

**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

Integrated Technology

Grant Agreement No.: 18 - 086 - 001

**Digital Innovation and Infrastructure Technical Assistance Providers
Fiscal Agent**

Funding Year
(Enactment Year)

2018-19 Total Amount Encumbered : \$ 2,094,000

RFA # 18 - 086 Articles I - Revised: 04 2018
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 18, 2018 to June 30, 2019. 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:

Total Grant Funds Requested: \$ 2,094,000

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing:
Ronald Gerhard, Vice Chancellor, Business Services

District Address: 7600 Dublin Blvd. 3rd Floor
Dublin, CA 94568

STATE OF CALIFORNIA

Project Monitor:

Agency Address: 1102 Q Street, Suite 4400
Sacramento, CA 95811-6539

Gary Bird

Bus. Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870	- 101	- 0001	- 5675098	-	- 6250	- 5432000		2018	2018-19	\$ 2,094,000
6870	-	-	-	-	-	-				
Total Amount Encumbered : \$										2,094,000

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

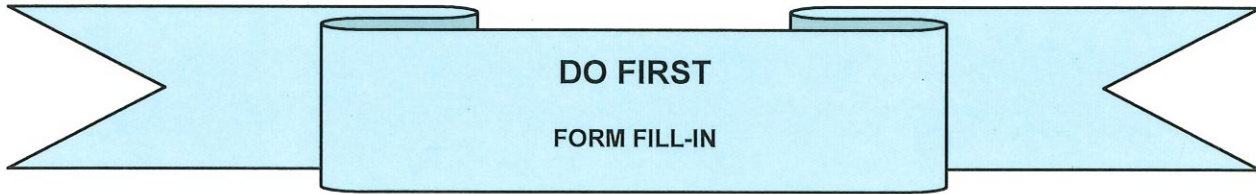
Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:
Daisy Gonzales, Deputy Chancellor

APPENDIX B

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The following information are linked throughout the forms package:

DISTRICT (Grantee): Chabot-Las Positas CCD

COLLEGE: N/A

PROJECT: Digital Innovation and Infrastructure (DII) Technical Assistance Providers Fiscal Agent RFA

FISCAL YEAR: 2018/19

RFA NUMBER: 18-0086-01

FUNDING SOURCE: Authority Item 6870-101-0001, Schedule (15), Integrated Technology (5675098), Provision (12) (a) (10)

PROJECT BUDGET: \$ 2,094,000

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Digital Innovation and Infrastructure (DII)
PROJECT: Technical Assistance Providers Fiscal
Agent RFA

COLLEGE: N/A

RFA NUMBER: 18-0086-01

CONTACT PAGE

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

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

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	Krista John	Phone:	925-485-5244
Title:	Vice Chancellor, Educational Services & Student Success	Fax:	925-485-5294
E-mail Address:	kjohns@clpccd.org		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
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:	Danita Romero	Phone:	925-249-9366
Title:	Grants and Econ. Dev. Manager	Fax:	925-249-9376
E-mail Address:	dromero@clpccd.org		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Ronald 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 of Business Services	Fax:	925-485-5271
E-mail Address:	byenosky@clpccd.org		

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PROJECT: Digital Innovation and
 Infrastructure (DII) Technical
 Assistance Providers Fiscal Agent
 RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	2,094,000
1000	None	\$	-
		\$	-
		\$	-
		\$	-
2000	None		
		\$	-
		\$	-
3000	Employee Benefits		
	None		
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
	Supplies and Materials		
	4301 Office Supplies	\$	1,980
	4320 Program Supplies	\$	3,000
	4320 Computer Equipment (<\$5,000 each)	\$	17,740

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PROJECT: Digital Innovation and
 Infrastructure (DI) Technical
 Assistance Providers Fiscal Agent
 RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	2,094,000
4000		\$	-
		\$	-
		\$	-
		\$	-

