

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

**Board of Governor's, California Community Colleges
Chancellor's Office - 6870**

DISTRICT USE ONLY

District (Grantee): Santa Barbara CCD

College: N/A

Contract (Grant) Agreement

BOG-CCCCO USE ONLY

Workforce and Economic Development Division

Regional Consortia

Grant Agreement No.: 17 - 150 - 005

Funding Year
(Enactment Year)

2017-18

Total Amount Encumbered : \$ 220,000

RFA # **13 - 150** Articles I - Revised: **07 2017**
Articles II - Revised: **05 2014**

This grant is made and entered into, by and between, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (listed above), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from July 1, 2017 to June 30, 2018. The Final Report must be submitted within 60 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Luann Swanberg

Total Grant Funds Requested: \$ 220,000

Signature, Chief Executive Officer (or authorized Designee)

Date: 5/16/2017

Print Name/Title of Person Signing:

District Address: 721 Cliff Drive

Dr. Anthony Beebe

Santa Barbara, CA 93109

STATE OF CALIFORNIA

Project Monitor:

Katie Faires

Agency Address: 1102 Q Street, Suite 4400

Sacramento, CA 95811-6539

Bus. Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870 -	111 -	0001 -	5675107 -	-	3233 -	5436000		<u>2017</u>	<u>2017-18</u>	\$ <u>220,000</u>
6870 -	-	-	-	-	-	-				

Total Amount Encumbered : \$ 220,000

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:

Erik Skinner, Deputy Chancellor

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APPENDIX B

GRANT TYPE: **GRANT RENEWAL**

The following information are linked throughout the forms package:

DISTRICT (Grantee): Santa Barbara CCD

COLLEGE: Santa Barbara City College

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

FISCAL YEAR: 2017/18

RFA Number: 13-150

FUNDING SOURCE: Perkins IB-State Leadership

Requested Amount: \$ 220,000

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APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

COLLEGE: Santa Barbara City College

FISCAL YEAR: 2017/18

RFA Number: 13-150

CONTACT PAGE

District:	Santa Barbara CCD		
Address:	721 Cliff Drive		
City:	Santa Barbara CCD	State: CA	Zip: 93109

District Superintendent/President (or authorized designee)	
Name: Dr. Athony Beebe	Phone: 805-965-0581
Title: Superintendent/President	Fax: 805-963-7222
E-mail Address: beebe@sbcc.edu	

Responsible Administrator (Should not be the same as Project Director)	
Name: Paul Jarrell	Phone: 805-965-0581
Title: Executive Vice President Education Programs	Fax: 805-963-7222
E-mail Address: pejarrell@sbcc.edu	

Project Director (Person responsible for conducting the daily operation of the grant)	
Name: Luann Swanberg	Phone: 805-965-0581
Title: Region Co-Chair	Fax: 805-963-7222
E-mail Address: lswanberg2@gmail.com	

Person Responsible for Data Entry	
Name: Leana Bowman	Phone: 805-965-0581
Title: Grant Coordinator	Fax: 805-963-7222
E-mail Address: lbowman@sbcc.edu	

District Chief Business Officer (or authorized designee)	
Name: Lyndsay Maas	Phone: 805-965-0581
Title: Interim Vice President of Business Services	Fax: 805-963-7222
E-mail Address: lmmaas@sbcc.edu	

Person Responsible for Budget Certification	
Name: Tonya Yescas	Phone: 805-965-0581
Title: Account Tech III	Fax: 805-963-7222
E-mail Address: yescas@sbcc.edu	

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: Santa Barbara CCD

COLLEGE: Santa Barbara City College

FISCAL YEAR: 2017/18

RFA NUMBER: 13-150

APPLICATION BUDGET SUMMARY

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

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	Match Not Required
			\$ 220,000	0%
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 26,976	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 14,040	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 750	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 169,773	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 211,539	\$ 0
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Cost): 4%		9	\$ 8,461	
TOTAL COSTS:		10	\$ 220,000	\$ 0

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: Luann SwanbergTitle: Region Co-ChairAuthorized Signature: Date: 5/16/17**District Chief Business Officer (or authorized designee):**Name: Lyndsay MaasTitle: Interim Vice President of Business ServicesAuthorized Signature: Date: 5/16/17

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APPENDIX B

PROJECT: Regional Consortia

SECTOR (if applicable): N/A

DISTRICT: Santa Barbara CCD

COLLEGE: Santa Barbara City College

FISCAL YEAR: 2017/18

RFA NUMBER: 13-150

Please Note:

