



June 2, 2020

Ronald P. Gerhard
Chancellor
Chabot-Las Positas Community College District
7600 Dublin Blvd.
Dublin, CA 94568

SUBJECT: CONTRACT PACKAGE – PY 2020/2021 Adult and Dislocated Worker Career Services Provider – Sub-Regional Workforce Network

Dear Mr. Gerhard:

Throughout the duration of this COVID-19 pandemic, the Alameda County Workforce Development Board (ACWDB) understands the challenges that impact local educational agencies and community-based organizations. However, we also view this time as an opportunity for innovation. The services you provide will be needed more than ever and be targeted for possibly a more vulnerable population. We request for your organization to develop contingency plans and necessary partnerships that will best serve the clients of Alameda County. If there are any concerns you perceive in meeting the performance goals as established within your contracts, please reach out to your Program Liaison before the contract is signed.

Enclosed are the contract renewal documents for program year 2020/2021. Please review all the attachments to ensure that your organization agrees with the information provided. As your Program and Contract Liaison, I am available to you for any technical assistance in completing the contract package documents should you require assistance. Please submit all completed contract documents to:

Alameda County Workforce Development Board
Attn: David Dias, E507
24100 Amador Street, 6th Floor (Rm.610c)
Hayward, CA 94544-1203
david.dias@acgov.org

Please contact me at (510) 780-8768 if you have any questions or concerns.

Sincerely,

David

David Dias, Career Center Coordinator

Enclosures

cc: Jennifer Mitchell
Sarah Holtzclaw

ATTACHMENTS

The following documents are included in this package:

- Side Letter
- Exhibit A – Definition of Services
- A-1 Strategy and Workplan
- Exhibit B – Payment Terms
- Exhibits B-1, B-2, B-3
- Exhibit C-5 – Certificate of Insurance Requirements

Please submit the following to the address and/or email listed above:

By June 12, 2020

- Side Letter (2 hard copies with original signatures in blue ink) based on your earliest Board meeting
- Certificate of Insurance (covering July 1, 2020 through June 30, 2021)
- A-1 Strategy and Workplan (Word document)
- Exhibits B-1, B-2, B-3 (Excel spreadsheet)
(An invoice template will be sent once Exhibits B-1, B-2, B-3, B-4 are approved)
- Organization Budget
- Organization Chart
- Board of Directors Roster

**Chabot-Las Positas Community College District
Procurement Contract No. 17373**

EXHIBIT A

- I. **Overview.** The Workforce Innovation and Opportunity Act (WIOA) of 2014 is designed to help job seekers access employment, education, training, and support services to succeed in the labor market, as well as to match employers with the skilled workers they need to compete in the global economy. The workforce system is designed to be customer-focused in meeting both the needs of businesses for skilled workers, and in assisting individuals in easily accessing information and services needed to begin and manage their careers.

The Alameda County Workforce Development Board (ACWDB) is charged with developing and maintaining a workforce development system under WIOA in the local workforce area. In order to advance the goals of the ACWDB Local Plan and maintain compliance with WIOA, the ACWDB issued Request for Proposal (RFP) No. SRADWCS 2017 to procure the Sub-Regional Workforce Network (SWN) for WIOA Adult and Dislocated Worker Career Services. Chabot-Las Positas Community College District (CLPCCD) was selected for contract award as a result of RFP No. SRADWCS 2017.

- II. **Purpose.** The purpose of this Agreement is to set forth the respective roles and responsibilities of CLPCCD (Contractor) and ACWDB in the provision of SWN WIOA Adult and Dislocated Worker Career Services.
- III. **Program Design Requirements.** Contractor will develop and implement a program delivery strategy (detailed in Strategy and Workplan).
- IV. **Contractor Obligations.** Contractor will act as the lead agency for the SWN and provide WIOA Adult and Dislocated Worker Career Services, in compliance with WIOA and all applicable federal, state, and local rules, regulations, and policies. At a minimum, Contractor will provide the following services under this Agreement:
- A. **Lead Agency for Sub-Regional Network.** Contractor will act as the lead agency for SWN services provided under this Agreement, as follows:
1. **Fiscal Agent Responsibilities.** Contractor is the fiscal agent for the SWN and is responsible for all contractual obligations under this Agreement.
 2. **Coordination of Service Delivery.** Contractor will manage and coordinate the service delivery of SWN partner agencies and service providers.

3. **SWN Partnership Agreements.** Contractor will negotiate and execute written partnership agreements with all SWN partners providing support or direct services through the SWN. SWN Partnership Agreements must include a WIOA Title II Adult Education and Literacy partner.
4. **Implementation of New Partners in ACWDB's Two-Year Modified Local Plan.** Contractor will integrate the new partners into their partner network and provide services to target groups as follows:
 - Alameda County Social Services Agency - Department: Workforce and Benefits Administration
 - CalFresh and CalFresh Employment and Training (E&T) clients
 - Immigrant clients (Refugees, Asylees, and English Language Learners)
 - Alameda County Department of Child Support Services (DCSS clients)
 - Department of Rehabilitation and the Regional Center of the East Bay (Clients with Intellectual and/or Developmental Disabilities)

In addition, the Contractor will continue implementation of the following strategies as outlined in ACWDB's Two-Year Modified Local Plan:

1. Participate in or facilitate new partner orientations and participate in communication efforts to highlight new partnerships;
 2. Engage with new partner organizations and provide information regarding WIOA eligibility to facilitate referrals and identify prospective WIOA participants (*with the assistance of ACWDB staff*);
 3. Refine and readjust Co-Enrollment Action Plan (CEAP) Template to articulate strategies for serving new target groups through PY 2020/2021 (*with the assistance of ACWDB staff*);
 4. Incorporate CEAP Template into operational plans in order to work toward implementing strategies set forth in ACWDB's Modified Local Plan through PY 2020/2021.
5. **SWN Partner Meetings.** Contractor will convene and facilitate meetings with partners, at least once per quarter to discuss service delivery coordination, customer-centered design, referral processes, and other topics as needed to ensure coordination and communication of Adult and Dislocated Worker Career Services.

B. **WIOA Adult/Dislocated Worker Career Services.** Contractor will provide WIOA Career Services in the Tri-Valley Area. At a minimum, these services will include:

1. **Management & Oversight of SWN Services.** Contractor will manage and oversee the day-to-day implementation of the SWN programs and partnerships for the provision of WIOA program services, including scheduling of services and hours of availability at partner locations.
2. **Universal Basic Career Services.** Contractor will ensure that basic career services are universally accessible and available to all individuals seeking employment and training services in the SWN service area. Generally, these services require less staff time and attention and include services such as: eligibility determinations, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals.
3. **Outreach & Recruitment.** Contractor will conduct outreach and recruitment activities aimed at informing the public at large, local communities, job seekers, employers, and partner organizations about services available through the SWN and the larger workforce system in Alameda County. Contractor will ensure that outreach and recruitment efforts are targeted and accessible to ACWDB priority populations.
4. **Eligibility & Enrollment.** Contractor will determine participant eligibility for WIOA Adult and WIOA Dislocated Worker programs, in accordance with federal, state and local eligibility requirement and guidelines. Contractor will ensure that all required eligibility documentation is completed and received prior to participant enrollment into WIOA programs.

Contractor will enroll eligible WIOA participants into the appropriate WIOA program and place each participant into an appropriate WIOA service activity at the time of enrollment. All WIOA enrolled participants must be placed into Individualized Career Services activities. Participants may also receive basic career services and/or training services.

