

**APPENDIX B**

THIS FORM MAY NOT BE REPLICATED

PROJECT: Application Student Personalization  
Services Project Grant

COLLEGE: N/A

RFA NUMBER: 18-085-001

**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>

<b>District Superintendent/President</b> <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>		

<b>Responsible Administrator</b> <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 &amp; Contract Education</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>jdozier@clpccd.org</u>		

<b>Project Director</b> <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 &amp; Economic Development Manager</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>dromero@clpccd.org</u>		

<b>Person Responsible for Data Entry</b>			
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>		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	<u>Douglas 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>		

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

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Application Student  
PROJECT: Personalization Services Project Grant  
DISTRICT: Chabot-Las Positas CCD  
COLLEGE: N/A  
RFA NUMBER: 18-085-001

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	2,000,000
1000	none	\$	-
		\$	-
		\$	-
		\$	-
2000	none	\$	-
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	-
	none	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	<b>Supplies and Materials</b>		
	4301 Office Supplies	\$	1,980
	4320 Program Supplies	\$	3,000
	4320 Computer Equipment (<\$5,000 each)	\$	18,875
		\$	-
		\$	-
5000	<b>Other Operating Expenses and Services</b>		
	5110 Found. for CCC (plan, develop, deliver comm & mktg campaigns), 5% of grant funds	\$	100,000
	5110 UI/UX Manager (Ind Ctr, ave sal \$110,000 + 33% benefits)	\$	146,300
	5110 Student Personalization Manager (Ind Ctr, av sal \$142,500 + 33% benefits)	\$	189,525
	5110 UI/UX Contractor Org. (review current, plan transition, create new app and services)	\$	918,000
	5110 Other Technical Assistance Providers' and Professional Experts' Services	\$	470,000
	5210 Travel for UI/UX and Student Personalization Services Managers	\$	37,000
	5210 Travel for Project Monitor and other CCCCCO staff	\$	7,280
	5220 Conference Expenses	\$	25,375
	5885 Business Expenses	\$	5,742
6000	<b>Capital Outlay</b>		
	None	\$	-
7000	<b>Other Outgo</b>		
	None	\$	-
		<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,923,077</b>
		<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>	<b>\$ 76,923</b>
		<b>TOTAL COSTS:</b>	<b>\$ 2,000,000</b>

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**DISTRICT:** Chabot-Las Positas CCD  
**COLLEGE:** N/A

**RFA NUMBER:** 18-085-001

**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
			\$ 2,000,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 23,855
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 1,899,222
6000	CAPITAL OUTLAY	6	\$ 0
7000	OTHER OUTGO	7	\$ 0
<b>TOTAL DIRECT COSTS:</b>		8	<b>\$ 1,923,077</b>
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		9	<b>\$ 76,923</b>
<b>TOTAL COSTS:</b>		10	<b>\$ 2,000,000</b>

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:** Danita Romero  
**Authorized Signature:** \_\_\_\_\_

**Title:** Fiscal Agent & Economic Development Manager  
**Date:** \_\_\_\_\_

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

**Name:** Douglas Roberts  
**Authorized Signature:** \_\_\_\_\_

**Title:** Interim Vice Chancellor, Business  
**Date:** \_\_\_\_\_

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**PROJECT:** Application Student Personalization Services  
Project Grant

**DISTRICT:** Chabot-Las Positas CCD

**COLLEGE:** N/A

**RFA NUMBER:** 18-085-001

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

**Objective:** 1  
Assure that Fiscal Agent works with CCCC staff, including Project Mgmt Office, to plan, schedule, budget and manage contracts, agreements and partnerships.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Establish regular meeting times/days (either by phone or face to face to get acquainted and stay current with project updates, concerns and invoicing issues.	CCCCO staff and Fiscal Agent are both aware of situations as they arise, problem solving to assure resolution as quickly as possible. Invoices are paid as soon as possible	Sept 2018, On-going	Project Monitor  Project Director or designee  CCCCO staff as required
1.2	Create processing system to request, receive and process scopes of work, contracts and invoices between CO and Fiscal Agent	Deliverables are met on time, vendors are paid on time.	Oct 2018-Dec 2020	Project Monitor's contract and invoicing assistant Fiscal Agent's fiscal and contracts staff
1.3	View and discuss expenditures for grant with Fiscal Agent 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 in accordance with CO and Fiscal Agent during the grant term.	Sept 2018 - Dec 2020	Project Monitor Project Monitor's contract and invoicing assistant Project Director Fiscal Agent's Grant Manager

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

**Objective:** 2

Hire an User Interface Design and User Experience Design (UI/UX) Manager and a Student Personalization Services (SPS) Manager to oversee and steward program.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Research and create job description for two managerial-level independent contractor positions	Clear expectations for candidates and CO staff	Sept-Oct 2018	Project Monitor  CO's IT and Human Resources staff
2.2	Post position in appropriate locations that will attract appropriate candidates, advertise through CO listservs	Strong candidate pool, better chance of strong hire	Oct. 2018	Project Monitor  Hiring Committee Members
2.3	Recruit and establish hiring committee to review, interview and hire UI/UX Manager and SPS Manager	Ideal candidates for both positions are hired as independent contractors	Nov 2018	Project Monitor  Hiring Committee Members  Fiscal Agent's contracts staff