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PROJECT: Digital Innovation and
Infrastructure (DII) Technical
Assistance Providers Fiscal Agent
RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	2,094,000
5000	Other Operating Expenses and Services		
	5110 Fiscal and Contracting Coordinator	\$	40,000
	5110 TAP - IT Proj Mgmt Off	\$	300,000
	5110 Prg Mgr, Analysts - IT Proj Mgmt Off	\$	60,000
	5110 TAP - Data Mgmt	\$	310,000
	5110 Prg Mgr, Analysts - Data Mgmt	\$	100,000
	5110 TAP - Enterprise Architect	\$	350,000
	5110 Prg Mgr, Analyst - Enterprise Architect	\$	100,000
	5110 Information Security Expert	\$	350,000
	5110 Other Technical Assistance Providers' and Professional Experts' Services	\$	310,720
	5210 Instate Travel for TAP, Prog Mgrs and Analysts	\$	24,000
	5210 Instate Travel for Project Monitor and other CCCCCO staff	\$	7,280
	5210 Out of State Travel for TAP (prior written approval required)	\$	8,000
	5220 Conference Expenses	\$	25,000
	5885 Business Expenses	\$	5,742
		\$	-
	\$	-	
	\$	-	
	\$	-	
	\$	-	
6000	Capital Outlay		
	None	\$	-
		\$	-
7000	Other Outgo		
	None	\$	-
		\$	-
TOTAL DIRECT COSTS:		\$	2,013,462
		\$	80,538

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PROJECT: Digital Innovation and
 Infrastructure (DII) Technical
 Assistance Providers Fiscal Agent
 RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET
		\$ 2,094,000
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		
TOTAL COSTS:		\$ 2,094,000

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PROJECT: Digital Innovation and Infrastructure (DII) Technical Assistance
 DISTRICT: President Fiscal Chabot-Las Positas CCD
 COLLEGE: N/A

RFA NUMBER: 18-0086-01

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
			\$ 2,094,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 22,720
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 1,950,742
6000	CAPITAL OUTLAY	6	\$ 0
7000	OTHER OUTGO	7	\$ 0
TOTAL DIRECT COSTS:		8	\$ 1,973,462
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 80,538
TOTAL COSTS:		10	\$ 2,094,000

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. 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: Julia Dozier Title: Director, Economic Development &

Authorized Signature: _____ Date: _____

District Chief Business Officer (or authorized designee):

Board of Governors, California Community Colleges
Chancellor's Office (CCCCO)

Name: Ronald Gerhard

Title: Vice Chancellor,
Business Services

Authorized
Signature: _____

Date: _____

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Digital Innovation and Infrastructure (DII)
PROJECT: Technical Assistance Providers Fiscal Agent
RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
Objective: <u>1</u>	Serve as Fiscal Agent for the creation and execution of vendor contracts, review expenditures and invoices, pay vendor invoices report expenditures, challenges and solutions on a quarterly basis.			
1.1	Create mechanism for CO staff to work with vendors to establish scopes of work for services to be provided.	CO's chosen vendors are engaged, scopes of work are in place, deliverables can be created.	Sept. 2018	Program Director
1.2	Review scopes of work, create purchase orders and establish vendors for CO products and services.	Vendors have clear understanding of their expected deliverables, are secure that they will be paid as agreed upon.	Sept 2018-June 2019	Program Director Grant & Ec Dv Mgr Purchasing Specialist
1.3	Create mechanism for CO Project Monitor to review and approve invoices, pass on to Fiscal Agent for evaluation and payment.	CO is assured that deliverables are on track, vendors are being paid as agreed upon.	Sept 2018-June 2019	Project Monitor

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Technical Assistance Providers Fiscal Agent
RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

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

Objective: 1
Serve as Fiscal Agent for the creation and execution of vendor contracts, review expenditures and invoices, pay vendor invoices report expenditures, challenges and solutions on a quarterly basis.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1.2				Grant & Ec Dv Mgr

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Digital Innovation and Infrastructure (DII)
PROJECT: Technical Assistance Providers Fiscal Agent
RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