Contractor will ensure that participants who meet the WIOA Dislocated Worker eligibility requirements are enrolled into the WIOA Dislocated Worker program in order to ensure that planned services for these participants are appropriate to the WIOA Dislocated Worker population.

Contractor will prioritize enrollment and services for WIOA participants in the ACWDB priority populations. At least 51% of enrolled WIOA Adult program participants must meet ACWDB priority population requirements.

5. **Individualized Career Services.** Contractor will provide Individualized Career Services to all enrolled WIOA Adult and WIOA Dislocated Worker participants. Generally, these services involve significant staff time and customization to each individual's need. Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.
6. **Objective Assessment.** Contractor will ensure that all participants enrolled in WIOA Adult and WIOA Dislocated Worker programs receive a comprehensive, specialized assessment of skill levels and service needs of a participant. The assessment may include diagnostic testing or other assessment tools, and in-depth interviews and evaluation to identify employment barriers and appropriate employment goals.
7. **Individual Employment Plan.** Contractor will work with each WIOA program participant to develop an Individual Employment Plan (IEP) to identify the participant's employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to be able to achieve his/her employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.
8. **Case Management.** Contractor will provide comprehensive case management services to WIOA program participants throughout their enrollment in WIOA program activities. Case management services may include:
 - a. Providing participants with information, materials, suggestions, and/or advice to help make occupational or career decisions, counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.
 - b. Counseling and vocational guidance to assist the participant in achieving employment goals, and to make decisions regarding employment and/or training opportunities.
 - c. Contacting participants at least once in each thirty-day period to review status and progress toward IEP goals and objectives.
9. **Supportive Services.** Contractor will ensure that supportive services are available to enrolled WIOA program participants who are unable to obtain supportive services through other funding sources. WIOA supportive services are limited to transportation, work-related clothing, safety items, and required documentation. At a minimum, Contractor will budget at

least \$150 in WIOA contract funds per participant for supportive services for at least 25% of enrolled participants.

10. **WIOA Training Services.** Contractor will determine the appropriateness of training for WIOA Adult and WIOA Dislocated Worker program participants as part of the participant's IEP and refer participants to appropriate training services.
 - a. **Selection of Training Services.** Contractor will ensure that the selection of training services, including ITAs and OJTs, are conducted in a manner that maximizes customer choice, is linked to in-demand occupations, is informed by the performance of relevant training providers, and is coordinated to the extent possible with other sources of assistance.
 - b. **Industry Sector & Occupational Framework.** Contractor will refer WIOA program participants to training services in accordance with the ACWDB Industry Sector & Occupational Framework (ISOF) criteria and performance goals.
 - c. **Training Funds Set-Aside.** Training funds available for participants referred to training under this Agreement are identified in Section III.K. (Performance) and are not included in Contractor's budget. Payments to training providers are not Contractor's responsibility.
11. **Job Development & Job Referral.** Contractor will provide supply-side (job seeker) services and activities that address the hiring needs of employers. Supply-side services and activities will be provided in accordance with the ACWDB ISOF criteria.
 - a. Job development activities include working with employers to create job orders and effective job descriptions, securing participant job interviews for a job opening not currently listed on file, or contacting a union or employer on behalf of a particular participant.
 - b. Job referral activities include hosting employer job fairs, referrals of job seekers to existing employer job orders/openings, and referral of job seekers to employer recruitment events.
 - c. These activities and employer contacts will be recorded in CalJOBS and reported on the Monthly Narrative Report.
12. **Follow-up Services.** Contractor will provide follow-up services for WIOA Adult and WIOA Dislocated Worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of

employment. Follow-up services do not extend the date of exit in performance reporting. At a minimum, Contractor will document follow-up services to participants within the first quarter after exit from the WIOA program.

13. **Participant Case Files.** Contractor will maintain complete physical case files for each WIOA program participant in accordance with ACWDB requirements. Case files will be stored securely and in full compliance with EEO, confidentiality, and other applicable rules and regulations.

C. **Supplemental Contract Documentation.** Contractor will submit the following documents to ACWDB no later than 30 days after the effective date of this Agreement:

1. Written plan for on-going training of WIOA funded staff to ensure expertise on application WIOA rules, regulations, policies, and procedures;
2. Approved indirect costs rates from a cognizant agency if indirect costs will be charged under this Agreement;
3. Written cost allocation plan for charging costs to WIOA program cost categories (basic career services, individualized career services, follow-up services, etc.), including allocation methodology and timelines;
4. Written grievance procedures for WIOA programs.

D. **Customer-Centered Design.** Contractor will implement a Customer-Centered Design approach to providing WIOA program services through the use of customer feedback and continuous improvement efforts in order to improve the quality of customer outcomes and to implement WIOA regulations in a way that adds value for target populations.

E. **Coordination with Other ACWDB WIOA Service Providers.** Contractor will work collaboratively with ACWDB Youth Service Providers and the Comprehensive AJCC to promote an integrated workforce system.

F. **EASTBAY Works Regional Partnership.** Contractor will participate in regional EASTBAY Works activities including attending designated meetings, using regional systems, policies and software, and helping to set and monitor regional goals.

G. **Coordination with ACWDB Business Services Unit.** Contractor will work with the ACWDB Business Services Unit (BSU) to coordinate both supply-side (job seeker) activities and demand-side (business) activities, including but not limited to, sector symposiums, employer panels, business convenings and roundtables.

1. **Rapid Response Activities.** Contractor will attend Rapid Response events at the direction of BSU staff, and assist with Rapid Re-employment strategies for affected workers.
 2. **On-the-Job Training Agreements.** Contractor will develop On-the-Job Training (OJT) Master Agreements with employers and refer appropriate WIOA program participants to hiring employers after execution of OJT Master Agreements.
 3. **BSU Steering Committee & Employer Information.** Contractor will participate in BSU Steering Committee meetings and provide updates on employer and job-seeker activities when requested by ACWDB.
 4. **Training & Incentive Referrals.** Contractor will refer employers requesting information regarding Customized/Incumbent Worker Training and employer incentives to the BSU for follow-up.
- H. **Mandatory Meetings and Trainings.** Contractor or designee will attend:
1. Site Manager Meetings – bi-monthly;
 2. Program Operators Meeting – quarterly;
 3. Committee and Board meetings;
 4. Regional capacity building coordination meetings as appropriate under ACWDB adopted initiatives;
 5. Management Information Systems (MIS) training/meetings;
 6. Two-Year Modified Plan planning meetings;
 7. Other meetings/trainings as directed by ACWDB.
- I. **Discretionary Grant Projects.** Contractor will support and implement Discretionary Grant Projects as directed by ACWDB, subject to negotiation of scope and budget. Contractor will co-enroll discretionary grant participants into WIOA when appropriate to achieve program outcomes and meet leverage requirements. If Contractor is unable to implement discretionary grant projects that require match of WIOA Career Service funding, Contractor WIOA funding may be reduced and reallocated in order to comply with required discretionary project outcomes and deliverables.
- J. **Tracking & Reporting.** Contractor will track and report all required services and activities under this Agreement in the manner and frequency directed by federal, state, or ACWDB policy.
1. **Use of ACWDB Designated Management Information Systems.** Contractor will use the management information systems (MIS) designated by ACWDB to track and report activities and services provided

under this Agreement. This may require dual entry of data into multiple MIS.

