

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 12th day of August, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Chabot-Las Positas Community College District, on behalf of **Chabot College** (hereinafter “SUBCONTRACTOR”), which is hosting the **Bay Area region Deputy Sector Navigator for Business & Entrepreneurship**. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “Key Talent Administration and Sector Strategy” grant, Prime Award #19-207-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR’s workforce and economic development programs, such as regional initiatives and Key Talent positions; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to host and supervise the **Bay Area region Deputy Sector Navigator for Business & Entrepreneurship**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from July 1, 2019, through September 30, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of the project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 80% after the Agreement is fully executed and a final payment of 20%. The final payment is contingent upon the review and approval of the final performance and expenditure reports by the PRIME SPONSOR. Payments shall not exceed the amount listed under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment via e-mail sent to Sarah Santoyo, Fiscal Agent Administrator at Santoyo_Sarah@rscdd.edu and copy Maria Gil, Fiscal Agent Specialist at Gil_Maria@rscdd.edu. The subject line of the invoice should be as follow: "Invoice Enclosed – District Acronym/RD-IE/Sub-Agreement#".

Refer to the Invoice Form and Instructions (*exhibit C*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the

RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo, Fiscal Agent Administrator
Rancho Santiago Community College District
2323 N. Broadway, Ste. 201
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Program Contact or Supervisor of Record:

Name: _____
 Title: _____
 Address: _____

 Phone: _____
 Email: _____

Fiscal Contact:

Name: _____
 Title: _____
 Address: _____

 Phone: _____
 Email: _____

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances



By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

By: 
Name: Peter J. Hardash
Vice Chancellor
Title: Business Operations/Fiscal Services
Date: 
Board Approval Date: August 17, 2019

By: _____
Name: Doug Roberts
Title: Vice Chancellor, Business Services
Date: _____
94-1670563
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work/Project Application approved by the Chancellor's Office

Exhibit B: Invoice Form and Instructions

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)

EXHIBIT A:
Scope of Work/Project Application
[approved by the Chancellor's Office]

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director - Employer Engagement
- Bay Region

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 18-207-001

CONTACT PAGE

District:	<u>Chabot-Las Positas CCD</u>		
Address:	<u>7600 Dublin Blvd.</u>		
City:	<u>Dublin</u>	State: <u>CA</u>	Zip: <u>94568</u>

District Superintendent/President <i>(or authorized designee)</i>			
Name:	<u>Dr. Susan Sperling</u>	Phone:	<u>510-723-6641</u>
Title:	<u>President, Chabot College</u>	Fax:	<u>NA</u>
E-mail Address:	<u>ssperling@chabotcollege.edu</u>		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	<u>Kristin Lima</u>	Phone:	<u>510-723-6653</u>
Title:	<u>Dean, Applied Tech and Business</u>	Fax:	<u>NA</u>
E-mail Address:	<u>klima@chabotcollege.edu</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Micah Merrick</u>	Phone:	<u>267-481-2246</u>
Title:	<u>Regional Director</u>	Fax:	<u>NA</u>
E-mail Address:	<u>micah@meritmark.co</u>		

Person Responsible for Data Entry			
Name:	<u>Micah Merrick</u>	Phone:	<u>267-481-2246</u>
Title:	<u>Regional Director</u>	Fax:	<u>NA</u>
E-mail Address:	<u>micah@meritmark.co</u>		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	<u>Ronald Gerhard</u>	Phone:	<u>925-485-5208</u>
Title:	<u>Interim Chancellor, CLPCCD</u>	Fax:	<u>NA</u>
E-mail Address:	<u>rgerhard@clpccd.org</u>		

Person Responsible for Budget Certification			
Name:	<u>Kristin Lima</u>	Phone:	<u>510-723-6653</u>
Title:	<u>Dean, Applied Technology and Business</u>	Fax:	<u>NA</u>
E-mail Address:	<u>klima@chabotcollege.edu</u>		

APPENDIX B

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PROJECT: Regional Director - Employer
Engagment - Bay Region

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 18-207-001

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000		\$	-
		\$	-
		\$	-
		\$	-
2000		\$	-
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	4301 Printed Materials, Posters, Etc.	\$	500
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Other Operating Expenses and Services	5110 DSN Payment for Services Rendered: \$155,000 (October 2019 to September, 2020)	\$	155,000
	5210 In-region mileage stipend for DSN: \$3,000 (October 2019 to September, 2020)	\$	3,000
	5887 Discretionary Account for Professional Development Activities	\$	21,808
		\$	

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PROJECT: Regional Director - Employer
Engagment - Bay Region

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 18-207-001

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
5000	5220 <i>Regional Director Travel Expenses (hotel, travel, registration, per diem): Travel Expenses - Conferences and Meetings - CCCAOE (Spring and Fall), Sector Strategic Planning Meetings, NACCE Conference, CCCCCO All Hands Meetings, and other Professional Development.</i>	\$	6,000
	5888 <i>Food expenses</i>	\$	6,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	192,308
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	7,692
TOTAL COSTS:		\$	200,000