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

**Objective:**     3    

Create work plan for project. Participate in an annual work plan review to, in collaboration with the Chancellor's Office, identify modifications to the work plan as a result of changes and/or in anticipation of upcoming changes.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	UI/UX Manager and SPS Manager, Project Monitor and other CO staff create an grant work plan to guide project, specifically for the upcoming year	Grant work plan is agreed upon, alligned with CO goals	Dec 2018-Jan 2018	UI/UX Mgr., SPS Mgr  Project Monitor  CO staff
3.2	Review work plan periodically throughout the year to assure compliance with grant's goals and objectives	Grant goals and deliverables are met over the course of the term	Mar 2019, Dec 2020	UI/UX Mgr., SPS Mgr
3.3	Revise work plan to allign with CO system changes and requirements	Deliverables stay current with CCC needs, reflect system changes	As needed	UX/UI Mgr., SPS Mgr

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

**Objective:** 4  
Research and hire an User Interface Design and User Experience Design (UI/UX) company to evaluate all application and service providers to CCC students, prepare a UI/UX design that will support a highly personalized and seamless experience, create new applications and services to support the goals of this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Research and hire a UI/UX Design company that can support the goals of the grant.	CO staff and Fiscal Agent have working relationship with a competent organization that meets the needs of the grant.	Feb. 2019	UI/UX Mgr., SPS Mgr Project Monitor Fiscal Agent's contract staff
4.2	UI/UX Design company will be responsible working in collaboration with Research and Analytics grantee to evaluate all application and service providers to CCC students.	Applications and Service Providers serving CCC students are evaluated and graded according to an agreed upon matrix.	Mar 2019-May 2019	UI/UX Mgr., SPS Mgr UI/UX Company
4.3	UI/UX Design company will prepare a UI/UX design that will support a highly personalized and seamless experience for students, create, and propose a realistic project plan for migration, conversion, adoption, and creation of new applications and services to support the goals of this grant.	Students have applications and services that are user-friendly, useful and support their learning and success	May 2019-Ongoing	UI/UX Mgr., SPS Mgr UI/UX Design Company Project Monitor
4.4	UI/UX Design company understand and incorporates CCCCCO educational technology, operating norms and standards are adopted, implemented, and followed.	Educational technology, operating norms and standards are adopted, implemented, and followed as dictated by CCCCCO policy.	Mar 2019-Ongoing	UI/UX Design Company

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

**Objective:** 5

UX/UI Manager and Student Personalization Services Manager, in collaboration with Chancellor's Office, will continually assess personalization and data presentation to increase student success, while protecting student privacy and staying Americans with Disabilities Act (ADA) compliant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Continually refine UX/UI, artificial intelligence, machine learning, mass personalization, scaling, student experiences, student journeys, delivery platforms, and data presentation to increase student success	Systems and products are current, student users are successful	Dec 2018-Dec 2020	UI/UX Mgr, SPS Mgr  UI/UX Design Co.
5.2	Industry best practices are used to protect student privacy and stay in compliance with the most stringent ADA standards	All students' privacy is protected, all students have access to resources to assure all students' success	Mar 2019 - Ongoing	UI/UX Design Co.  UI/UX Mgr, SPS Mgr



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

**Objective:** 6

Grant participants and grantees participate in cross project collaboration, system-wide research, analytics and CCCCCO Information Security Standards while ensuring the overall security of cccData and CCCCCO sponsored applications.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Cross project collaboration in system-wide research, analytics and CCCCCO Information Security Standards are incorporated into all parts of the grant process.	UI/UX Manager and SPS Manager and UI/UX Design Company understand, practice and assure cross-project collaboration and expand CO knowledge base	Oct 2018-Ongoing	UI/UX Mgr., SPS Mgr  UI/UX Design Company  Project Monitor
6.2	All participating individuals and organizations understand and adhere to security policies and procedures to ensure the overall security of cccData and CCCCCO sponsored applications.	CO data and applications are not vulnerable and students' data is protected.	Mar 2018-Ongoing	UI/UX Mgr., SPS Mgr  UI/UX Design Company  Project Monitor

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

**Objective:** 7

CO partners with the Foundation for California Community Colleges to plan, develop and deliver communications and marketing campaigns, while aligning with the Chancellors Office communications policy and brand standards.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Fiscal Agent and Project Monitor, working with the Foundation for California Community Colleges create scope of work and contract to deliver communications deliverables, including the annual legislative report	FCCC and CO staff are in agreement as to what deliverables are expected, schedule of deliverables and compensation	Oct 2018-Ongoing	Project Monitor  Fiscal Agent Contracts staff  Fiscal Agent Grants Manager
7.2	Foundation for California Community Colleges collaborates with CO communications staff and deliver system wide and statewide communications and marketing campaigns that is aligned with the Chancellors Office communications policy and brand standards	Standardized communications and marketing are delivered to solidify brand awareness and product awareness	Oct 2018-Ongoing	Foundation for CCC  CO Communications staff
7.3	Foundation for California Community Colleges to plan, develop and deliver the annual legislative report which is aligned with the Chancellors Office communications policy and brand standards.	A quality legislative report delivers a strong message while following CO communications policy to assure consistent branding	June 2019	Foundation for CCC  CO Communications staff