2. **Data Entry.** Contractor will enter required service and activity data into ACWDB designated MIS in an accurate, complete and timely manner. At a minimum, CalJOBS data entry for WIOA program services must include Contractor's agency code and activity code and must be entered/updated every 30 days.
 3. **Services to Universal Customers.** Contractor will track and report basic career services provided to customers who are not enrolled in WIOA programs.
 4. **Client Success Stories & Testimonials.** Contractor will document and report on client successes resulting from participation in WIOA programs. At a minimum, two written success stories will be submitted to ACWDB each quarter.
 5. **Training Leverage.** Contractor must document and report all non-WIOA funded participant training information to ACWDB. Training leverage information must include training provider information, training cost, source of non-WIOA funding, and effective date of training. Training information must be provided to ACWDB within 30 days of WIOA enrollment or training start date.
 6. **Ad Hoc Reports.** Contractor will submit ad hoc reports on program services, activities, and outcomes upon request by ACWDB.
- K. **Performance.** Contractor will provide quality, demand-driven services under this Agreement in order to achieve required performance goals. Contractor is responsible for achieving the following performance goals under this Agreement:

**PY 2020/2021 Contract Performance Goals
Career Services Provider**

RBA Contract Performance Measures		Goals	
		Adults	Dislocated Workers
#	Measure		
HOW MUCH DID WE DO?			
1	# of New Enrollments	31	41
2	Training Set-Aside To be obligated by 6/30/2021	\$30,797	\$39,052
3	Minimum # of OJT Enrollments (Spans Adult & DW funding streams)	3	
4	% Placements @ Exit	75%	
5	% Placements in ISOF	50%	
6	% of Training Enrolled in ISOF	75%	
7	% of Credential Attain *	65%	

RBA=Results Based Accountability

- L. **Policies & Procedures.** Contractor will comply with all policies and procedures, and any changes necessary, relating to the implementation of the WIOA and with changes in the federal, state, county and/or ACWDB regulations, policies or procedures governing WIOA Programs. All current ACWDB Action Bulletins and ACWDB Information Bulletins can be found on the ACWDB website acwdb.org.
- M. **Prior Approval Requirements.** Contractor must obtain prior written approval from ACWDB for: substantive changes to program design or service delivery, subcontracts for consultant, professional or program services; the rental, lease or lease/purchase of equipment; the purchase of any equipment item with a cost of \$5,000 or more; and/or, the rental of office space or property; to be entered into in connection with the performance of this contract.
- N. **Monitoring.** Contractor may be monitored at any time during the term of this Agreement by authorized federal, state, County, or ACWDB personnel. At a minimum, Contractor will be monitored by ACWDB each program year.
 - 1. **Access to Records.** Contractor will provide access to any books, documents, papers, and records (including computer records), which are directly pertinent to charges in the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies. This right also includes timely and reasonable access to Contractor and

subcontractor staff for the purpose of interviews and discussions related to such documents.

2. **On-site Monitoring.** Contractor will participate in on-site programmatic, fiscal, and Equal Employment Opportunity (EEO) monitoring at least once each program year to ensure that services provided under this Agreement are in compliance with applicable rules and regulations.
3. **Case File/MIS Review.** Contractor's MIS data and participant case files will be reviewed by ACWDB staff on an on-going basis throughout the term of this Agreement. Contractor will produce selected case files upon request by ACWDB.
4. **Monitoring of Expenditures.** Contractor will submit regular invoices in a timely manner, in accordance with Exhibit B. Contractor's actual expenditures will be reviewed against budget and planned expenditures.
5. **Performance Review.** Contractor's progress toward achieving performance goals will be reviewed quarterly by ACWDB staff. If Contractor has two consecutive quarters of underperformance, Contractor will be required to submit a Corrective Action Plan (CAP) and meet with the Assistant Director.
6. **Subcontractor Monitoring.** Contractor will conduct on-site programmatic and fiscal monitoring at least once each program year of all subcontractors providing WIOA program services to enrolled participants. Contractor is responsible for recording findings and ensuring that any needed corrective action has been taken. Copies of all monitoring reports must be maintained by Contractor and made available for review by ACWDB program and fiscal monitors, and state monitors.
7. **Corrective Action.** Contractor will submit a written Corrective Action Plan to ACWDB staff to address any findings and concerns identified during program monitoring and/or quarterly performance review. The Corrective Action Plan will include, at a minimum:
 - a. Acknowledgement of the identified findings and concerns;
 - b. Written plan for correcting each identified finding and concern;
 - c. Timeline for the corrective action;
 - d. Written processes and procedures to ensure that corrected issues are not repeated;
 - e. Single point of contact information for staff responsible for implementing corrective action.

Corrective Action Plans are due to ACWDB no later than thirty (30) days following written notification of findings and concerns identified during monitoring.

Failure to resolve CAP findings may result in Contractor receiving Notice of Tentative Non-Renewal or Conditional Funding.

- O. **Contract Renewal Criteria.** The Contractor must meet the contract renewal criteria as established and approved by the Workforce Development Board as follows:
- a. Meets requirements for program and fiscal monitoring for PY 2019/2020 and 2020/2021;
 - b. Meets 80% of annual enrollment, On-the-Job Training (OJT), and training obligation goals for Adults and Dislocated Workers by the end of the second quarter (December) and 100% by the end of the third quarter (March);
 - c. Shows significant progress toward achieving annual performance goals by the end of the third quarter (March); and
 - d. Meets 85% submission of an acceptable Monthly Narrative Report (MNR) and invoice by the 25th of each month.

Failure to meet the contract renewal criteria may result in Conditional Funding.

- V. **ACWDB Obligations.** ACWDB will oversee the delivery and performance of Contractor's obligations under this Agreement.
- A. **Liaison with Funding Agencies.** ACWDB will be the single point of contact with federal, state, and local funding agencies for all written and verbal communication regarding services provided under this Agreement.
 - B. **Policies & Procedures.** ACWDB will develop and issue ACWDB Action Bulletins and ACWDB Information Bulletins that serve to notify Contractor of new or amended state, federal, or local regulations. All current ACWDB Action Bulletins and ACWDB Information Bulletins can be found on the ACWDB website acwdb.org.
 - C. **Training & Technical Assistance.** ACWDB will provide regular training and technical assistance to Contractor regarding MIS, data entry, and case file management. Additional technical assistance will be provided at ACWDB discretion, or upon request by Contractor.
 - D. **Monitoring.** ACWDB will conduct on-site programmatic and fiscal monitoring of Contractor at least once each program year. ACWDB will also conduct periodic reviews of Contractor case files, performance, and expenditures. Upon

request, ACWDB will assist Contractor in the development of required Corrective Action Plans.

VI. **Specific Requirements**

- A. This Exhibit A was drafted to include the requirements contained in the Request for Proposal (RFP No. SRADWCS 2017) and the proposal response of the Contractor (Response), and additional services that ACWDB obtained through negotiations, if any. In the event of any conflict (direct or indirect) among any of the exhibits, RFP No. SRADWCS 2017 and the Response, the more stringent requirements providing ACWDB with the broader scope of services shall have precedence, such that this Exhibit A including all attachments, the scope of work described in RFP No. SRADWCS 2017 and the scope of work described in Contractor's proposal shall be performed to the greatest extent feasible.

The RFP No. SRADWCS 2017 and Response may be relied upon to interpret this Contract and shall be applied in such a manner so that the obligations of the Contractor are to provide ACWDB with the broadest scope of services for the best value.