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

Objective: _____ 1 _____
Serve as Fiscal Agent for the creation and execution of vendor contracts, review expenditures and invoices, pay vendor invoices report expenditures, challenges and solutions on a quarterly basis.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Establish periodic communications as required, including mode (conference call, face to face, email, etc) and frequency; create quarterly reporting of expenditures by accounts.	Fiscal Agent and CO are partners in accomplishing the deliverables and services required for the grant. Logistics are addressed by Fiscal Agent to allow CO staff to focus on grant program requirements.	Sept 208	Project Monitor Program Director
1.5	Hire a part-time Fiscal and Contracting Coordinator for CO, to assist with the program monitoring and administrative processing.	CO can better serve its constituents because of the assistance provided by the Coordinator.	Oct-Nov 2018	Project Monitor Grant & Ec Dv Mgr

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Digital Innovation and Infrastructure (DII)
PROJECT: Technical Assistance Providers Fiscal Agent
RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

Statement of Work (Annual Workplan)
Objectives

Objective: 2
Hire Technical Assistance Providers (TAP) in functional discipline areas.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Within 30 days of the grant award, in collaboration with the DII vice chancellor and grant monitors, hire (either as independent contractor or insourced talent from a college/district) Technical Assistance Providers for this grant.	Technical Assistance Providers (TAP) are re-engaged or hired for the first time by program to serve colleges and the Chancellor's Office's (CO) for this program.		Project Monitor Grant & Ec Dev Mgr
2.2	Hire Information Technology Project Management Office TAP to evaluate current status, design, execute develop and strategize ongoing processes to address the CCCC Tech Center goals.	An Information Technology Project Management Office TAP will join the DII team to facilitate the needs outlined by the IT PMO.		Project Monitor Grant & Ec Dev Mgr
2.3	Hire Information Technology Project Management Office program, project and/or product managers for strategic planning, conducting audits and evaluating program performance.	IT PMO TAP has assistance with projects, plans and audits as needed.		Project Monitor Grant & Ec Dev Mgr
2.4	Hire Data Management (Governance) TAP to evaluate current data, define needs, develop protocols, draft roadmap and budget and provide ongoing coaching.	A Data Management TAP will join the DII team to facilitate the needs outlined by the Technology and Telecommunications Advisory Committee and other CO representatives.		Project Monitor Grant & Ec Dev Mgr
2.5	Hire Data Management (Governance) analysts and/or managers for strategic data modeling, mapping and evaluation for data management solutions.	Data Management TAP has assistance with strategic and detailed modeling, mapping, evaluating, and documenting as needed.		Project Monitor Grant & Ec Dev Mgr

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Digital Innovation and Infrastructure (DII)
PROJECT: Technical Assistance Providers Fiscal Agent
RFA

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-0086-01

Statement of Work (Annual Workplan)
Objectives

Objective: 2
Hire Technical Assistance Providers (TAP) in functional discipline areas.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.6	Hire Enterprise Architecture Lead to enable the CCCC to realize the Vision for Success and respond to future disruptive forces.	Vision for Success is accomplished because of the EA Lead's participation, future disruptive forces are mitigated.		Project Monitor Grant & Ec Dev Mgr
2.7	Hire Enterprise Architecture analyst, consultants and managers for planning, modeling and documentation.	Enterprise Architecture Lead has assistance with planning, modeling, and documenting architectural design.		Project Monitor Grant & Ec Dev Mgr
2.8	Hire Information Security Expert to evaluate, plan, implement and improve Information Security strategy and service.	Critical data assets across the CCC system and EdTech portfolio have a reduced risk and increased protection.		Project Monitor Grant & Ec Dev Mgr
2.9	Retain Additional Technical Assistance Services as determined and identified during the lifetime of this program.	Future needs are addressed as they arise.		Project Monitor Grant & Ec Dev Mgr

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RFA NUMBER: 18-0086-01

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

Objective: 2

Hire Technical Assistance Providers (TAP) in functional discipline areas.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)