To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		Perkins IB-State Leadership	
		\$	220,000
1000		\$	-
		\$	-
		\$	-
		\$	-
2000	Grant Coordinator for program support and reporting (40% of time dedicated to grant)	\$	26,976
		\$	-
		\$	-
		\$	-
3000	Employee Benefits		
	Benefits for grant coordinator calculated at	\$	14,040
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
	Supplies and Materials		
	Printing duplicating and supplies	\$	750
4000		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

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COLLEGE: Santa Barbara City College

FISCAL YEAR: 2017/18

RFA NUMBER: 13-150

Please Note:

To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		Perkins IB-State Leadership	
		\$	220,000
5000	Other Operating Expenses and Services		
	Mileage	\$	500
	Classified travel	\$	500
	Meeting expenses	\$	30,773
	Chair	\$	138,000
	Other contracts	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	211,539
TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs): 4%		\$	8,461
TOTAL COSTS:		\$	220,000

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FISCAL YEAR: 2017/18

RFA NUMBER: 13-150

Collaborative Regional Workplan Certification

In accordance with the required grant renewal process, I certify that I have conducted collaborative regional planning with other regional key talent to develop common workplan objectives (where possible), associated with the required common metrics.

Print Name: Luann Swanberg

Signature:



Date:

5/14/17

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APPENDIX B

PROJECT: Regional Consortia
SECTOR (if applicable): N/A
DISTRICT: Santa Barbara CCD
COLLEGE: Santa Barbara City College
FISCAL YEAR: 2017/18
RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>1</u> Administer the program endorsement process for validating the need for new programs, avoiding duplication and over supply issues, to ensure market demand/supply is in equilibrium.				
Strong Workforce Metrics:				
Select: 1) Number of course enrollments: The number of registrations in courses (may include duplicated students)**				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Participate with Regional Chairs statewide to finalize a regional program endorsement process	A regional process is submitted for adoption for FY 17-18	In process	RCs
1.2	Develop templates for regional program endorsement process	Templates for notice of intent and program descriptions completed as part of the SCCRC regional program endorsement process to start FY 17-18 and disseminated via region website	In process	RCs/CTE Voting Deans
1.3	Work with the Centers of Excellence on the development and dissemination of Regional LMI and Supply and Demand data request form and process as part of the regional endorsement process.	Development and dissemination of COE data request form and process completed and a part of the SCCRC regional program endorsement process to start FY 17-18 and disseminated via the regional website.	In process	RCs and COE

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PROJECT: Regional Consortia
SECTOR (if applicable): N/A
DISTRICT: Santa Barbara CCD
COLLEGE: Santa Barbara City College
FISCAL YEAR: 2017/18
RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>2</u> Collaborate with the SNs and DSNs to facilitate connections and partnerships between regional businesses, industries, labor organizations, workforce development organizations and educational entities...				
Strong Workforce Metrics:				
Select: 1) Number of course enrollments: The number of registrations in courses (may include duplicated students)**				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Provide support to regional sector based projects and activities that affect common metrics and accountability measures	Regional projects meet labor market needs in regional priority and emergent sectors.	Quarterly beginning July 1	RCs, Key Talent
2.2	Provide leadership in implementing approved SWP projects and recommendations relating to sector based regional work	Project implementation is timely and meeting SWP metrics.	Quarterly beginning July 1	RCs, Key Talent
2.3	Support and engage with Statewide SNs and regional DSNs to collaborate and ensure alignment with regional and sector specific objectives.	Regional and sector specific objectives are aligned.	Ongoing through June 30, 2018	RCs, SNs, Key Talent

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PROJECT: Regional Consortia
SECTOR (if applicable): N/A
DISTRICT: Santa Barbara CCD
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FISCAL YEAR: 2017/18
RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>2</u>		Collaborate with the SNs and DSNs to facilitate connections and partnerships between regional businesses, industries, labor organizations, workforce development organizations and educational entities.		
Strong Workforce Metrics:				
Select:	1)	Number of course enrollments: The number of registrations in courses (may include duplicated students)**		
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Support and participate with SNs and DSNs to create sector specific workshops and activities for business and industry, labor organizations, workforce development and educational organizations.	Workshop coordination and promotional support is provided.	Ongoing through June 30, 2018	RCs, SNs, Key Talent, CTE Deans
2.5				
2.6				