- B. Contractor project team will consist of the following Key Personnel and subcontractors as applicable during the contract term:

- Ronald P. Gerhard, Chancellor
- Sarah Holtzclaw, Program Manager, Tri-Valley Career Center

Contractor agrees that it shall not transfer or reassign the individuals identified above as Key Personnel or substitute subcontractors without the express written agreement of ACWDB, which agreement shall not be unreasonably withheld. Should such individual or individuals in the employ of Contractor no longer be employed by Contractor during the term of this Agreement, Contractor shall make a good faith effort to present to County an individual with greater or equal qualifications as a replacement subject to ACWDB's approval, which approval shall not be unreasonably withheld.

The approval of ACWDB to a requested change shall not release Contractor from its obligations under this Agreement.

EXHIBIT B

PAYMENT TERMS

County will use its best efforts to make payment to Contractor upon successful completion and acceptance of the following services listed within thirty (30) days upon receipt and approval of invoice.

In addition to all terms of payment described in the General Terms and Conditions and any relevant exhibits and attachments, the parties to this Agreement shall abide by the following terms of payment:

I. Budget

Contractor shall use all payments solely in support of the program budget, set forth as follows:

A. Exhibit B-1: WIOA Grants

II. Terms and Conditions of Payment

A. Contract Amount/Maximum

1. Total payments to Contractor under this Agreement will not exceed the contract total detailed in Exhibit B-1;
2. Expenditures under this Agreement will tie to identified line-items included in Exhibit B-1; no other line-item costs will be allowed;
3. Expenditures under this Agreement will support allowable activities described in Exhibit A. No services or activities outside the scope of this Agreement will be reimbursed;
4. No administrative costs for will be included in Exhibit B or reimbursed under this Agreement; Non-WIOA resources will cover all administrative functions relative to WIOA expenditures.

B. Budget Revision Procedures

1. No budget revision/modification request may increase the contract amount/maximum;
2. Contractor may adjust the approved budget by no more than 10% of any line-item without prior approval from ACWDB; any adjustment to the budget that exceeds this 10% line-item allowance requires written prior approval from ACWDB;
3. Contractor may request a budget revision/modification, in writing, at any time during the term of this Agreement. Requests for budget revision/modifications, including a revised line-item budget and justification should be submitted in writing to the appropriate ACWDB program staff identified in Section III of this Exhibit;

4. Approved budget revision/modifications will be formalized through an administrative amendment to this Agreement.

C. Cost Settlement/Final Payment Provisions

The final invoice submitted after the termination of this Agreement shall include all costs incurred in the last month of the contract period and any minor adjustments necessary to account for any previously unreimbursed expenditure. This provision regarding closeout invoices shall not relieve Contractor of its obligation to report all know adjustments on each monthly invoice, and County shall not be liable for any adjustments that were not reported timely.

D. Conditional Funding WIOA

Conditional funding may apply if Contractor has deficiencies identified in contract performance goals and other contract requirements at the end of the third quarter (March 31). Conditional funding triggers the withholding of funds as follows:

1. Up to 25% of funding will be held in reserve until 100% of specified performance goals are met or until June 30. If 100% of contract performance goals are not achieved by June 30, then the percent of funding held in reserve will be forfeited by the Contractor.

E. Conditions of withholding payment

1. Payment of invoices by the County is conditional upon receipt of adequate funds from the State of California. County reserves the right to reduce the contract amount/maximum if it does not receive adequate funds from the State of California.
2. County retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program. Failure to meet planned contract performance and/or expenditure goals may result in a reduction of the contract amount/maximum, in accordance with ACWDB policy.
3. Failure to comply with timely audit report submission to ACWDB, as required and described in Exhibit F, may result in suspension of payment to Contractor until all required audit submissions are received by ACWDB.

III. Invoicing Procedures

A. Submission of Invoices

1. Contractor will submit an electronic copy of its monthly invoice, including supporting line-item detail in the required format by the 25th day of the

month following the month of service for all expenditures incurred under this Agreement. Electronic copies of invoice and required documentation should be sent via email to Contractor's designated Program Liaison.

2. Upon notification of approval by the Program Liaison, Contractor shall submit original signed invoices ([in blue ink](#)) to:
 - a. David Dias, Program Financial Specialist
Alameda County Workforce Development Board
24100 Amador Street, Room 610C - Hayward, CA 94544
 - b. Scan original invoice and email to: ssainvoices@acgov.org
and email a copy to david.dias@acgov.org.
3. A Monthly Narrative Report (MNR) must accompany the original invoice. The MNR should address the following prompts (as appropriate):
 - a) Name of organization, report period, and name and email address of person completing the report;
 - b) Describe program successes and highlights during the reporting period;
 - c) Attach client success stories (include client media release, photo, etc.). May be a current or former client (8 stories are due for current program year);
 - d) Describe any program challenges or problems related to program performance encountered during the reporting period and how the organization plans to address them;
 - e) Please describe any training or technical assistance needs;
 - f) Please list any major fiscal, staffing and/or administrative changes during the reporting period. Describe plans that will be in place to ensure on-going case management, etc.;
 - g) List job fairs/onsite recruitments/employer contacts/industry panels – attended or convened;
 - h) Describe any collaboration, meetings, and cross-training with mandated, co-located and non-located partners.

IV. Funding and Reporting Requirements

Payment to Contractor is contingent upon timely receipt of invoice documents and programmatic reporting as described in Exhibit A.

V. Additional Terms and Conditions of Payment

Contractor agrees to the following supplemental Terms and Conditions attached to this Exhibit B.

- A. Invoices will be reviewed for approval by the County, within 10 days of receipt from Contractor.

- B. Total payment under the terms of this Agreement will not exceed the total contract amount/maximum detailed in Exhibit B-1. This cost includes all taxes and all other charges.
- C. Provisional payments may be provided under this Agreement at the sole discretion of the County. Contractor will ensure that no provisional payments made under this Agreement are commingled with any other funds in the possession of or vested in Contractor or to which Contractor is entitled. Any interest earned on said provisional payments shall be treated as program income. All program income shall remain with Contractor and may be expended under this Agreement until such time as no further program activities are planned by Contractor, at which time any unexpended program income will be returned to County.
- D. Upon award of this Agreement by County, County and Contractor shall forthwith jointly create a schedule governing the timely performance of Contractor's services hereunder. The agreed upon schedule shall be incorporated into this Agreement upon its adoption by the parties and thereafter Contractor shall perform all services under this Agreement in conformance with the schedule.

EXHIBIT C-5

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,00,000 per accident for bodily injury or disease
D	Employee Dishonesty and Crime	\$1,000,000 per occurrence
E	<p><u>Endorsements and Conditions:</u></p> <ol style="list-style-type: none"> ADDITIONAL INSURED: All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> – Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. – Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision: 	
<p>ACWDB & Additional Insured, Co. of Alameda and Bd. of Supervisors, thereof – Alameda County Workforce Development Board - 24100 Amador St. 6th Floor, Hayward, CA 94544</p>		



**CHABOT
LAS POSITAS**
COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET

FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

**Board of Trustees of Chabot-Las Positas
Community College District
County of Alameda in the State of California**



NOTE: This is a shortened version of the full 99-page budget which can be found at: <http://www.clpccd.org/business/BusinessServicesBudget.php>

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Board of Trustees

Edralin J. “Ed” Maduli – President
Genevieve Randolph – Secretary
Hal G. Gin, Ed.D.
Linda Granger
Maria Heredia
Marshall Mitzman, Ph.D.
Tim Sbranti