APPENDIX B
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PROJECT: Regional Director - Employer
 Engagment - Bay Region

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 18-207-001

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH	
		100%	
		200,000	
1000	1101 Instructional Salaries (DSN Assisted Courses ORG25110)	\$ -	
		\$ 931,891	
		\$ -	
		\$ -	
2000		\$ -	
		\$ -	
		\$ -	
		\$ -	
3000		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
4000		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

APPENDIX B

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PROJECT: Regional Director - Employer
 Engagment - Bay Region

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 18-207-001

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH
		100%
		200,000
5000		\$ -
		\$ -
		\$ -
		\$ -
6000		\$ -
		\$ -
7000		\$ -
		\$ -
TOTAL DIRECT COSTS:		\$ 931,891
TOTAL INDIRECT COSTS <i>(Not to Exceed 4% of Direct Costs):</i>		
TOTAL COSTS:		\$ 931,891

**2019/2020 Workplan for Micah Merrick
Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Budget Summary

APPENDIX B

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PROJECT: Regional Director - Employer Engagement - Bay Region

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 18-207-001

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget C

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH
			\$	100%
			\$ 200,000	\$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 931,891
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 500	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 191,808	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 192,308	\$ 931,891
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 7,692	
TOTAL COSTS:		10	\$ 200,000	\$ 931,891

Match must be equal or greater than the Required Match Amount

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: Micah Merrick Title: Regional Director
 Authorized Signature: *Micah Merrick* Date: 08/30/2019

District Chief Business Officer (or authorized designee):

Name: DOUG ROBERTS Title: U.C. BUS SVCS
 Authorized Signature: *Doug Roberts* Date: 9-5-19



**2019/2020 Workplan for Micah Merrick, Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Project (1/6): Business Data Analytics

APPENDIX B					
THIS FORM MAY NOT BE REPLICATED					
PROJECT:	Regional Director - Employer Engagement - Bay Region			SECTOR:	Business & Entrepreneurship
DISTRICT:	Chabot-Las Positas CCD			REGION:	Bay Region
COLLEGE:	Chabot College			FISCAL YEAR:	2018/2019
RFA NUMBER:	18-207-001			SUBAGREEMENT NUMBER:	
Statement of Work (Annual Workplan)					
Project Name	Facilitate approval and marketing of new Business Data Analytics Certificate Programs for the colleges in the Bay Region				
		Description:			
Description of Opportunity	<i>Curriculum development</i>	Provide opportunities for convening with access to resources to enhance and/or build curriculum, degree and certificate programs, and noncredit workshops and to align new/existing pathways to industry standards (Aligns with VFS Commitment #1 Focus relentlessly on the students' end			
	<i>Address new industry priorities</i>	Identify new practices, required skills and emerging technologies (Aligns with VFS Commitment # 6 Enable action and thoughtful innovation)			
	<i>Drop-down Menu</i>				
		Description:			
Supporting Evidence	<i>Faculty/College-driven</i>	Regional Colleges (Chabot and Canada) and faculty requesting Data Analytics coursework for differing skills sets, over-arching need for certificate program			
	<i>Industry-validated</i>	Data Analytics is an emerging career need, validated by existing Bay Region employers, including Salesforce and Silicon Valley Bank			
		Description:			
Alignment with Sector Strategy and Regional	<i>Regional scaling</i>	This curriculum and project is pending at 2 regional colleges (Chabot and Canada College) and efforts to expand this program to Peralta District and CCSF ongoing.			
	<i>Drop-down Menu</i>				
	<i>Drop-down Menu</i>				
		Description:			
Projected Outcome	<i>Access and enrollment</i>	Provides a new "field" of study at Regional colleges allowing for a new and additional certificate program reaching to all industry sectors.			
		Description:			
Strong Workforce Metric	<i>Number of students who got a degree or certificate</i>	Progress towards this goal will be measured by the number of students receiving a degree or certificates in Business Data Analytics			
Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to	Dependencies	Completion Date
1	Working with Regional Faculty Champions at each colleges to decide whether or not to "build" or "buy" curriculum from 3rd parties in order to expand Data Analytics Program	Regional Director B&E, Faculty Champions	Submission of curriculum to curriculum committees	Institutional commitment and support, especially from division faculty	Fall 2020
2	Work with Regional Faculty Champions at each college and their curriculum committees to get the Data Analytics Certificate Program approved at the Local level.	Regional Director B&E, Faculty Champions	A multi-college Data Analytics Certificate program	Institutional commitment and support, especially from division faculty	Spring 2020
3	Offer Certificate program and courses at 2 Regional Community Colleges, and develop expansion plans for additional colleges in the Region.	Regional Director B&E, College Deans, Faculty	Comprehensive, portable Data Analytics education for entire regional	Approval of college curriculum committees, regional consortia, and CCCCC	Spring 2020

**2019/2020 Workplan for Micah Merrick, Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Project (2/6): Summer Business Academies

