operating Expenses and Services		
	5110 Professional Services	\$	7,611,601
	5210 In-state Travel	\$	255,971
	5220 conference Expenses	\$	1,048,600
	5611 Rental of Facilities	\$	42,602
	5813 Communication & Public Relations	\$	426,519
	5820 Postage & Delivery	\$	12,799
	5885 Business Expenses Professional Services CLPCCD	\$	94,639
6000	Capital Outlay		
	6401 Computer Hardware Equipment	\$	9,500
	6422 Computer Software	\$	10,000
7000	Other Outgo		
	None		
TOTAL DIRECT COSTS:		\$	9,519,231
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	380,769
TOTAL COSTS:		\$	9,900,000

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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:	
			Strong Workforce Program (Economic Development) - FY 2020	
				9,900,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	7,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	9,492,731
6000	CAPITAL OUTLAY	6	\$	19,500
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	9,519,231
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	380,769
TOTAL COSTS:		10	\$	9,900,000

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.

Project Director:

Name: Danita Romero

Title: Fiscal Agent & Economic Development Manager

Authorized Signature: 

Date: 10/22/19

District Chief Business Officer (or authorized designee):

Name: Doug Roberts

Title: Interim Vice Chancellor, Business Services

Authorized Signature: _____

Date: _____

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COLLEGE: N/A

RFA NUMBER: 19-205-001

FUNDING SOURCE - #1:

Strong Workforce Program (Economic Development) - FY
2020

**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 from BoGs by 7/19/19 to place item on August 20, 2019 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for 19-205-001 award as necessary to carry out the grant requirements	July - August 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	July-Sep. 2019	Ronald Gerhard

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2020

**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 Google Docs 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	August 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	August 2019	Danita Romero
1.5	Create Sage tracking system online	CCCCO to have real time visibility to grant budget and activity	August - Sept 2019	Danita Romero

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

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Establish weekly meetings with grant team (CCCCO Project Manager, Fiscal and Contracting Coordinator, Grants Manager, Accountant) 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, August 2019 to July 2020	CCCCO Project Manager Danita Romero CLPCCD Grants Dept
2.2	Maintain open communications with CCCCC staff and CLPCCD grant team, with periodic face to face, or Zoom meetings to assure quality customer service delivery.	Quality assurance and seamless delivery of services.	Daily contact as needed, weekly zoom meetings July 2019 - July 2020	Danita Romero CLPCCD Grants Dept
2.3	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-June 2020	Danita Romero Julia Dozier

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Strong Workforce Program (Economic Development) - FY
2020

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

Objective: <u>3</u>			
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.			
#	Activities	Performance Outcomes	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	Danita Romero CLPCCD grants team
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	CCCCO project monitor Danita Romero CLPCCD grants team
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	Danita Romero CLPCCD grants team

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**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)
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	July 2019 through June 2020	Bill Pagano CLPCCD grants team
3.5	Upload to Google Docs approved invoices submitted by vendors and/or subcontractors	Assure invoices are correct and authorized for payment	July 2019 through June 2020	CCCCO project monitor
3.6	Process invoices as approved and received from CCCCCO Project Monitor that have been uploaded to Google Docs.	Pay approved invoices that have been received from subcontractors and/or vendors throughout grant period as expeditiously as possible	July 2019 through June 2020	CLPCCD grants team

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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)
4.1	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 their 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
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 CCCCCO Accounting dept.

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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)
5.1	CCCCO Project Monitor to contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	July 2019 - June 2020	CCCCO Project Monitor
5.2	Receive direction from CCCCCO Project Monitor through uploads to Google Docs as to which subcontractor to be retained. Create a purchase order between CLPCCD and CCCCCO approved subcontractor.	Hire subcontractor for project.	July 2019 - June 2020	Danita Romero CLPCCD Grants Team Bill Pagano
5.3	Create Google Docs communication mechanism to quickly and efficiently process requests and respond to issues raised by Project Monitor	Confirm work is within guidelines and on budget, receive evaluations and reports of labor market data, industry trends and job projections.	Jul 2019-Mar 2020	CCCCO Project Monitor CLPCCD Grants Team

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

Objective: <u>5</u> 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	Responsible Person(s)
5.4	Provide Weekly financial status reports to the CCCCCO	Chabot will provide the CCCCCO with weekly status reports	Fiscal Agent

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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)
5.5	Provide Monthly contractors travel expenditure reports	Monthly contractor travel reports and also a yearly summary travel report provided to the CCCCCO	July 2019 - June 2020	Fiscal Agent

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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 CCCCCO 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.	July-Sep 2019	CCCCCO Project Monitor 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 2018-Jun 2019	CCCCCO Project Monitor

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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	Create Google Docs communication mechanism to quickly and efficiently process requests and respond to issues raised by Project Monitor	Hire subcontractor for project.	July 2019 - June 2020	Danita Romero CLPCCD Grants Team
6.4	Review invoices, forward to CCCCCO Fiscal Coordinator to obtain approval. Upload to Google Docs. CLPCCD pays invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive reports and white papers on effective policies, practices and partnerships.	July 2019 - June 2020	CCCCO Project Monitor and Coordinator CLPCCD Grants Team

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

Objective: 7
Support and encourage ongoing regional coalitions and planning efforts, and cross-training local program staff to maximize results.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Create tools and trainings to support and encourage regional coalitions, including cross-training opportunities	Regional groups get assistance to expand their best practices, training to disseminate information, train more constituents	August 2019 - June 2020	CCCCO Project Manager Danita Romero
7.2	Fiscal and Contracting Coordinator will attend multi-district and regional meeting and coordinate statewide level convenings.	Fiscal and Contracting Coordinator will serve as point person for Strong Workforce team, encourage integrated conversations, best practices sharing, and help team achieve cross-regional/state goals.	Jul 2018-Dec 2020	Danita Romero Julia Dozier

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

Objective: _____ 8 _____				
Fiscal reporting				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Create Sage online reporting platform to track expenditures	Visibility to CCCCCO for all income and expenditures on this grant. CCCCCO will have access to financial reports real time and as often as needed	August - Sept 2019	Danita Romero
8.2	Create final accounting report once the project is complete	Detail of expenditures applied to this grant	July - August 2020	Danita Romero