Administrative Officers

Ronald P. Gerhard – Interim Chancellor
Douglas Roberts – Acting Vice Chancellor, Business Services
Theresa Fleischer Rowland Ed.D. – Vice Chancellor, Educational Services and Student Success
Wyman M. Fong – Vice Chancellor, Human Resources
Owen Letcher – Vice Chancellor, Facilities/Bond Programs and Operations

Chabot College

Susan Sperling, Ph.D. – President

Las Positas College

Roanna Bennie – Interim President

Chabot - Las Positas Community College District Office
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568
Phone: (925) 485-5201
www.clpccd.org

Board of Trustees of Chabot-Las Positas Community College District
County of Alameda in the State of California

Interim Chancellor
Ronald P. Gerhard

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

TABLE OF CONTENTS

ADOPTED BUDGET

Fiscal Year 2019–20

Introduction	1
Full Time Equivalent Student (FTES) Enrollments	3
Board of Trustees Priorities	4
Major Revenue Assumptions	6
Major Expenditure Assumptions	7
District General Fund	9
Chabot College	13
Las Positas College	17
District Operations	21
Contract Education	25
District Services	27
Maintenance & Operations	29
District-wide Contractual, Committed, and Regulatory Expenses (Step 3A Expenses)	30
Cafeteria Fund	31
Child Development Fund	35
Self Insurance Fund	39
Bond Fund	41
Capital Projects Fund	45
Special Reserve Fund	47
Exhibits	
A - Budget Development Calendar	50
B - Budget Allocation Model	54
C - Benefits	57
D - District Credit Rating (Moody's and S&P Global)	59
E - Position Control	66
F - Common Terminology	69

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
Fiscal Year 2019-20**

The District's Adopted Budget is based on the enacted 2019-20 State Budget, and Trailer Bill language to modify the community college Student-Centered Funding Formula (SCFF) for 2019-20. System-wide, community colleges will receive approximately \$8.72 billion in Proposition 98 funding, which represents a "net" increase of \$246 million over the system's funding for 2018-19. Significant increases/decreases for the 2019-20 budget include:

For Unrestricted General Funds:

- + \$ 230 million to provide a 3.26% COLA
- + \$ 25 million to provide for 0.55% in enrollment growth

For Restricted General Funds:

- + \$ 43 million to extend California College Promise (AB 19)
- + \$ 13 million to provide a 3.26% COLA to categorical programs
- + \$ 18 million for the Student Success Completion Grant
- + \$ 10 million to make legal services to undocumented immigrants ongoing

Other Adjustments:

- + \$ 62 million to amend funding for the Student-Centered Funding Formula Base
- - \$ 110 million to remove 2018-19 one-time funding
- - \$ 43.5 million in other technical adjustments
- + \$ 5 million (ongoing) to enhance veteran resources centers at community colleges
- + \$ 13.5 million (one-time) for deferred maintenance, instructional equipment, and specified water conservation projects
- + \$ 7 million (one-time) for Mental Health Services to create a grant program for colleges in collaboration with county behavioral health departments
- + \$ 4.75 million (one-time) to support the improvement of workforce development programs
- + \$ 3.9 million (one-time) to address student basic needs including housing and food
- + \$ 3.5 million (one-time) for Reentry of Incarcerated Individuals to provide support services program
- + \$ 400,000 thousand (ongoing) for Foster Care Education Program to sustain program funding at its current level

Changes to the Student-Centered Funding Formula (SCFF) for 2019-20 are:

1. Freeze the proportions for the funding structure as they are for 2018-19, i.e.:
 - a. 70% for the Base Allocation;
 - b. 20% for the Supplemental Allocation; and,
 - c. 10% for the Student Success Allocation
2. Allocation funding rates (for 2019-20) will be the 2018-19 rates increased for COLA
3. Growth in the Student Success Allocation is capped at 10% (over the 2018-19 totals plus COLA)
4. The "Hold Harmless" provision is extended one year, through 2021-22, and annual funding will be the prior year's "Total Available Revenue" (TAR) increased by the current year's COLA
5. "Transfers," for the student success allocation, will be attributed to the "district of residence"

Other Elements of the enacted 2019-20 State Budget that impact CLPCCD's Budgets CalSTRS & CalPERS

The Budget Act includes a one-time, \$1.6 billion CalSTRS payment and a one-time \$660 million CalPERS payment which results in reduction of schools and community college districts' share of the unfunded liability of pension funds. This subsidization has the following effect on district funding rates:

CalSTRS rate increases for the next two years will be:

- For 2019-20, instead of rising from 16.3% to 18.1%, the contribution rate will be 17.10%
- For 2020-21, instead of rising from 18.1% to 19.1%, the contribution rate will be 18.40%

CalPERS rate increases for the next two years will be:

- For 2019-20, the contribution rate rises from 18.1% to 19.7%
- For 2020-21, the contribution rate rises from 19.7% to 22.7%

Capital Outlay

The Budget Act includes \$535.3 million in capital outlay funding from Proposition 51. The funding supports 20 continuing projects and 39 new projects. There were no funded projects for CLPCCD.

Sources of Information:

California State Budget: Governor Gavin Newsom

California Community College Systems Office

School Services of California (SSC)

Association of California Community College Administrators (ACCCA)

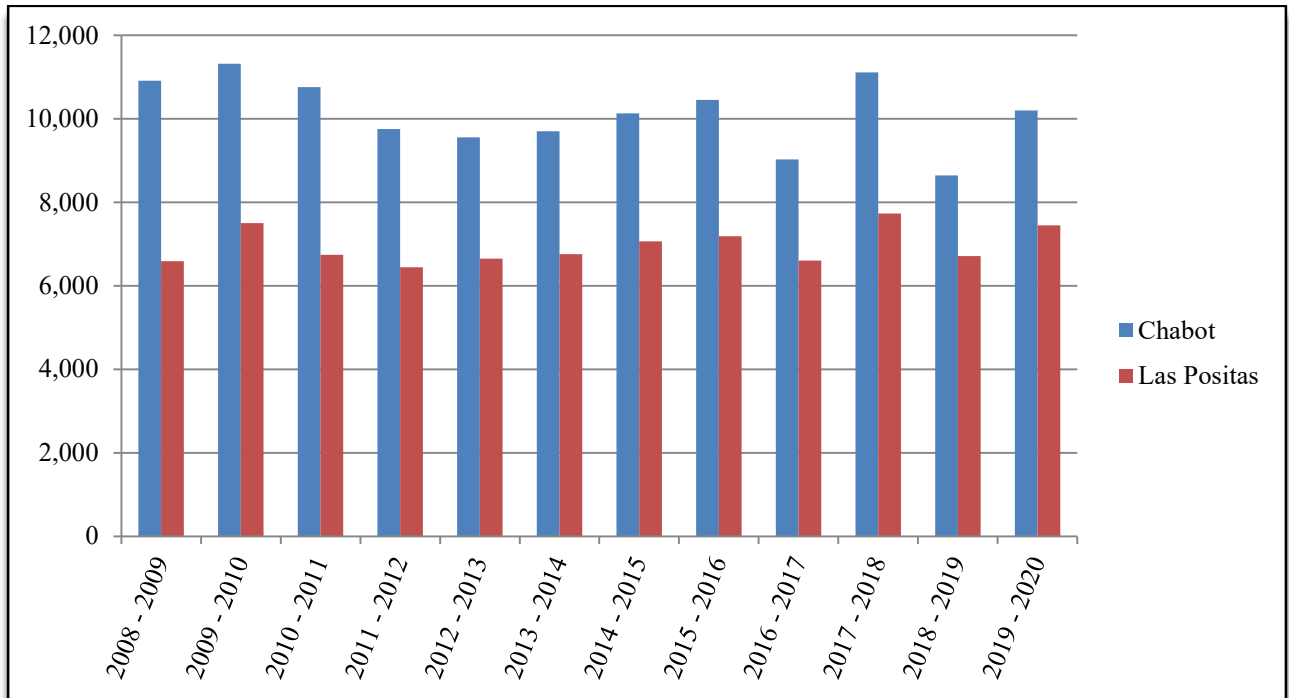
Association of Chief Business Officials (ACBO)

