

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

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

Objective: 1
Rapid and effective start up and implementation of fiscal agent responsibilities for grant, create account to process invoices as they arrive.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Receive grant award notice and approval by BoGs by September 20, 2018 to place item on October 18, 2018 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for 18-205 award as necessary to carry out the grant requirements	Sept-Oct. 2018	Danita Romero
1.2	Sign and execute face sheet and budget, sign and execute contract with CCCCCO; submit certificates of insurance and other documents as required	Complete legal requirements to move forward with program	Oct. 2018	Ronald Gerhard

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.3	Create communication mechanism to quickly and efficiently process requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	Oct. 2018	Danita Romero
1.4	Create new fund and budget within online CLPCCD reporting system.	Track revenue and expenses for reporting purposes so that fund status is available at all times to Project Director and Project Monitor. Create account from which to draw funds for vendor/subcontractor payments, maintain funds for ongoing program delivery's expenses	Oct. 2018	Carrie Collins

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

Objective: 2
Establish staffing to effectively address the needs of the grant, collaborate with CCCCCO Strong Workforce Program staff.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Create communication mechanism with Project Monitor for quickly and efficiently processing requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	Oct. 2018	Danita Romero
2.2	Following the direction of the Project Monitor, hire part-time Fiscal and Contracting Coordinator for CCCCCO	Have point person in place to ensure timely service and turn-around and grant monitoring.	Oct. 2018	Project Monitor Danita Romero

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.3	Establish weekly meetings with grant team (Project Director, Fiscal and Contracting Coordinator, Grants Manager, Accountant, Purchasing Services Specialist) to discuss grant performance, issues and concerns.	Maintain clear lines of communication, early detection of concerns, with quick response time and solution focused discussions.	Weekly, Oct. 2018 through Dec 2020	Danita Romero
2.4	Maintain open communications with CCCCCO staff and CLPCCD grant team, with periodic face to face meetings to assure quality customer service delivery.	Quality assurance and seamless delivery of services.	Daily contact, quarterly meetings Oct. 2018 through Dec 2020	Danita Romero

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.5	Fiscal and Contracting Coordinator, Project Director and Grants Manager attend Fall and Spring California Community College Association of Occupational Education conferences.	Grant Team leads stay current with CTE professional development offered by the CCCCCO, network with CTE professionals.	Mar. 2019, Sept. 2020	Fiscal & Contr. Coord. Danita Romero Julia Dozier

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

Objective: 3
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Create subcontractor packet with contract for services, reporting and invoicing requirements	Respond to requests to set up subcontractors and/or vendors from Project Manager	Oct. 2018 through Oct 2020	Danita Romero Bill Pagano
3.2	Create mechanism for Project Monitor to request vendors and/or subcontractors, including providing the entity's contact information, required deliverables and maximum payment amount	Have vendors and/or subcontractors available for program delivery as required by Project Monitor	Oct. 2018 through Oct 2020	Danita Romero

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Objectives**

Objective: 3
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.3	Distribute subcontractor packets and execute contracts for services for subcontractors and/or vendors	Have vendors and/or subcontractors available for program delivery as required by Project Monitor	Oct. 2018 through Oct 2020	Danita Romero
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	Oct. 2018 through Jan 2021	Bill Pagano

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**Statement of Work (Annual Workplan)
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Objective: 3
Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.5	Create mechanism for Project Monitor to review and approve invoices submitted by vendors and/or subcontractors	Assure invoices are correct and authorized for payment	Oct. 2018 through Jan 2021	Danita Romero
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	Oct. 2018 through Jan 2021	Danita Romero

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

Objective: 4
Create work environment for Grant Team to maximize effectiveness, including communications and interactions between CCCCCO and CLPCCD staff and travel requirements.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Create work spaces for CLPCCD grant team, including necessary equipment (computers, phone, office supplies)	Staff able to communicate and respond to program needs	Oct-Nov. 2018	Danita Romero
4.2	Work with CCCCCO Project Monitor to assure Fiscal and Contracting Coordinator has equipped work space.	Project Monitor and Fiscal and Contracting Coordinator can focus on program needs, respond to inquiries, etc.	Nov.-Dec. 2018	Project Monitor Danita Romero

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Objectives**

Objective: 4
Create work environment for Grant Team to maximize effectiveness, including communications and interactions between CCCCCO and CLPCCD staff and travel requirements.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.3	Create travel reimbursement process for Fiscal and Contracting Coordinator and other CCCCCO staff (including Project Monitor)	Allow CCCCCO staff (Fiscal Coordinator, Project Monitor, et al) to attend meetings, conferences, etc. without having to use personal funds and get reimbursed later.	Nov. 2018	Project Monitor CCCCCO Accounting dept.
4.4	Establish email accounts and phone numbers, obtain business cards, etc. for Fiscal and Contracting Coordinator		Nov. 2018	Fiscal & Contr. Coord. Danita Romero

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

Objective: 5

Oversee obtaining resource and service providers that will coordinate the evaluation and distribution of labor market analyses data, including industry trends and jobs projections.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Consult with Project Monitor to encourage internal discussion about requirements for the labor market analyses data, industry trends and job projections, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Jan.-Mar. 2019	Project Monitor Julia Dozier
5.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	Mar-April 2019	Fiscal & Contr. Coord. Julia Dozier

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

Objective: 5
Oversee obtaining resource and service providers that will coordinate the evaluation and distribution of labor market analyses data, including industry trends and jobs projections.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.3	Receive direction from Project Monitor and Fiscal Coordinator as to which subcontractor to be retained	Hire subcontractor for project.	April 2019	Danita Romero Bill Pagano
5.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive evaluations and reports of labor market data, industry trends and job projections.	May 2019-Jan. 2021	Danita Romero

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

Objective: 6

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Consult with Project Monitor to encourage internal discuss about needs for the research, evaluation and technical assistance for policies, best practices and model partnerships, including experience with past vendors	Create project plan, use past experience to guage outcomes and efficiencies of prior vendors	Mar. 2019	Project Monitor Julia Dozier
6.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	April -May 2019	Fiscal & Contr. Coord. Julia Dozier

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Objectives**

Objective: 6

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.3	Receive direction from Project Monitor and Fiscal and Contracting Coordinator as to which subcontractor to be retained	Hire subcontractor for project.	May 2019	Danita Romero Bill Pagano
6.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive reports and white papers on effective policies, practices and partnerships.	June 2019-Jan. 2021	Danita Romero

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

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Consult with Project Monitor to encourage internal discuss about needs for the developing and creating prototypes of innovative policies, practices and services, and dissemination of that information, including experience with past vendors	Create project plan, use past experience to guage outcomes and efficiencies of prior vendors	Mar. 2019	Project Monitor Julia Dozier
7.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Shared understanding of products and services and delivery schedule.	April -May 2019	Fiscal & Contr. Coord. Julia Dozier

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

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.3	Receive direction from Project Monitor and Fiscal Coordinator as to which subcontractor to be retained, send contracting paperwork.	Hire subcontractor for project.	May 2019	Danita Romero Maurino Albenetyh
7.4	Review invoices, forward to Fiscal and Contracting Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, obtain innovative policies, practices and services to disseminate.	June 2019-Jan. 2021	Danita Romero