

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26th day of November, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Mt. San Antonio Community College District (hereinafter “SUBCONTRACTOR”) on behalf of Mt. San Antonio College. 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 #18-207-001 (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 *Doing What Matters* 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 **Technical Assistance Providers for Contract Education**, 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 January 1, 2019, through December 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$238,000, 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. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit invoices based on actual expenditures. An invoice schedule will be provided to SUBCONTRACTOR that aligns with the PRIME SPONSOR's reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Invoices should be submitted to the address listed below, unless or until another submission process is required by the PRIME SPONSOR. RSCCD will provide the SUBCONTRACTOR with detailed instructions and updates related to the invoicing process, as needed.

Rancho Santiago Community College District
ATTN: Sarah Santoyo
2323 North Broadway
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

6. 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.

7. 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.

8. 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.

9. 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 sub-

contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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
Rancho Santiago Community College District
2323 N. Broadway
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 Contact:

Name: Tami L. Pearson, Ed.D.
Title: Associate Dean of Career Education and Workforce Development
Address: 1100 N. Grand Avenue
Walnut, CA 91789
Phone: (909) 274-4845
Email: tperson4@mtsac.edu *tpearson4@mtsac.edu*

District Chief Business Officer:

Name: Michael Gregoryk
Title: Vice President, Administrative Services
Address: 1100 N. Grand Avenue
Walnut, CA 91789
Phone: (909) 274-4230
Email: mgregoryk@mtsac.edu

16. 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.

17. 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 Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

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

By:

Name:


Peter J. Hardsash

Vice Chancellor

Title:

Business Operations/Fiscal Services

Date:

11/30/18

Board Approval Date: November 26, 2018

SUBCONTRACTOR: MT. SAN
ANTONIO COMMUNITY COLLEGE
DISTRICT

By:

Name:



Michael Gregoryk

Title:

Vice President, Administrative Services

Date:

12/6/18

95-6002131

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: 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.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee): Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

PROJECT: Technical Assistance Providers for Contract Education

FISCAL YEAR: 2018/19

RFA NUMBER: 18-xxx-01

FUNDING SOURCE: EWD

PROJECT BUDGET: \$ 238,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for
Contract Education

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

CONTACT PAGE

District:	Mt. San Antonio CCD		
Address:	1100 N. Grand Avenue		
City:	Walnut	State:	CA Zip: 91789

District Superintendent/President *(or authorized designee)*

Name:	Bill Scroggins	Phone:	909-274-4250
Title:	President/CEO	Fax:	909-468-4184
E-mail Address:	bscroggins@mtsac.edu		

Responsible Administrator *(Should not be the same as Project Director)*

Name:	Madelyn Arballo	Phone:	909-274-4845
Title:	Associate Vice President, School of Continuing Education	Fax:	909-468-4184
E-mail Address:	marballo@mtsac.edu		

Project Director *(Person responsible for conducting the daily operation of the grant)*

Name:	Tami L. Pearson, Ed.D.	Phone:	909-274-4314
Title:	Associate Dean of Career Education and Workforce Development	Fax:	909-468-4184
E-mail Address:	tpearson4@mtsac.edu		

Person Responsible for Data Entry

Name:	Faithe Briley	Phone:	909-274-5396
Title:	Part Time, Project Specialist, TAP, Contract Education	Fax:	909-468-4184
E-mail Address:	fbriley@mtsac.edu		

District Chief Business Officer *(or authorized designee)*

Name:	Michael Gregoryk	Phone:	909-274-4230
Title:	Vice President, Administrative Services	Fax:	909-468-4184
E-mail Address:	mgregoryk@mtsac.edu		

Person Responsible for Budget Certification

Name:	Rosa Royce	Phone:	909-274-5517
Title:	Associate Vice President, Fiscal Services	Fax:	909-468-4184
E-mail Address:	rroyce@mtsac.edu		

APPENDIX B

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PROJECT: Technical Assistance
Providers for Contract
Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

APPLICATION BUDGET SUMMARY

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

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED
			\$ 238,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 29,400
3000	EMPLOYEE BENEFITS	3	\$ 1,803
4000	SUPPLIES AND MATERIALS	4	\$ 3,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 194,644
6000	CAPITAL OUTLAY	6	\$ 0
7000	OTHER OUTGO	7	\$ 0
TOTAL DIRECT COSTS:		8	\$ 228,847
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 9,153
TOTAL COSTS:		10	\$ 238,000

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Tami L. Pearson, Ed.D.

