

THIS FORM MAY NOT BE REPLICATED

PROJECT: CAEP - California Adult Education Program

DISTRICT: Chabot-Las Positas CCD

COLLEGE: Chabot College

RFA NUMBER: 19-206-001


APPLICATION BUDGET SUMMARY

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

Object of Expenditure	Classification	Line	PROJECT BUDGET	
			\$	
				5,000,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	0
3000	EMPLOYEE BENEFITS	3	\$	0
4000	SUPPLIES AND MATERIALS	4	\$	0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	4,807,693
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	4,807,693
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	192,307
TOTAL COSTS:		10	\$	5,000,000

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

Project Director:

Name: Danita Romero Title: Fiscal Agent & Economic Development Manager
 Authorized Signature:  Date: 10/9/19

District Chief Business Officer (or authorized designee):

Name: Douglas Roberts Title: Interim Vice Chancellor, Business Services
 Authorized Signature: _____ Date: _____

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	5,000,000
1000		\$	-
		\$	-
		\$	-
		\$	-
2000			
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
5000	Other Operating Expenses and Services <small>Consultant Services (includes consultant services for the delivery of data collection, assessment, evaluation, review, reporting, etc.)</small> <small>Consultant Services (includes consultant services to lead regional forums, create framework for evaluation of AB104 strategic advising, creation of policy report, etc.)</small> <small>Conference Expenses (venue, training materials, presenter, presenter materials, audio-visual, etc.)</small> <small>Travel Expenses (travel required for CCCC staff, presenters, work groups, college staff, etc.)</small> <small>Project Management-CLPCCD</small>	\$	-
		\$	-
		\$	-
		\$	4,763,521
		\$	44,172
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	4,807,693
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	192,307
TOTAL COSTS:		\$	5,000,000

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CONTACT PAGE

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

District Superintendent/President (or authorized designee)			
Name:	Ronald Gerhard	Phone:	925-485-5206
Title:	Interim Chancellor	Fax:	925-485-5256
E-mail Address:	jjackson@clpccd.org		

Responsible Administrator (Should not be the same as Project Director)			
Name:	Julia Dozier	Phone:	925-249-9370
Title:	District Executive Director, Economic Development & Contract Education	Fax:	925-249-9376
E-mail Address:	jdozier@clpccd.org		

Project Director (Person responsible for conducting the daily operation of the grant)			
Name:	Danita Romero	Phone:	925-249-9366
Title:	Fiscal Agent & Economic Development Manager	Fax:	925-249-9376
E-mail Address:	dromero@clpccd.org		

Person Responsible for Data Entry			
Name:	Toan Dao	Phone:	925-249-9384
Title:	Grants Coordinator	Fax:	925-249-9376
E-mail Address:	tdao@clpccd.org		

District Chief Business Officer (or authorized designee)			
Name:	Douglas Roberts	Phone:	925-485-5203
Title:	Interim Vice Chancellor, Business Services	Fax:	925485-5255
E-mail Address:	droberts@clpccd.org		

Person Responsible for Budget Certification			
Name:	Barbara Yesnosky	Phone:	925-485-5231
Title:	Director, Business Services	Fax:	925-485-5271
E-mail Address:	byenosky@clpccd.org		

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

Objective: _____ 1 _____

Serve as a fiscal agent and fiscal manager of grant's contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Receive grant award notice and approval by BoGs by May 28, 2019 to place item on June 18, 2019 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for award as necessary to carry out the grant requirements	June 2019	Executive Director
1.2	Sign and execute face sheet and budget with CCCCCO; sign and execute contract with CCCCCO; submit certificates of insurance or other documents as required	Complete legal requirements to move forward with program	June 2019	Vice Chancellor Business Services
1.3	Create communication mechanism with Project Monitor for quickly and efficiently processing requests and respond to issues raised by Project Monitor or Work Group	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2019	Executive Director
1.4	Create new fund and budget within online CLPCCD reporting system	Track revenue and expenses for reporting purposes so that fund status is available at all times to Project Director and Project Monitor	July 2019	Executive Director Business Service Director

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Statement of Work (Annual Workplan) Objectives

Objective: _____
1 _____
Serve as a fiscal agent and fiscal manager of grant's contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.5	Create request for partial payment of 40% of total of grant award (\$2M) from CCCCC; submit request for progress payments quarterly, as needed. Request final 10% of reimbursement when all financial and reporting requirements are completed.	Create account from which to draw funds for vendor/subcontractor payments, maintain funds for ongoing program delivery's expenses	Initial: July 2019 As needed thereafter.	Executive Director
1.6	Create and execute contracts for services for subcontractors and/or vendors as directed by Project Monitor	Set-up subcontractors/vendors within CLPCCD's system who will deliver services required for grant	July 2016-Dec. 2017	Fiscal Agent
1.7	Process invoices and requests for payments from subcontractors and/or vendors as directed by Project Monitor	Pay subcontractors and vendors in a timely manner	July 2019-June 2020	Fiscal Agent Grants Coordinator
1.8	Create and submit Year to Date Expenditures and Progress Reports, Final Claim of Expenditures and Final Report	Give Work Group and Project Manager timely and accurate status reports on Grant #19-206-001 activities and expenditures	Frequently during the term of the grant Final August 2020	Fiscal Agent