Community College League of California (CCLC)

STUDENT ENROLLMENT DATA

Full Time Equivalent Students (FTES)

YEAR	CHABOT	% Growth	LPC	% Growth	TOTAL	% Growth
2008-2009	10,912	4.7	6,591	(8.3)	17,503	(0.6)
2009-2010	11,315	3.7	7,501	13.8	18,816	7.5
2010-2011	10,756	(4.9)	6,744	(10.1)	17,500	(7.0)
2011-2012	9,754	(9.3)	6,442	(4.5)	16,196	(7.5)
2012-2013	9,552	(2.0)	6,651	3.2	16,203	0.0
2013-2014	9,698	1.5	6,758	1.6	16,456	1.6
2014-2015	10,132	4.5	7,065	4.5	17,197	4.5
2015-2016	10,455	3.2	7,185	1.7	17,640	2.6
2016-2017	9,023	(13.7)	6,602	(8.1)	15,625	(11.4)
2017-2018	11,111	23.14	7,728	17.06	18,839	20.57
2018-2019 Annual	8,640	(22.24)	6,708	(13.20)	15,348	(18.53)
2019-2020 Budget	10,202	18.08	7,447	11.02	17,649	14.99



Board Mission Statement

The Chabot-Las Positas Community College District (CLPCCD) prepares students to succeed in a global society by challenging them to think critically, to engage socially, and to acquire workplace knowledge and educational skills.

Approved: April 16, 2019

Board Priorities (2019-2022)

A priority during the previous year was the creation of a District Strategic Plan and an Educational Master for each college. These plans include the three pillars that support student success.

EC2

Educational Excellence

Curriculum Relevancy

Community Collaboration

To that end, the following Board Priorities are established for the 2019-2022 academic years. These priorities align with the district strategic and colleges' educational master plans.

- Develop a system of student support that provides access and equity of outcomes for all students
- Develop a system of effective communication
- Create a culture of collaboration among staff and the community
- Continue developing systems that support student achievement
- Provide effective management of District fiscal resources

Approved: April 16, 2019

Board Goals (2019-2022)

- Ensure the district maintains fiscal responsibility
- Maintain advocacy at state and national level on matters of importance to the district
- Ensure community connectivity by supporting and attending various community events
- Full participation in CCLC's Excellence in Trusteeship Program
- Review accreditation standards and practices for good governance and use them as part of the Board's annual self-evaluation process
- Create new trustee orientation program
- Monitor the progress of the Chancellor's implementation of district priorities

Approved: April 16, 2019

Board Values

Words that describe what we value about ourselves as individuals and how we work together as a Board of Trustees for CLPCCD.

- | | |
|----------------|-------------|
| • Transparent | • Fair |
| • Integrity | • Sensitive |
| • Confidential | • Honest |
| • Trustworthy | • Creative |
| • Accountable | • |

Approved: April 16, 2019

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**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
2019-20**

Major Revenue Assumptions

The State General Apportionment is based on the following assumptions:

General Apportionment Revenue: 2019 – 20	
➤ FTES apportionment – Hold Harmless	\$105,438,199
➤ Basic allocation apportionment	8,765,209
TOTAL	<u>\$114,203,408</u>
Other Major Revenue Sources	
➤ Mandated Cost Block Grant	533,380
➤ Lottery Revenue	2,737,328
➤ Part Time Faculty Allocation	394,245
➤ Non-resident tuition	2,434,490
TOTAL	<u>\$6,099,443</u>

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
2019-20**

Major Expenditure Assumptions

The expenditures are based on serving 17,649 FTES with the necessary faculty and support staff. In addition, the budget accounts for anticipated inflationary increases and changes in expenses such as health and welfare insurance, property and liability insurance, and utilities.

<u>Salaries and Benefits</u>	<u>Rate for FY19-20 (as % of salary)</u>	<u>Rate for FY18-19 (as % of salary)</u>	<u>Change from 18-19</u>
Cost of Living Adjustment (COLA)	3.26%	2.71%	0.55%
State Teachers Retirement System	17.10%	16.28%	0.82%
Public Employees Retirement System	19.721%	18.062%	1.659%
OASHDI (Social Security)	6.20%	6.20%	0.0%
Medicare	1.45%	1.45%	0.0%
Long-Term Disability Insurance	.27%	.27%	0.0%
State Unemployment Insurance	.05%	0.05%	0.0%
Workers Compensation	1.3087%	1.3178%	0.0%
STRS Cash Balance Plan (Hourly Academic)	4.00%	4.00%	0.0%
Alternate Retirement System (Hourly Non-Academic)	3.75%	3.75%	0.0%

- Step/column and longevity increases are included in the compensation expenditures.
 - COLA is estimated at 3.26% for revenue budgeted as one time. Salary budget does not include COLA.
- Health and Welfare benefits (medical, dental, life insurance, vision) are budgeted at an average cost per employee. Employee contributions to medical premiums are included. For Adopted Budget, rates are equal to 2018-19 rates.
- Retiree Health Benefits budget of \$7,377,725, an increase of 39% over prior year.
- Districtwide Contractual and Regulatory Expenses (Step 3A Expenses-Refer to Exhibits)

- Property & Liability Insurance budget of \$650,028.
- Utilities budget (electricity, natural gas, water, and disposal services) of \$2,828,483, is equal to prior year.

Prior years and projection for CalPERS and CalSTRS employer rates:

Fiscal Year	CalPERS	CalSTRS
2014-15	11.771%	8.88%
2015-16	11.847%	10.73%
2016-17	13.888%	12.58%
2017-18	15.531%	14.43%
2018-19	18.062%	16.28%
2019-20	19.721%	17.10%
2020-21	22.70%	18.40%
2021-22	24.60%	18.10%
2022-23	25.40%	18.10%

Source: School Services of California

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
2019-20**

General Fund

The General Fund is the primary operating fund of the district. It is used to account for those transactions that, in general, cover the full scope of operations of the district (instruction, administration, student services, maintenance and operations, etc.). All financial resources, and transactions except those required to be accounted for in another fund, shall be accounted for in the General Fund.

Examples of activities that should **not** be accounted for in the General Fund include non-instructional expenditures of the district's child development program, cafeteria, bookstore, or farm operations, which are accounted for within the Special Revenue or Enterprise Funds as determined by the district governing board. Similarly, resources used for major capital outlay projects, including Scheduled Maintenance and Special Repairs (SMSR), are accounted for in a Capital Projects Fund; and the accumulation of resources for the repayment of long term debt will be accounted for in a Debt Service Fund.

General purpose revenues received from the State may not be used to subsidize Community Service (*EC §78300*) or Contract Education (*EC §78021*) programs. Such programs must recover the actual costs, including administrative costs, of providing the programs from public or private contracts, contributions, donations, or user fees.