APPENDIX B					
THIS FORM MAY NOT BE REPLICATED					
PROJECT:	Regional Director - Employer Engagement - Bay Region	SECTOR:	Business & Entrepreneurship		
DISTRICT:	Chabot-Las Positas CCD	REGION:	Bay Region		
COLLEGE:	Chabot College	FISCAL YEAR:	2018/2019		
RFA NUMBER:	18-207-001	SUBAGREEMENT NUMBER:	0		
Statement of Work (Annual Workplan)					
Project Name	Engage Colleges in Initiative to Offer Summer Business Academies				
Description of Opportunity	Curriculum development	As part of an effort to increase dual-enrollments and link to K12, planning efforts to expand Summer Dual Enrollment Business Academies Across the Bay Region.			
	Drop-down Menu				
	Drop-down Menu				
Supporting Evidence	Faculty/College-driven	Chabot College has successfully completed 2 Summer Business Academies, including courses in Financial Literacy and Entrepreneurship. Additional research demonstrates that many colleges in our region have the ability to offer Introductory Business Courses for-credit as part of summer programming for HS students.			
	Drop-down Menu				
	Drop-down Menu				
Alignment with Sector Strategy and Regional	Expansion (of a mature initiative)	This project seeks to expand Chabot College's initial project to Las Positas college and beyond for Summer 2020			
	Drop-down Menu				
	Drop-down Menu				
Projected Outcome	Access and enrollment	The goal is to increase enrollments of HS students in dual enrollment classes, and ultimately, increase business enrollment levels overall.			
Strong Workforce Metric	Number of course enrollments	As measured by Launch board			
Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to	Dependencies	Completion Date
1	Working with Regional Faculty Champions at regional colleges to explore the launch of Summer Business Academies	Regional Director B&E, Faculty Champions	Completion of Workshop regarding Summer Business Academies	Faculty / College interest	Fall 2019
2	Work with Regional Faculty Champions to launch pilot Summer Business offering at their college in Summer, 2020	Regional Director B&E, Faculty Champions	A multi-college dual-enrollment Business Offering	Institutional commitment and support, especially from division faculty	Spring 2020
3	Offer Summer Business Programs and market to local HS partners and counselors	Regional Director B&E, College Deans, Faculty, K12	A multi-college dual-enrollment Business Offering	Institutional commitment and support, especially from division faculty	Spring 2020

**2019/2020 Workplan for Micah Merrick, Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Project (3/6): Regional Strategic Planning

APPENDIX B					
THIS FORM MAY NOT BE REPLICATED					
PROJECT:	Regional Director - Employer Engagement - Bay Region	SECTOR:	Business & Entrepreneurship		
DISTRICT:	Chabot-Las Positas CCD	REGION:	Bay Region		
COLLEGE:	Chabot College	FISCAL YEAR:	2018/2019		
RFA NUMBER:	18-207-001	SUBAGREEMENT NUMBER:	0		
Statement of Work (Annual Workplan)					
Project Name	Facilitate the development and continuation of a Regional Strategic Planning Process in coordination with Regional Chairs (BACCC)				
		Description:			
Description of Opportunity	<i>Bridge supply/demand gap</i>	Work with Regional Consortium to test and scale sub-regional Sector Analysis meetings, resulting in clearly identified Business & Entrepreneurship Career Pathways in the K-14 system.			
	<i>Address new industry priorities</i>	Identify new practices, required skills and emerging technologies (Aligns with VFS Commitment # 6 Enable action and thoughtful innovation)			
	<i>Faculty professional development</i>	Facilitate faculty engagement and participation in Sub-Regional Sector Analysis Meetings			
		Description:			
Supporting Evidence	<i>Industry-validated</i>	Industry vetted projects and pathways			
	<i>LMI data</i>	COE vetted labor market data and research (Aligns with VFS Commitment # 4 Foster the use of data, inquiry and evidence)			
	<i>Drop-down Menu</i>				
		Description:			
Alignment with Sector Strategy and Regional	<i>Regional scaling</i>	Work with Regional Consortium to test and scale sub-regional Sector Analysis meetings with K-14 partners			
	<i>Drop-down Menu</i>				
	<i>Drop-down Menu</i>				
		Description:			
Projected Outcome	<i>Close achievement gaps</i>	Increase faculty knowledge of best practices and industry trends as demonstrated in classroom instruction (Aligns with VFS Commitment # 6 Enable action and thoughtful innovation)			
		Description:			
Strong Workforce Metric	<i>Job closely related to field of study</i>	As measured by Launch board			
Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to	Dependencies	Completion Date
1	Develop Regional Strategic Planning Process in Coordination with BACCC, Regional Directors, and Key Talent	Regional Director, BACCC	Collaboration with key stakeholders and project oversight	Identification of key stakeholders and individuals willing to serve on planning committee	Fall 2019
2	Meet with CTE Deans and college faculty at sub-regional Sector Planning Meetings	Regional Director, BACCC, College Reps	Action plan consistent with needs and priorities of colleges, CTE Deans and CTE faculty	Engagement of colleges, CTE Deans and CTE faculty	Fall 2019
3	Prioritize K-14 Pathways for Business & Entrepreneurship	Regional Director, K-12 TAPS, BACCC, College Reps, K12 School Districts	Provide meetings consistent with college / K12 priorities and needs	Engagement of colleges, school districts, faculty and key stakeholders including business, industry and community partners	Spring 2020