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

Objective: 2

Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Receive grant award notice and approval by BoGs by May 28, 2019 to place item on June 18, 2019 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for grant #19-206-001 award as necessary to carry out the grant requirements	June 2019	Executive Director
2.2	Sign and execute face sheet and budget with CCCCCO; sign and execute contract with CCCCCO; submit certificates of insurance or other documents as required	Complete legal requirements to move forward with program	June 2019	Fiscal Agent
2.3	Create communication mechanism with Project Monitor for processing requests and respond to issues raised by Project Monitor or Work Group.	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2019	Fiscal Agent
2.4	Create contracts for services packet for subcontractors, execute contracts for services for subcontractors and/or vendors as directed by Project Monitor	Have administrative side of hiring subcontractors/vendors completed to assure seamless delivery of services required for grant	July 2019	Fiscal Agent Grants Coordinator

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Statement of Work (Annual Workplan) Objectives

Objective: <u> 2 </u> Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.5	Process contracts for services materials from subcontractors and/or vendors as directed by Project Monitor	Create subcontracts in a timely manner to position vendors as able to deliver services	July 2019 - June 2020	Fiscal Agent Grants Coordinator
2.6	Process invoices and requests for payments from subcontractors and/or vendors as directed by Project Monitor	Pay subcontractors and vendors in a timely manner	July 2019 - June 2020	Grants Coordinator

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

Objective: 3
Timely and efficient management and payment of subcontracts for projects.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Create subcontractor packet with contract for services documents and reporting and invoicing requirements	Respond to requests to set up subcontractors and/or vendors from Project Manager	July 2019	Fiscal Agent
3.2	Create mechanism for Project Monitor to request vendors and/or subcontractors, including providing the entity's contact information, required deliverables and maximum payment amount	Have vendors and/or subcontractors available for program delivery as required by Work Group/Project Monitor	July 2019	Fiscal Agent
3.3	Distribute subcontractor packets and execute contracts for services for subcontractors and/or vendors	Have vendors and/or subcontractors available for program delivery as required by Project Monitor	July 2019 - June 2020	Fiscal Agent Grants Coordinator

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	July 2019 - June 2020	Grants Coordinator
3.5	Create mechanism for Project Monitor to review and approve invoices submitted by vendors and/or subcontractors	Assure invoices are correct and authorized for payment	July 2019	Fiscal Agent Grants Coordinator

Objective: 3

Timely and efficient management and payment of subcontracts for projects.

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

Objective: 3

Timely and efficient management and payment of subcontracts for projects.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.6	Process invoices as approved and received from Project Monitor	Pay approved invoices that have been received from subcontractors and/or vendors throughout grant period as expeditiously as possible	July 2019	Grants Coordinator

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

Objective: _____ 4 _____
Assure effective and efficient responsiveness to CCCCCO, subcontractors and vendors.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	New vendor signs contract for services, completes vendor application and W-9 form	Legal information received to create contract with vendor	July 2019 - June 2020	Grants Coordinator
4.2	Contract Education department creates a requisition for vendor, including a description of services to be delivered and vendor's tax identification number	Request for purchase order	Within 5 days from receipt	Fiscal Agent
4.3	Purchasing department does vendor maintenance processing and generates a purchase order and vendor identification number	Vendor account created in CLPCCD internal system	Within 2 weeks from receipt	Purchasing
4.4	Contract Education department sends vendor the purchase order number, vendor identification number, and grant fund account number for invoices	Vendor given identification number for invoicing	Within 2 weeks from receipt	Grants Coordinator

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

Objective: _____ 4 _____
Assure effective and efficient responsiveness to CCCCCO, subcontractors and vendors.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.5	Vendor submits invoice to Contract Education department for processing, includes PO number, Vendor ID number, invoice number, invoice date and account number. Project Director verifies expense, receives authorization from Project Monitor	Contract Ed receives invoice through Google Docs, receives authorization to pay	July 2019 - June 2020	Grants Coordinator Project Monitor
4.6	Project Accounting processes information, includes check request in next check run for processing.	Request sent to create check. CLPCCD has 30 days from receipt of the invoice to cut a check.	Every Friday	Grants Coordinator

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

Objective: 5
Create clear, detailed quarterly reports and final report with complete financials and status narrative.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Track financials on a monthly basis by accounting code.	Clear and auditable financial records.	July 2019 - June 2020	Grants Coordinator
5.2	Each quarter, consolidate monthly financial records into quarterly report with back up documentation.	Clear and auditable financial records.	Oct 2019, Jan 2020, April 2020, July 2020	Grants Coordinator
5.3	Create final report of Work Plan progress, grant's final fiscal status. Submit to CCCCCO.	Clear and complete narrative and financial record for life of grant.	August 2020	Fiscal Agent

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

Objective: <u> 5 </u> Create clear, detailed quarterly reports and final report with complete financials and status narrative.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4	Provide Weekly financial status reports to the CCCCCO	Chabot will provide the CCCCCO with weekly status reports	July 2019 - June 2020	Fiscal Agent
5.5	Provide Monthly contractors travel expenditure reports	Monthly contractor travel reports and also a yearly summary travel report provided to the CCCCCO	July 2019 - June 2020	Fiscal Agent