Title: Career Education and
Workforce

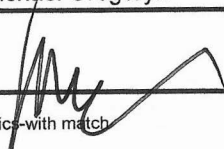
Authorized
Signature: 

Date: _____

District Chief Business Officer (or authorized designee):

Name: Michael Gregoryk

Title: Vice President,
Administrative Services

Authorized
Signature: 

Date: _____

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

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

Objective:	<u>1</u>
Serve as the first point of contact for contract education (CE) with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Conduct site visits to College CE departments to gain a better understanding of their units in order to provide high-quality TAP assistance.	A minimum of ten site visits completed. Site visits to new and mature departments and representative of the statewide CE services.		CE TAP Project Specialist
1.2	Continue CE Webinar series. Format includes relevant CE topics: issues, training, resources, best practices and CE updates. Internal and external guest presenters and subject matter experts are invited as presenters.	Minimum of 7 webinars to connect, inform, and train CE professional community.		CE TAP Project Specialist
1.3	Research and provide access to a CE Bootcamp utilizing mature CE practitioners as Subject Matter Experts to provide training for new CE practitioners. May be an existing training program or may be a customized program.	CE Bootcamp promoted to all statewide CE practitioners and well executed. Gather evaluations to improve Bootcamp for future date.		CE TAP Project Specialist

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

Statement of Work (Annual Workplan)
Objectives

Objective:	<u>1</u>
Serve as the first point of contact for contract education (CE) with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Deliver training, coaching, and/or consulting for individual CE departments as requested	Provide training as needed to a minimum of five individual colleges seeking to develop, expand, or improve their CE programs to provide consulting , training, tools and resources.		CE TAP
1.5	Organize and host annual Statewide CE Summit. Survey indicates that connection with other CE practitioners is one of the most helpful services provided by TAP.	Provide training, resources, vendor contacts, and networking opportunities for CE professionals to meet and network with their counterparts from across the state.		CE TAP Project Specialist
1.6	Provide resources on the internal CE website for CE professionals including the following: Update CE tool kits, technology resources for CE, build trainer inventory and curriculum inventory. Review and update Contract Education Program Matrix by Region. Develop a Business Development Tool Kit including: Identifying Customer Relationship Management Database, financial management, sources and methods for CE departments. Maintain the CE Practitioner Directory.	Updated resources available on CE website for statewide use.		CE TAP Project Specialist Subject Matter Experts

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

Statement of Work (Annual Workplan)
Objectives

Objective: <u>1</u>
Serve as the first point of contact for contract education (CE) with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7	Participate in Sector Navigator Deep Dives or appropriate Chancellor Office meetings in order to collaborate and provide education regarding incumbent worker training strategies.	Attendance at a minimum of three Sector Navigator Deep Dives or other Chancellor Office meetings.		CE TAP
1.8	Participate in and support the statewide CE strategic planning process and California Community College Contract Education Collaborative.	Attend CCCCEC meetings and provide support as needed to lay a foundation of success for statewide CE practitioners.		CE TAP
1.9				

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

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

Objective: <u> 2 </u> Provide contract education (CE) technical assistance and logistical support to local, regional, and statewide employers, industries and businesses.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Collaborate with California Community College Contract Education Collaborative (CCCCEC). As a statewide collaborative, support and assist in carrying out strategic plan objectives.	Attend all critical meetings and provide input on strategic plan system.		CE TAP Project Specialist
2.2	In collaboration with the Sector Navigators, participate when appropriate, in industry and workforce councils, associations, and conferences that align with priority and emergent sectors for the California Community Colleges Contract Education departments.	Participation at a minimum of 3 Sector Navigator-specific meetings.		CE TAP
2.3	Update, maintain and refresh external facing website to the needs of business and industry, informing them of the services the CE departments offer.	Website maintained, targeted to business and industry.		CE TAP Project Specialist

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PROJECT: Technical Assistance Providers for Contract
Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