For purposes of flexibility, the district may establish any number of subfunds or accounts to constitute its General Fund; however, for financial reporting, these must be consolidated into either the Unrestricted Subfund (11) or Restricted Subfund (12).

Division of the General Fund into two subfunds reflects the need to differentiate truly discretionary revenue from restricted revenue, while preserving a complete accounting of the financial operation and support of educational programs. Accordingly, restricted revenues (such as those for categorically-funded programs) are accounted separately from other general purpose moneys, but classified as a component of the total fund that provides instructional and support services.

General Fund Subfunds

The Unrestricted Subfund is used to account for resources available for the general purposes of district operations and support of its educational program. The unrestricted subfund includes co-curricular funds.

The Restricted Subfund is used to account for resources available for the operation and support of the educational programs that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditure.

California Community Colleges Budget and Accounting Manual

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
2019-20**

General Fund District Total	<u>2018-19 Adopted Budget</u>	<u>2018-19 Actuals to Date</u>	<u>2019-20 Adopted Budget</u>
Revenue			
State Revenue			
SCFF Revenue from Rollback FTES	\$ -	\$ -	\$ 8,806,342
Apportionment & Revenue Split via Model	107,951,842	116,555,656	109,247,291
Other State Revenue	60,136,692	91,515,711	142,573,954
Local Revenue	34,032,478	20,418,884	35,285,301
Federal Revenue	<u>7,407,118</u>	<u>7,224,100</u>	<u>6,818,539</u>
Total Revenue	209,528,130	235,714,351	302,731,427
Transfers In			
Sabbatical Leave	490,169	454,243	601,171
Other	<u>3,750,401</u>	<u>5,398,907</u>	<u>5,133,455</u>
Total Transfers In	<u>4,240,570</u>	<u>5,853,150</u>	<u>5,734,626</u>
Total Revenue and Transfers In	\$ 213,768,700	\$ 241,567,501	\$ 308,466,053
Expenditures			
Academic Salaries	\$ 52,440,082	\$ 57,792,678	\$ 53,749,063
Classified Salaries	32,998,872	32,595,386	35,336,169
Benefits	32,895,802	42,699,004	34,294,703
RUMBL Benefits	5,302,408	5,302,408	7,377,725
Supplies	2,614,736	3,004,129	5,046,918
Services	77,299,717	81,379,510	154,186,242
Capital Outlay	1,948,410	2,733,265	876,266
Other Outgo/Payment to Students	<u>527,150</u>	<u>741,576</u>	<u>653,150</u>
Total Expenditures	206,027,177	226,247,957	291,520,236
Transfers Out			
Sabbatical Leave	311,821	311,821	314,692
Other	<u>4,181,533</u>	<u>10,108,674</u>	<u>8,698,868</u>
Total Transfers Out	<u>4,493,354</u>	<u>10,420,494</u>	<u>9,013,560</u>
Total Expenditures and Transfers Out	<u>\$ 210,520,531</u>	<u>\$ 236,668,451</u>	<u>\$ 300,533,796</u>
Increase/(Decrease) in Fund Balance	\$ 3,248,169	\$ 4,899,050	\$ 7,932,257
Beginning Balance	<u>\$ 26,123,301</u>	<u>\$ 26,603,695</u>	<u>\$ 31,502,745</u>
Ending Balance	<u><u>\$ 29,371,470</u></u>	<u><u>\$ 31,502,745</u></u>	<u><u>\$ 39,435,002</u></u>

Note: Numbers subject to rounding.

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
2019-20**

General Fund	2018-19	2018-19	2019-20
District Total - Unrestricted	<u>Adopted Budget</u>	<u>Actuals to Date</u>	<u>Adopted Budget</u>
Revenue			
State Revenue			
SCFF Revenue from Rollback FTES	\$ -	\$ -	\$ 8,806,342
Apportionment & Revenue Split via Model	107,951,842	116,555,656	109,247,291
Other State Revenue	1,259,434	10,235,387	1,300,381
Local Revenue	<u>18,635,340</u>	<u>18,491,709</u>	<u>19,371,587</u>
Total Revenue	127,846,616	145,282,751	138,725,601
Transfers In			
Sabbatical Leave	490,169	454,243	601,171
Other	<u>3,715,401</u>	<u>5,153,176</u>	<u>5,048,645</u>
Total Transfers In	<u>4,205,570</u>	<u>5,607,419</u>	<u>5,649,816</u>
Total Revenue and Transfers In	\$ 132,052,186	\$ 150,890,170	\$ 144,375,417
Expenditures			
Academic Salaries	\$ 49,056,380	\$ 52,797,566	\$ 49,422,461
Classified Salaries	25,080,247	23,614,360	26,115,798
Benefits	27,519,399	36,747,157	28,756,361
RUMBL Benefits	5,302,408	5,302,408	7,377,725
Supplies	1,412,335	1,317,635	1,558,174
Services	18,538,626	21,141,313	21,938,472
Capital Outlay	360,362	322,967	391,562
Other Outgo/Payment to Students	<u>-</u>	<u>17,358</u>	<u>-</u>
Total Expenditures	127,269,757	141,260,763	135,560,553
Transfers Out			
Sabbatical Leave	311,821	311,821	314,692
Other	<u>1,224,677</u>	<u>6,378,569</u>	<u>1,289,781</u>
Total Transfers Out	<u>1,536,498</u>	<u>6,690,390</u>	<u>1,604,473</u>
Total Expenditures and Transfers Out	\$ 128,806,255	\$ 147,951,153	\$ 137,165,026
Increase/(Decrease) in Fund Balance	\$ 3,245,930	\$ 2,939,017	\$ 7,210,391
Beginning Balance	\$ 20,117,790	\$ 22,573,313	\$ 25,512,330
Ending Balance	\$ 23,363,721	\$ 25,512,330	\$ 32,722,721
Reserve percentage	18.36%	18.06%	24.14%
Recap beginning balances:			
Unrestricted excluding co-curricular	\$ 18,907,678	\$ 21,375,663	\$ 24,399,369
Co-curricular funds	\$ 1,210,112	\$ 1,197,650	\$ 1,112,961
Beginning fund balances	<u>\$ 20,117,790</u>	<u>\$ 22,573,313</u>	<u>\$ 25,512,330</u>

