

**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-CCCCO USE ONLY

Institutional Effectiveness Division

Specialized Training Contract

Grant Agreement No.: **18 - 020 - 001**

Funding Year
(Enactment Year)

2018-19

Total Amount Encumbered : \$ **20,000,000**

RFA # **17 - 020** Articles I - Revised: **03** **2017**
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 July 1, 2018 through December 31, 2020. The Final Report must be submitted within 30 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: Julia Dozier, District Executive Director

Total Grant Funds Requested: \$ 20,000,000

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing:

District Address: 7600 Dublin Blvd. Ste. 102A

Ronald P. Gerhard, Vice Chancellor, Business Services

Dublin, CA 94568

STATE OF CALIFORNIA

Project Monitor:

Agency Address: 1102 Q Street, Suite 4400

Trish Simpson, IEPI, CCC Chancellor's Office

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 -	5675039 -	-	6270 -	5432000		2018	2018-19	\$ 20,000,000
6870 -	-	-	-	-	-	-				
Total Amount Encumbered : \$										20,000,000

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 Gonzalez, Deputy Chancellor

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabof-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

APPLICATION BUDGET SUMMARY

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

Object of Expenditure	Classification	Line	Total Summary	
			IEPI - FY 2019	
			\$	20,000,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	289,450
3000	EMPLOYEE BENEFITS	3	\$	49,450
4000	SUPPLIES AND MATERIALS	4	\$	14,700
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	18,877,169
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	19,230,769
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	769,231
TOTAL COSTS:		10	\$	20,000,000

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: Julia Dozier

District Executive Director, Economic Development &
Title: Contract Education

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: Ronald P. Gerhard

Title: Vice Chancellor, Business Services

Authorized Signature: _____

Date: _____

APPENDIX B
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PROJECT: Institutional Effectiveness
Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	<u>IEPI - FY 2019</u>	PROJECT BUDGET - #1:
	Classification	\$ 20,000,000
1000	None	\$ -
		\$ -
		\$ -
		\$ -
2000	Vice Chancellor Education Services: \$220,000 x 10% Executive Director: \$190,000 x 40% Program Manager Grants: \$84,000 x 75% Grants Assistant: \$55,000 x 75% Purchasing Specialist: \$52,000 x 80% Accounts Payable Specialist: \$57,000 x 80%	\$ 289,450
3000	Employee Benefits Program Manager Grants \$63,000 x 33% Grants Assistant: \$41,250 x 33% Accounts Payable Specialist: \$45,600 x 33%	\$ 49,450
4000	Supplies and Materials 4301 Office Supplies 4320 Program Supplies	\$ 14,700

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PROJECT: Institutional Effectiveness
Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	<u>IEPI - FY 2019</u>	PROJECT BUDGET - #1:
	Classification	\$ 20,000,000
	Other Operating Expenses and Services	
5000	5110 Professional Services: Data collection, Reporting, Work Group Facilitation, Leadership Development, College Mini-Grants, Website Development, Event Planning, PLN Site Development	\$ 15,411,169
	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
		Capital Outlay
6000		
	Other Outgo	
7000	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)

COLLEGE: N/A

RFA NUMBER: 18-020-001

CONTACT PAGE

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

District Superintendent/President (or authorized designee)

Name:	Jannett Jackson, Ph.D.	Phone:	925-485-5206
Title:	Chancellor	Fax:	925-485-5256
E-mail Address:	jjackson@clpccd.org		

Responsible Administrator (Should not be the same as Project Director)

Name:	Krista Johns, J.D.	Phone:	925-485-5244
Title:	Vice Chancellor, Educational Services & Student Success	Fax:	925-485-5294
E-mail Address:	kjohns@clpccd.org		

Project Director (Person responsible for conducting the daily operation of the grant)

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		

Person Responsible for Data Entry

Name:	Elaine Colvin	Phone:	925-249-9371
Title:	Executive Assistant to District Executive Director, Economic Development & Contract Education	Fax:	925-249-9376
E-mail Address:	djlee@clpccd.org		

District Chief Business Officer (or authorized designee)

Name:	Ronald P. Gerhard	Phone:	925-485-5203
Title:	Vice Chancellor, Business Services	Fax:	925-485-5255
E-mail Address:	rgerhard@clpccd.org		

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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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:

IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

**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 by June 28, 2018 to place item on July 17, 2018 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	Jun-Jul 2018	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	Jul-Sep 2018	Ronald Gerhard

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DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:
IEPI - FY 2019

**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 2018	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 2018	Carrie Collins

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DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

**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 2018	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, Jul.y2018 - Dec. 31, 2020	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:

IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

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

<p>Objective: _____ <u>2</u> _____</p> <p>Establish staffing to effectively address the needs of the grant, collaborate with CCCCCO Strong Workforce Program staff.</p>				
#	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 2018 through Dec. 2020	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 2018-Dec 2020	Danita Romero

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DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

**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 2018-Jun 2019	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 2018-Jun 2020	Danita Romero

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DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

**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 2018-Jun 2020	Danita Romero
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	Jul 2018-Dec 2020	Bill Pagano

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:

IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

**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 2018-Dec 2020	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 2018-Dec 2020	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:
IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD
COLLEGE: N/A
RFA NUMBER: 18-020-001

**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 2018	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 2018	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:
IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD
COLLEGE: N/A
RFA NUMBER: 18-020-001