Statement of Work (Annual Workplan)
Objectives

Objective: <u> 2 </u>
Provide contract education (CE) technical assistance and logistical support to local, regional, and statewide employers, industries and businesses.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Implement process for statewide CE training services to be pre-screened and referred to the appropriate college. When business and industry seek specific training needs, refer them to the appropriate CE department.	Process implemented with quality control to verify training needs were met with CE delivery.		
2.5				
2.6				

APPENDIX B

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

Statement of Work (Annual Workplan)
Objectives

Objective: <u>3</u>
Align California Contract Education (CE) programs with California Community Colleges Contract Education Collaborative (CCCCEC), DWM & the SWP, including recommendations on policy and process changes.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Support the development of technology tracking and data reporting systems for the benefit of the statewide CE practitioners.	Implement technology with statewide CE network.		CE TAP Statewide CE Network
3.2	Provide training to CE leaders and administrators.	Report statewide data collected.		CE TAP Statewide CE Network
3.3	Establish mentoring relationships between new and experienced CE providers by region.	Minimum of (1) mentor-mentee relationship per region.		CE TAP Statewide CE Network

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PROJECT: Technical Assistance Providers for Contract
Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

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

Objective:	<u>3</u>
Align California Contract Education (CE) programs with California Community Colleges Contract Education Collaborative (CCCCEC), DWM & the SWP, including recommendations on policy and process changes.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Support the development and processes outlined in the statewide CE strategic plan system.	Document objectives and accomplishments identified in the strategic plan system.		CE TAP Statewide CE Network
3.5				
3.6				

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

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

Objective: <u>4</u>
Serve as the technical assistance expert staying current with the industry contract education (CE) needs, trends and funding opportunities in order to provide guidance to the Chancellor's Office and the California Community Colleges.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Continue to develop CE website tools and resources including priority tool kits, and resources as identified by the field.	Resources created and posted on the statewide website for practitioners use.		CE TAP Subject Matter Experts
4.2	Attend Association for Talent Development meetings	TAP will stay current with industry contract training needs.		CE TAP
4.3	Stay current with funding opportunities and upcoming changes to contract training and continue to promote California Community Colleges as a viable partner.	TAP will stay current with funding opportunities and promote CE as a viable partner.		CE TAP

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

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

Objective: <u>5</u>
Identify and provide a rationale for the WIOA accountability measures that relate to Contract Education (CE) and will provide measurable outcomes for this grant.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Deliver incumbent worker training focused on career mobility and job placement.	CE delivered trainings to meet WIOA metrics.		CE TAP
5.2	Engage CE practitioners and/or California Community College Contract Education Collaborative (CCCCEC) to partner on WIOA data collection.	WIOA data collected and reported.		CE TAP
5.3				

APPENDIX B

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PROJECT: Technical Assistance Providers for Contract Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

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

Objective:	<u>6</u>
Identify professional development opportunities for the TAP for Contract Education (CE) Statewide CE Professionals, Chancellor's Office staff, and California Community College (CCC) faculty and staff.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Develop and provide training for Chancellor's Office staff on the impact of Contract Education.	A minimum of one workshop will be provided for the Chancellor's Office staff.		CE TAP Statewide CE Network
6.2	Provide professional development opportunities for statewide CE practitioners. CE Practitioners were surveyed and they identified a need for the following topics: CE Bootcamp, social media/marketing, ETP training, and train-the-trainer certification programs, CE Staff professional development, and proposal/grant writing workshop.	A minimum of three workshops will be provided for statewide CE practitioners based on FY2017-18 survey of practitioner's needs.		CE TAP Subject Matter Experts
6.3				

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PROJECT: Technical Assistance Providers for Contract
Education

DISTRICT: Mt. San Antonio CCD

COLLEGE: Mt. San Antonio

RFA NUMBER: 18-xxx-01

Statement of Work (Annual Workplan)
Objectives

Objective: <u>7</u>
Complete mandatory grant activities, including but not limited to, statewide and regional meetings and reporting requirements.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Participate in Extended Operations and Deep Dive meetings and other meetings as required by the CCCCCO.	100% attendance as dictated by schedule and other essential TAP duties.		CE TAP
7.2	Complete required quarterly and final reporting.	100% compliance with reporting.		CE TAP Project Specialist
7.3				

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)**