**2019/2020 Workplan for Micah Merrick, Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Project (4/6): Regional Data Analysis

APPENDIX B					
THIS FORM MAY NOT BE REPLICATED					
PROJECT:	Regional Director - Employer Engagement - Bay Region			SECTOR:	Business & Entrepreneurship
DISTRICT:	Chabot-Las Positas CCD			REGION:	Bay Region
COLLEGE:	Chabot College			FISCAL YEAR:	2018/2019
RFA NUMBER:	18-207-001			SUBAGREEMENT NUMBER:	0
Statement of Work (Annual Workplan)					
Project Name	Facilitate the development and continuation of LMI Data Dashboards for Regional Directors and College Reps, in coordination with Regional Chairs (BACCC) and Centers of Excellence				
	Description:				
Description of Opportunity	Bridge supply/demand gap	Work with Regional Consortium and COE to develop Data Dashboards that can be shared with Colleges and School Districts, and can be used to identify priority pathways for Business and Entrepreneurship in K14			
	Address new industry priorities	Identify new practices, required skills and emerging technologies (Aligns with VFS Commitment # 6 Enable action and thoughtful innovation)			
	Faculty professional development	Facilitate faculty engagement and understanding of LMI data sources			
	Description:				
Supporting Evidence	Regional Consortia-driven	Regional Consortia indicates need for increase faculty and administrative awareness of publically available outcomes data being closely monitored by State legislators.			
	Drop-down Menu				
	Drop-down Menu				
	Description:				
Alignment with Sector Strategy and Regional	Developmental	This project was recently initiated and is currently underway.			
	Drop-down Menu				
	Drop-down Menu				
	Description:				
Projected Outcome	Close achievement gaps	Increase college knowledge of best practices and industry trends			
	Description:				
Strong Workforce Metric	Job closely related to field of study	As measured by Launch board			
Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to	Dependencies	Completion Date
1	Develop LMI Data Dashboards in Coordination with BACCC, Regional Directors, and Key Talent	Regional Director, BACCC	Collaboration with key stakeholders and project oversight	Identification of key stakeholders and individuals willing to serve on planning committee	Fall 2019
2	Meet with CTE Deans and college faculty at sub-regional Sector Planning Meetings to illustrate Data Dashboards and Use Cases	Regional Director, BACCC, College Reps	Action plan consistent with needs and priorities of colleges, CTE Deans and CTE faculty	Engagement of colleges, CTE Deans and CTE faculty	Fall 2019
3	Provide Data Dashboards for Tracking Relevant K-14 Business & Entrepreneurship Priorities	Regional Director, K-12 TAPS, BACCC, College Reps, K12 School Districts	Provide meetings consistent with college / K12 priorities and needs	Engagement of colleges, school districts, faculty and key stakeholders including business, industry and community partners	Spring 2020

**2019/2020 Workplan for Micah Merrick, Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Project (5/6): Regional Stakeholder Engagement

APPENDIX B					
THIS FORM MAY NOT BE REPLICATED					
PROJECT:	Regional Director - Employer Engagement Bay Region	SECTOR:	Business & Entrepreneurship		
DISTRICT:	Chabot-Las Positas CCD	REGION:	Bay Region		
COLLEGE:	Chabot College	FISCAL YEAR:	2018/2019		
RFA NUMBER:	18-207-001	SUBAGREEMENT NUMBER:	0		
Statement of Work (Annual Workplan)					
Project Name	Facilitate the engagement of Regional Stakeholders (Workforce Boards, Association of Bay Area Governments, Bay Council) regarding Regional Strategic Planning Process in coordination with Regional Chairs (BACCC)				
Description of Opportunity	<i>Bridge supply/demand gap</i>	Description:	Work with Regional Consortium to engage Regional Stakeholders, including Workforce Boards, Association of Bay Area Governments, and the Bay Council (etc.) as part of the Regional Planning Process.		
	<i>Address new industry priorities</i>		Identify new practices, required skills and emerging technologies based on Regional Stakeholder feedback (Aligns with VFS Commitment # 6 Enable action and thoughtful innovation)		
Supporting Evidence	<i>Industry-validated</i>	Description:	Regional stakeholder vetted projects and pathways		
	<i>LMI data</i>		COE vetted labor market data and research (Aligns with VFS Commitment # 4 Foster the use of data, inquiry and evidence)		
	<i>Drop-down Menu</i>				
Alignment with Sector Strategy and Regional	<i>Regional scaling</i>	Description:	Work with Regional Consortium to engage Regional Stakeholders		
	<i>Drop-down Menu</i>				
	<i>Drop-down Menu</i>				
Projected Outcome	<i>Close achievement gaps</i>	Description:	Increase Bay Region Community College knowledge of best practices and industry trends as demonstrated in classroom instruction (Aligns with VFS Commitment # 6 Enable action and thoughtful innovation)		
		Description:			
Strong Workforce Metric	<i>Job closely related to field of study</i>		As measured by Launch board		
Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to	Dependencies	Completion Date
1	Engage Regional Stakeholders with regards to Regional Strategic Planning Process in Coordination with BACCC, Regional Directors, and Key Talent	Regional Director, BACCC	Collaboration with key stakeholders and project oversight	Identification of key stakeholders and individuals willing to serve on planning committee	Fall 2019
2	Meet with Regional Workforce Boards, Industry Associations, and Regional Governments	Regional Director, BACCC, College Reps	Action plan consistent with needs and priorities of Regional Stakeholders	Engagement of Regional Stakeholders	Fall 2019
3	Integrate Stakeholder Feedback into Regional Planning Process for Spring 2019 and Fall 2020 Work Cycles	Regional Director, K-12 TAPS, BACCC, College Reps, K12 School Districts	Provide meetings consistent with Regional Stakeholder priorities and needs	Engagement of industry and community partners	Spring 2020