**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 2018	Danita Romero CCCCO Accounting dept.
4.4	Establish email accounts and phone numbers, obtain business cards, etc. for Fiscal and Contracting Coordinator		Jul-Aug 2018	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:

IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

**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 2018	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 2018-June 2020	Danita Romero

APPENDIX B
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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:
IEPI - FY 2019

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

RFA NUMBER: 18-020-001

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 2018-Jun 2020	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 2018-Dec 2020	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

**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 guage outcomes and efficiencies of prior vendors	Jul-Sep 2018	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 2020	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

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

#	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 2018-Jun 2020	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 2018-Dec 2020	Danita Romero

Objective: _____ 6

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

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

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

Objective: 7
Engage organizations that will develop and create prototypes of innovative policies, practices and services, and share with workforce and education partners.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Consult with Project Monitor to encourage internal discuss about needs for the developing and creating prototypes of innovative policies, practices and services, and dissemination of that information, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Mar. 2017	Project Monitor Julia Dozier
7.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Shared understanding of products and services and delivery schedule.	April -May 2017	Fiscal & Contr. Coord. Julia Dozier

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

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

Objective: 7
Engage organizations that will develop and create prototypes of innovative policies, practices and services, and share with workforce and education partners.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.3	Receive direction from Project Monitor and Fiscal Coordinator as to which subcontractor to be retained, send contracting paperwork.	Hire subcontractor for project.	May 2017	Danita Romero Maurino Albenetyh
7.4	Review invoices, forward to Fiscal and Contracting Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, obtain innovative policies, practices and services to disseminate.	June 2017-Jan. 2018	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

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

Objective: <u>8</u>			
Support and encourage ongoing regional coalitions and planning efforts, and cross-training local program staff to maximize results.			
#	Activities	Performance Outcomes	Responsible Person(s)
8.1	Work with Project Monitor to establish project plan for engagement with regional coalitions.	Have organized approach to reach all regional coalitions to maximize outcomes.	Project Monitor Julia Dozier
8.2	Contact regional coalition leads, solicit information about planning efforts and cross-training of local staff. Hire Coordinator.	Gather data about what is currently being practiced, have lead to coordinate trainings and meetings.	Fiscal & Contr. Coord. Project Monitor Subcontracted Coordinator Julia Dozier

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:

IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.3	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	Sept. 2017-Jan. 2018	Subcontracted Coordinator Subcontracted Trainers Julia Dozier
8.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget. Continue work, keep subcontractors moving forward.	Sept. 2017-Jan. 2018	Fiscal & Contr. Coord. Danita Romero
8.5	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.	Oct. 2016-Feb. 2018	Fiscal & Contr. Coord.

Objective: 8

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

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

FUNDING SOURCE - #1:

IEPI - FY 2019

RFA NUMBER: 18-020-001

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

Objective: 9
 Engage organization to develop and/or revise and maintain a state-level cross-system data reporting mechanism in coordination with the WIOA, to monitor outcomes and accountability.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1	Consult with Project Monitor to encourage internal discussion about requirements for state-level cross-system data reporting mechanism to monitor outcomes and accountability, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Mar. 2017	Project Monitor Julia Dozier
9.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Shared understanding of what will be delivered by subcontractor, schedule of work to be created	April -May 2017	Fiscal Coordinator Julia Dozier

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

FUNDING SOURCE - #1:

IEPI - FY 2019

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

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

Objective: <u>9</u>				
Engage organization to develop and/or revise and maintain a state-level cross-system data reporting mechanism in coordination with the WIOA, to monitor outcomes and accountability.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.3	Receive direction from Project Monitor and Fiscal and Contracting Coordinator as to which subcontractor to be retained, send contracting paperwork.	Hire subcontractor for project.	May 2017	Danita Romero Maurino Albenetyh
9.4	Review invoices, forward to Fiscal and Contracting Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, have partnership agreements in place to move program forward.	June 2017-Jan. 2018	Danita Romero

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PROJECT: Institutional Effectiveness Partnership Initiative (IEPI)

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

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

Objective: 10
Identify state and local organizations, use partnership agreements and leverage funds and other resources to jointly deliver on Board of Governor's 25 Task Force recommendations.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.1	Become acquainted with state initiatives, statewide associations and regional coalitions and what they have to offer, as well as opportunities for partnership.	Have knowledge of opportunities and programs that could address Task Force recommendations	Oct. 2016-Jan. 2018	Julia Dozier Project Monitor
10.2	Explore contracts and MOUs that may serve to establish partnerships with other workforce building programs.	Have tools available to establish formal partnerships.	Oct. 2016-Jan. 2018	Danita Romero Project Monitor

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COLLEGE: N/A

RFA NUMBER: 18-020-001

FUNDING SOURCE - #1:

IEPI - FY 2019

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

Objective: 10
Identify state and local organizations, use partnership agreements and leverage funds and other resources to jointly deliver on Board of Governor's 25 Task Force recommendations.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.3	Meet with association, coalition and other groups' leadership to discuss opportunities for partnership.	Begin partnership building with coalitions.	Dec. 2016-Feb. 2018	Project Monitor
10.4	Create contracts with existing programs and contractors who have delivered quality services to the CCCCCO.	Solidify partnerships in a formal agreement.	Dec. 2016-Feb. 2018	Danita Romero