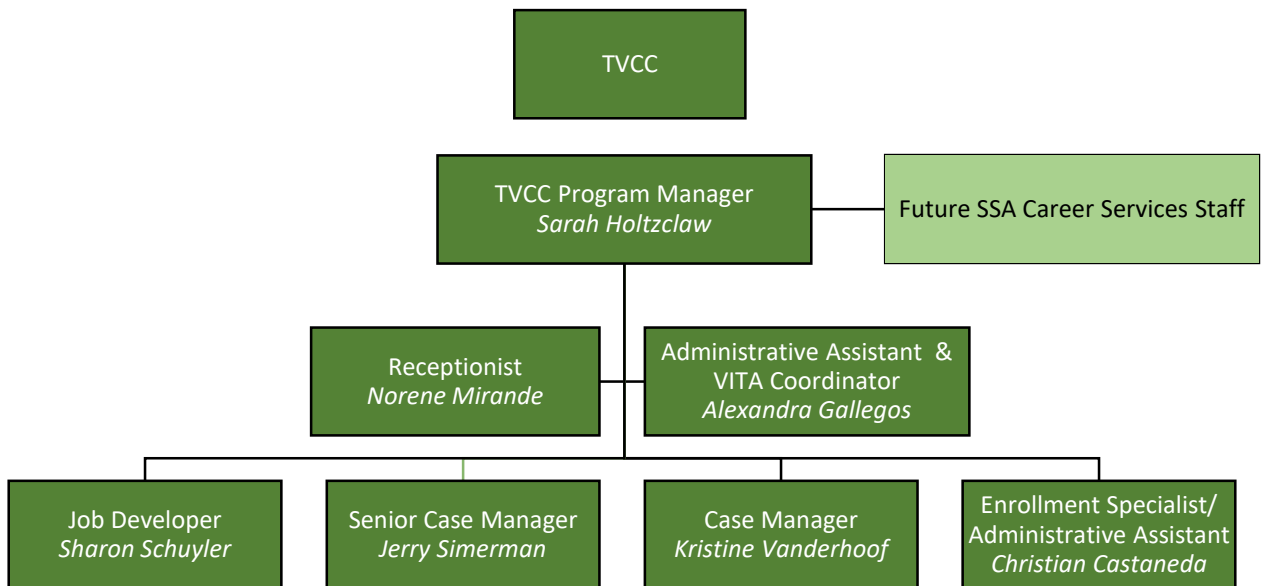
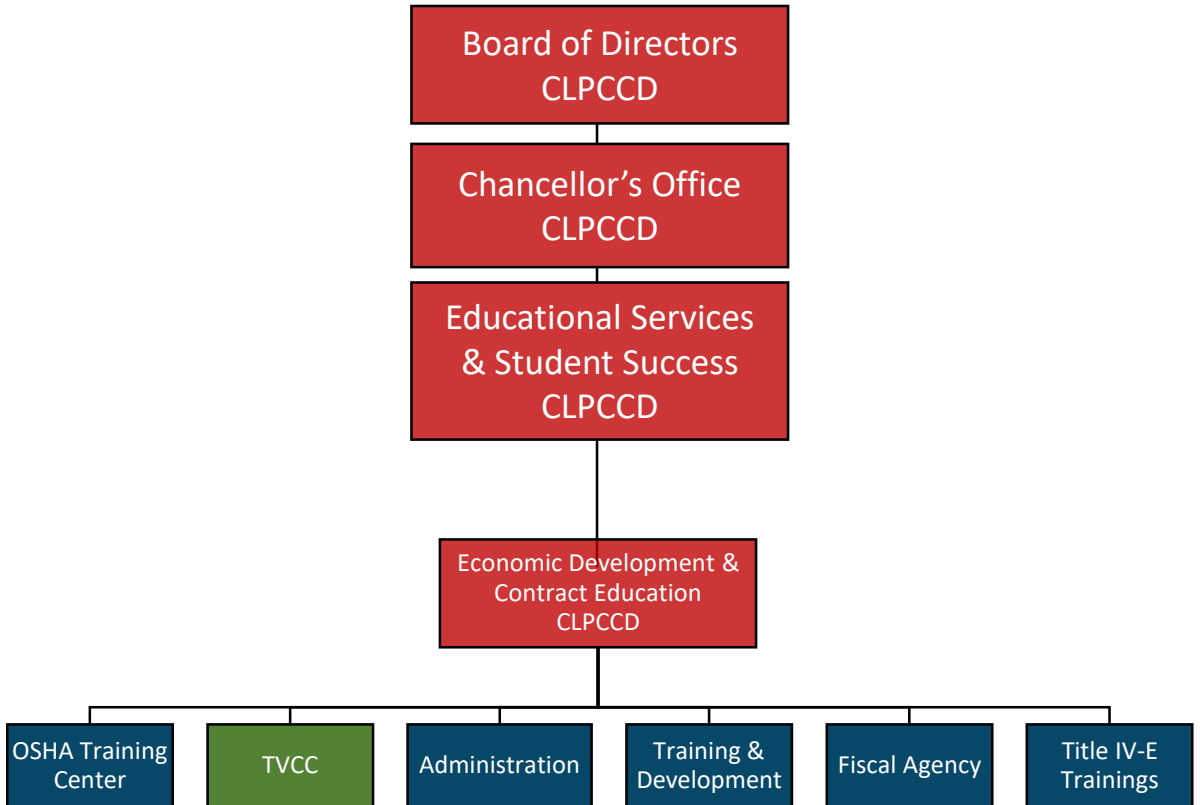
Note: Numbers subject to rounding.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
2019-20

General Fund	2018-19	2018-19	2019-20
District Total - Restricted	<u>Adopted Budget</u>	<u>Actuals to Date</u>	<u>Adopted Budget</u>
Revenue			
State Revenue			
Other State Revenue	\$ 58,877,258	\$ 81,280,324	\$ 141,273,573
Local Revenue	15,397,138	1,927,175	15,913,714
Federal Revenue	<u>7,407,118</u>	<u>7,224,100</u>	<u>6,818,539</u>
Total Revenue	81,681,514	90,431,600	164,005,826
Transfers In			
Other	<u>35,000</u>	<u>245,731</u>	<u>84,810</u>
Total Transfers In	<u>35,000</u>	<u>245,731</u>	<u>84,810</u>
Total Revenue and Transfers In	\$ 81,716,514	\$ 90,677,331	\$ 164,090,636
Expenditures			
Academic Salaries	\$ 3,383,702	\$ 4,995,112	\$ 4,326,602
Classified Salaries	7,918,624	8,981,026	9,220,371
Benefits	5,376,404	5,951,846	5,538,342
Supplies	1,202,401	1,686,495	3,488,744
Services	58,761,091	60,238,198	132,247,770
Capital Outlay	1,588,048	2,410,299	484,704
Other Outgo/Payment to Students	<u>527,150</u>	<u>724,218</u>	<u>653,150</u>
Total Expenditures	78,757,420	84,987,193	155,959,683
Transfers Out			
Other	<u>2,956,856</u>	<u>3,730,104</u>	<u>7,409,087</u>
Total Transfers Out	<u>2,956,856</u>	<u>3,730,104</u>	<u>7,409,087</u>
Total Expenditures & Transfers Out	\$ 81,714,276	\$ 88,717,298	\$ 163,368,770
Increase/(Decrease) in Fund Balance	\$ 2,238	\$ 1,960,033	\$ 721,866
Beginning Balance	\$ <u>6,005,511</u>	\$ <u>4,030,382</u>	\$ <u>5,990,415</u>
Ending Balance	\$ <u><u>6,007,749</u></u>	\$ <u><u>5,990,415</u></u>	\$ <u><u>6,712,281</u></u>

Note: Numbers subject to rounding.

Organizational Chart
Chabot-Las Positas Community College District (CLPCCD)
Tri-Valley Career Center (TVCC)



Chabot-Las Positas Community College District Board of Trustees, as of July 2020

Board President:

- Mr. Edralin J. Maduli
Represents Trustee Area 7 (Livermore and portions of Pleasanton)
trusteeboard-area7@clpccd.org
925-216-1861

Members of the Board

- Open
Represents Trustee Area 1 (Hayward)
trusteeboard-area1@clpccd.org
925-485-5207
- Ms. Genevieve Randolph (Board Secretary)
Represents Trustee Area 3 (Union City and South Hayward)
trusteeboard-area3@clpccd.org
925-485-5207
- Dr. Hal G. Gin
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- Ms. Linda Granger
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- Mr. Tim Sbranti
Represents Trustee Area 5 (Pleasanton, Dublin, Sunol)
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- Ms Maris L Heredia
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925-485-5207
- Ms. Valeria Peña
Student Trustee, Chabot College
- Mr. Jakob Massie
Student Trustee, Las Positas College