**2019/2020 Workplan for Micah Merrick, Regional Director – Employer Engagement
Business & Entrepreneurship, Bay Region
Hosted at Chabot College**

Project (6/6): Sector Strategy

APPENDIX B					
THIS FORM MAY NOT BE REPLICATED					
PROJECT:	Regional Director - Employer Engagement - Bay Region	SECTOR:	Business & Entrepreneurship		
DISTRICT:	Chabot-Las Positas CCD	REGION:	Bay Region		
COLLEGE:	Chabot College	FISCAL YEAR:	2018/2019		
RFA NUMBER:	18-207-001	SUBAGREEMENT NUMBER:	0		
Statement of Work (Annual Workplan)					
Project Name	Support statewide Industry Sector Project in Common (ISPIC) and Governor's Office for Business and Economic Development (GO-Biz) DOD OEA CASCADE 2.0 Project.				
Description:					
Description of Opportunity	Faculty professional development	Support the statewide Industry Sector Project in Common (ISPIC) student internship/faculty externship project to place 30 student interns/15 faculty externs with 15 Nasdaq startup companies across the state. Including, marketing the RFA in September to find colleges to participate and working with the Nasdaq Entrepreneurial Center in S.F. Support the statewide Governor's Office for Business and Economic Development (GO-Biz) DOD OEA CASCADE 2.0 Project 13 which is to place 40 student interns/20 faculty externs with 20 DOD Small Business Innovation and Research (SBIR) Phase I, II, or III awardees to assist them with cybersecurity readiness/compliance and commercialization efforts. This will be a cross discipline project where we envision teams of student interns/faculty externs from both the business and ICT/DM sector.			
	Upskill incumbent workers				
	Address new industry priorities				
Description:					
Supporting Evidence	CCCCO-driven	Projects are grant awards to the Sector from the State of CA and supporting their implementation is key.			
	Drop-down Menu				
	Drop-down Menu				
Description:					
Alignment with Sector Strategy and Regional	Other	These grants are in line with the Sector and Regional strategies of helping faculty development in Business & Entrepreneurship and providing work based learning opportunities for students.			
	Drop-down Menu				
	Drop-down Menu				
Description:					
Projected Outcome	Employment	Multiple work-based learning opportunities for Students, leading to PT or FT employment opportunities.			
Description:					
Strong Workforce Metric	Job closely related to field of study	As measured by Launch board			
Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to	Dependencies	Completion Date
1	Market funding opportunity to students and faculty throughout the Bay Region.	Regional Director, BACCC	Raise awareness for funding opportunities for students and faculty.	Interest of students and faculty in participating.	Fall, 2019
2	Support registration and enrollment of students and faculty in the ISPIC and DOD programs.	Regional Director, BACCC	ensure students and faculty have information necessary and take steps to complete enrollment in programs.	Ability of students and faculty to enroll in programs.	Spring, 2019

EXHIBIT B:
Invoice Form and Instructions

COLLEGE/DISTRICT LETTERHEAD/LOGO

INVOICE

Date:

Invoice No.:

Purchase Order No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
Attn: Sarah Santoyo
2323 North Broadway, Ste. 201
Santa Ana, CA 92706

Grant Number:

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

Instructions for Invoice Template

Submit invoices electronically to the fiscal agent, Maria Gil at Gil_Maria@rsccd.edu. The e-mail subject line must state "Invoice Enclosed – District Acronym/DSN/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rsccd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. – Enter an invoice number to be used for internal purposes by the community college district/college.

Purchase Order No. - Enter the purchase order number issued by the Fiscal Agent.

Name – Using the drop down list to select the District name or enter information manually. The name must match the name listed on the sub-agreement with the Fiscal Agent.

Address – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

Grant Number – Enter the grant number provided by the Project Monitor.

Fiscal Agent Sub-Agreement Number – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type – Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered – Provide a description of the work performed and the dates of services rendered.

Total Amount Due – Enter the amount invoiced to CCCCCO.

District/College Accounting Office Contact Information – Identify an accounting office contact.

District/College Program Contact Information – Identify a program contact who can address questions about the work performed.

EXHIBIT C:
Legal Terms and Conditions
Articles I, Rev. 07/2018 and
Article II, Rev. 05/14

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**Key Talent Administration & Sector Strategy Fiscal Agent
Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

Chancellor's Office, California Community Colleges

Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

Key Talent Administration & Sector Strategy Fiscal Agent Program-Specific Legal Terms and Conditions July 2018

1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application, the Chancellor's Office, California Community Colleges (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. All payments must be requested via invoice and emailed to accountspayable@cccco.edu. Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.
- Grantee may request progress payment(s) up to 50% of the total amount of this Grant Agreement at the time that progress/quarterly reports are submitted pursuant to section 4 of this Article. Payment(s) will be made, upon receipt of an invoice, after review and approval of the progress/quarterly reports by the Chancellor's Office.
- The Chancellor's Office will withhold a minimum of 10% of the total amount of this Grant Agreement. A final payment will be calculated based on the Final Performance and Expenditure Reports due by January 31, 2019. If the total expenditure of funds by that date is less than the total payments processed, the Chancellor's Office may invoice the Grantee for the excess amount. The final 10% payment plus any remaining funds not previously requested as a progress payment will be paid, upon receipt of an invoice, after review and approval of the Final Performance and Expenditure Reports.

2. Budget Changes

- Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant

Article I-Standard Legal Terms and Conditions

Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.

- Grantee may add or delete budget categories subject to the prior approval of the Project Monitor.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The request for such changes should include a letter of justification; three copies of a revised "Application Budget Summary," all of which have been signed by the Chief Business Officer or his/her designee, in an ink color other than black, and a revised "Application Budget Detail Sheet." The project monitor shall send grantee an amended face sheet if the total dollar amount of the Grant Agreement is changed. The amended face sheet must be signed by both parties prior to processing.
- The Budget Amendment request should be mailed to the Project Monitor for approval. Grantee will be notified if the request is approved or if additional information is required. In any event, the Grantee shall implement changes only upon written notification by the Project Monitor. Additionally, the next Progress Report must show the new budget changes.

Budget changes or amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no budget change or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any budget change or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Amendments for Time Extension or Augmentations

Amendment requests for time extensions and/or augmentations must be received by the project monitor three months prior to the end date of the grant term. If the amendment request is approved, an amended face sheet will be sent to the grantee that must be signed by both parties.

4. Reporting

The following reports are to be submitted by the due dates indicated. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

September 30, 2018	1st Quarter Year-to-Date Expenditure and Progress Report due
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December 31, 2018	2nd Quarter Year-to-Date Expenditure and Progress Report due
March 30, 2019	3rd Quarter Year-to-Date Expenditure and Progress Report due
June 30, 2019	4th Quarter Year-to-Date Expenditure and Progress Report due
September 30, 2019	5th Quarter Year-to-Date Expenditure and Progress Report due
December 31, 2019 January 31, 2020	6th Quarter Year-to-Date Expenditure and Progress Report due Final Claim of Expenditures and Final Report due

In addition, grants funded by the Carl D. Perkins Career and Technical Education Improvement Act of 2006, or the Economic Development Program require one original and one copy of Progress/Year to Date Expenditure Reports to be filed by July 31st.

5. Feedback Process

The Grantee shall participate fully in the Chancellor’s Office 360 feedback process. The results of this Feedback Process will be used to assess the performance of the grantee and can include information in whatever form and from any or all stakeholders identified by the Chancellor’s Office. Failure to participate in any aspect on this process may result in the early termination of the grant in accordance to Article II, provision 22 (b).

6. Role of Supervisor-of-Record

In consideration of satisfactory performance of the services and objectives described in the Grantee’s application, the grantee application shall identify a “Supervisor-of-Record”. The Supervisor-of-Record shall, in order for the Grantee to be deemed performing satisfactorily, perform and ensure the following:

- Adherence to all provisions in Articles I and II;
- In the cases of Deputy Sector Navigator grants, all required minimum qualifications are met;
- Assure and provide documentation demonstrating, when requested by the Chancellor’s Office, that all Key Talent including Deputy Sector Navigators, Sector Navigators, Regional Consortia Chairs, and Technical Assistance Providers are employed full-time (100%) exclusively to perform the duties and activities specific to this grant.

- Key Talent is on-boarded regarding the Chancellor’s Office expectations in performance of this grant, as provided in the memo dated March 2017 and Appendix G.
- In keeping with Article II, provision 16, for grants intended to serve a region specified by the Chancellor’s Office, regular consultation with the colleges in the specified region, or a consortium representing those colleges, to ensure the grant is conducted in a manner that reflects the needs of the colleges to accomplish objectives consistent with this regional grant; and
- The Grantee’s key talent, and other necessary personnel, participates in the Chancellor’s Office Feedback Process. Participation includes, in consultation with the Chancellor’s Office, the development of a process that addresses improvements needed in the performance of the grant, as identified in the eventual feedback process.

7. The Chancellor’s Office reserves the right to evaluate a grantees’ performance as follows:

- Ability to affect Student Momentum Points and Leading Indicators of Curriculum Alignment to Labor Market Needs; and
- Feedback from Quality of Service Measures using a CCCCCO-provided evaluation instrument;
- The results of an evaluation conducted by the Chancellor’s Officer with the input and recommendations from stakeholders as determined by the Chancellor’s office
- Eligible applicants to fill a Sector Navigator role shall not have served in a Statewide EWD role more two (2) EWD reauthorization cycles, which are terms of five (5) years

8. Lobbying federal, state, or local officials

Key Talent grantees including Deputy Sector Navigators, Sector Navigators, Regional Consortia Chairs, and Technical Assistance Providers, when using their “Key Talent” title, status, and grant funding are prohibited from lobbying without the Chancellor’s Office permission. Lobbying includes:

- Seeking to increase funding for a federal or state program; and
- Influencing enactment or modification of any pending federal or state legislation.

Key Talent grantees shall obtain permission to lobby from a Workforce and Economic Development division Vice Chancellor or dean in writing. A request must include the

Article I-Standard Legal Terms and Conditions

program and/or bill, purpose of lobbying activity, position on program and/or bill and basis for position, and how this activity would meet the goals of the grant.

ARTICLE II

Standard Legal Terms and Conditions

(Revision 5/15/14)

1. Work to be Performed

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and category referenced in the Grant Agreement face sheet.

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Project Monitor prior to the modification being made. The Project Monitor may require that a Grant Amendment be processed, if the monitor determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Modifications or amendments to the Work to be Performed provisions of this Agreement involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no modification or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any modification or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

2. Amendments

An amendment of this Grant Agreement is required when the Grantee wishes to extend the completion date or materially change the work to be performed or the budget (see Article I section 2 and Article II section 1). The request must be made on the appropriate form provided by the Chancellor's Office and must be submitted to the Project Monitor prior to making the desired alteration in the performance or expenditures under the Grant Agreement. Requests for amendments should be received 60 days before the end of the performance period.

Amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any amendment permitting funds to be spent beyond the year of

Article II-Standard Legal Terms and Conditions

appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Unenforceable Provision

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement remain in full force and effect and shall not be affected thereby.

4. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained within this Grant Agreement shall prevail over any other language including that of the grant proposal.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

5. Notice

Either party may give notice to the other party by sending certified mail properly addressed, postage fully prepaid to the other party's business address. Notices to be sent to the Chancellor's Office shall be addressed to the Project Monitor at California Community Colleges, Chancellor's Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539. Notices to be sent to the Grantee shall be addressed to the Project Director at the Grantee's address as specified on the face sheet of this Grant Agreement. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed 24 hours for each such intervening day.

6. Interpretation

In the interpretation of this Grant Agreement, any inconsistencies between the terms hereof and the Exhibits shall be resolved in favor of the terms hereof.

7. Project Director and Key Personnel

The Project Director is designated by the Grantee on the face sheet of the Grant Agreement, and the key personnel are identified in the application or proposal. The Grantee may change the Project Director or other key personnel, but the Grantee shall immediately notify the Project Monitor in writing of any such changes.

8. Project Monitor

The Project Monitor is designated by the Chancellor's Office on the face sheet of the Grant Agreement. The Project Monitor is responsible for overseeing the project and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Grantee.

9. Budget Concerns

- a. It is mutually understood between the parties that this Grant Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if this Grant Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this Grant Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. Grantee shall inform any subcontractors and subgrantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
- e. In addition, this Grant Agreement is subject to any additional restrictions, funding reductions, limitations or conditions enacted in the state or federal budget, any amendments thereto, or in the laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner. The parties hereby agree that the Chancellor's Office will notify Grantee of any such changes affecting the terms of this Grant Agreement, but need not execute an amendment to modify the Grant Agreement.

10. Assignment

Grantee may not transfer by assignment or novation the performance of this Grant Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Grantee, without the prior written consent of the Project Monitor, assign any other right that Grantee may have under this Grant Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

11. Subcontracts or Subgrants

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractors or subgrantees to perform services under this Grant Agreement, based upon a written request indicating compliance with the provisions set forth below. Except where prohibited by the Standards of Conduct provisions set forth in section 15 of this Article, subcontractors or subgrantees specifically identified in this Grant Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements and the provisions set forth below are deemed approved upon execution of this Grant Agreement.
- b. In any event, if the Grantee wishes to enter into a subcontract or subgrant agreement for performance of any part of the activities under this Grant Agreement, Grantee shall disclose the intended purpose and amount of the subcontracting, identify the proposed subcontractor or subgrantee, and certify that the subcontractor or subgrantee was selected according to locally applicable competitive bidding processes which are reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor or subgrantee is the best qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any subcontract or subgrant is terminated.
- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.
- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the competitive bidding procedures used or any other matter related to compliance with paragraphs (a) or (b).

Article II-Standard Legal Terms and Conditions

- f. Grantee shall not enter into any subgrant or subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant under this Grant Agreement with the Grantee if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal.Code Regs. tit. 5, §§ 18741.1 and 18747.)
 2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant with the Grantee, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
 3. The spouse or a member of the immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract or subgrant with the Grantee if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subcontract or subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the subcontract or subgrant. (Gov. Code, §§ 1090, et seq.; and 87100.)
- g. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relationship between the Chancellor's Office and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors, subgrantees, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

12. Audit

Grantee agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract or subgrant related to performance of this Grant Agreement.

13. Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by Grantee, or its subcontractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
- d. All products resulting from this Grant Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

14. Travel

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. Travel and other expenses shall be limited to

those necessary for the performance of this Grant Agreement. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs using Accounting Form RT-01 Request for Services/Agreement to Pay Travel Expenses.

15. Standards of Conduct

Grantee hereby assures that, in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of subcontracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. **Avoidance of Conflicts of Economic Interests.**
 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Grant Agreement. The

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term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.

2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose which could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.
 4. The governing board may not authorize the award of any subcontract or subgrant funded by this Grant Agreement, if that contract, subcontract or subgrant is for the provision of services or goods by any board member, or by any person or entity which is a source of income to a board member.
- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

16. Statewide or Regional Projects

If this Grant involves provision of coordination, technical assistance, or other services for the California Community College system or for a particular region or group of colleges, the following requirements shall apply:

- a. Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.
- b. Grantee shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided

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to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.

- c. If the primary role of the Grantee under this agreement is to serve as a fiscal agent for distribution of funds, the Grantee agrees that it will not make any payment to subcontractors engaged to provide consulting services under this grant without the written approval of the Project Monitor and the Executive Vice Chancellor or the person he/she has designated to approve grants pursuant to subdivision (c) of section 3600 of the Chancellor's Office Contracts and Grants Manual. Grantee may, however, disburse funds as provided in the grant budget for other activities (including paying for expenses related to meetings of advisory bodies or travel expenses for site reviews) without prior approval.
- d. If this Grant exceeds \$750,000 and funds a full-time position to perform grant activities, Grantee hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. Grantee shall, in a timely manner, submit to the Personnel Office of the Chancellor's Office a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is selected to fill the position, the Chancellor's Office may consider executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the Grantee.
- e. Consistent with the requirements of section 19 of this Article ("Real Property and Equipment"), the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

17. Time Is of the Essence

Time is of the essence in this Grant Agreement.

18. Intellectual Property

- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.

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- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will authorize Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.



- c. All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and

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references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.

- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.
- f. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

19. Real Property and Equipment

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

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- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.
- d. Equipment purchased with federal funds shall also comply with any additional or more stringent equipment management requirements applicable to the particular federal funding source.

20. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

21. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side by side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services which are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions, except where an Interjurisdictional Exchange agreement has been properly executed.

22. Termination

- a. Termination Option. Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. In such event, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. Event of Breach. In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee. In the event of such termination the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.
- c. Gratuities. The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of

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Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

23. Waiver

No waiver of any breach of this Grant Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Grant Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Grant Agreement, or to require at any time performance by Grantee of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Grant Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

24. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

25. Law Governing

It is understood and agreed that this Grant Agreement shall be governed by the laws of the State of California both as to interpretation and performance; venue of any action brought with regard to this Grant Agreement shall be in Sacramento County, Sacramento, California.

26. Participation in Grant-Funded Activities

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall ensure that no person is excluded from, denied the benefits of, or

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otherwise subjected to discrimination with respect to participation in, any program or activity funded under this Grant Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

- b. Programs funded by this Grant Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Grant Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where Grantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

27. Curriculum Development

If this Grant Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this Grant Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office.
- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Grant Agreement must be approved at the appropriate level and through the appropriate process as described in subchapter 1 (commencing with section 55000) and subchapter 2 (commencing with section 55100) of chapter 6 of division 6 of title 5 of the California Code of Regulations and the Program and Course Approval Handbook published by the Chancellor's Office.
- c. The fact that the Chancellor's Office has awarded funding through this Grant Agreement to support the development of new curriculum shall not be construed to

constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

28. Eligibility for Noncitizens

Funds provided under this Grant Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Grantee certifies that all of its employees and/or subcontractors or subgrantees are qualified pursuant to these provisions.

29. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Grantee and its subcontractors or subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.
- c. Grantee and its subcontractors or subgrantees shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.); provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.

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- d. Grantee and its subcontractors or subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontract or subgrant agreements to perform work under this Grant Agreement.

30. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Grantee, whether purchased, leased or provided under some other arrangement for use in connection with this Grant Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. Grantee shall respond, and shall require its subcontractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.; provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.

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- f. Grantee and its subcontractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all subcontract or subgrant agreements to perform work under this Grant Agreement.

31. Drug-Free Workplace Certification

By signing this Grant Agreement, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works under the Grant will:
 - 1. Receive a copy of the Grantee's drug-free policy statement; and,
 - 2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

32. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

33. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
 3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

34. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

35. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

36. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

37. Debarment, Suspension, and Other Responsibility Matters

If this Grant Agreement is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and

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4. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.