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FISCAL YEAR: 2017/18
RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>3</u>		Convene, coordinate, connect, and collaborate with the DSNs/SNs and College leadership to ensure the the region's colleges are aware of the opportunities to participate in regional decision-making, regional activities and the investment of resources.		
Strong Workforce Metrics:				
Select: <u>1)</u>		Number of course enrollments: The number of registrations in courses (may include duplicated students)**		
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Create and manage logistics and collaboration tools to ensure consortium activities are adequately publicized	Regional website and list serv for program information and dissemination are current	Monthly beginning July 1	RCs, Key Talent
3.2	Coordinate and facilitate monthly regional consortium meetings, SWP planning and stakeholder meetings, regional SWP Steering committee meetings.	Regional planning, activities and outcomes that are collaboratively coordinated and inclusive using shared best practices and SWP metrics	Ongoing	RC, Key Talent, Consortium, Steering Committee and
3.3	Coordinate and facilitate regional planning and decision making meetings in January and June.	Regional plan and decision making structure reviewed and approved.	January and June 2018	RC, Key Talent, Consortium, and Steering Committee

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DISTRICT: Santa Barbara CCD

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Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>4</u> Coordinate with and leverage efforts of other regions, SNs, DSNs, the COEs, TAPs and other stakeholders to identify and connect priority sector needs and resources leading to outcomes that move the needle on student success and wage earning.				
Strong Workforce Metrics: Select: 2) <u>Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *</u>				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Assist DSNs with the development of sector profiles	Sector profiles updated and disseminated and part of the Consortium and SWP regional planning efforts.	By March 2018	RCs, Key Talent
4.2	Support and partner with the Center of Excellence to collect and disseminate data to identify and support regional needs.	COE will provided research and labor market data for the June and January planning meetings and for SWP planning and progress monitoring.	Jan 2018 and June 2018	RCs, COE
4.3	Participate Regional Chair monthly meetings and Deep Dives and Extended Operations meetings.	Regional efforts are leveraged, coordinated and aligned to improve student success.	As scheduled by CCCCCO	RCs

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FISCAL YEAR: 2017/18
RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>4</u> Coordinate with and leverage efforts of other regions, SNs, DSNs, the COEs, TAPs and other stakeholders to identify and connect priority sector needs and resources leading to outcomes that move the needle on student success and wage earning.			
Strong Workforce Metrics:			
Select: <u>2)</u>		Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *	
#	Activities	Performance Outcomes	Timelines
4.4	Assist the DSNs and SNs in supporting and promoting regional collaborative communities of faculty and/or practitioners in the region's priority and emerging sectors.	Regional and local Programs and projects are supported by engaged faculty/practitioners leading to student success.	Ongoing through June 30, 2018. RCs, Key Talent, CTE Deans, Faculty, Practitioners
4.5	Provide and/or promote professional development activities for regional consortium staff, key talent, CTE Deans and faculty, and other stakeholders to include but not limited to those provided by CCCAOE, IEPI, CCCCCO and others.	Capacity is built to respond to industry needs and improve student success.	Ongoing through June 30, 2018. RCs
4.6			

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RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: <u>5</u> Develop a collaborative workplan with key talent that addresses the equitable use of Strong Workforce Program funds to support CTE education relating Sector Projects in Common within each priority sector in the region.				
Strong Workforce Metrics: Select: <u>2)</u> Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Particiale in RC/SN conference calls and facilitate conversations with regional key talent to determine key working points of collaborative plan and how best to support statewide strategies .	Development of a Collaborative Regional Workplan	July 31, 2017	RCs, SNs, Key Talent
5.2	Convene a planning session with regional key talent to develop an engagement strategy for DSNs to engage with colleges in funding Sector Projects in Common.	Development of a Collaborative Regional Workplan	July 31, 2017	RCs, DSNs
5.3	Work with COE to collect and disseminate LMI and supply and demand data to inform decision making for Sector Projects in Common and associated planning.	Collaborative Regional workplan approved	July 31, 2017	RCs, COE

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SECTOR (if applicable): N/A

DISTRICT: Santa Barbara CCD

COLLEGE: Santa Barbara City College

FISCAL YEAR: 2017/18

RFA NUMBER: 13-150

Statement of Work (Annual Workplan) Objectives/Common Metrics

Objective: 5 Develop a collaborative workplan with key talent that addresses the equitable use of Strong Workforce Program funds to support CTE education relating Sector Projects in Common within each priority sector in the region.				
Strong Workforce Metrics: Select: 2) Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4	Send Collaborative Regional workplan to project monitor for approval	Collaborative Regional workplan approved	July 31, 2017	RCs, Monitor
5.5				
5.6				

APPENDIX H

Supervisor of Record Certification Roles and Responsibilities for Onboarding of Project Directors/Key Talent



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND ECONOMY

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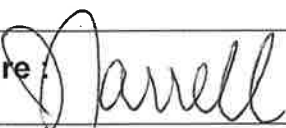
In addition to the Roles and Responsibilities described in the 2013/14 RFA, in order to achieve the agreed upon grant performance, the roles and responsibilities of the “Supervisor of Record” to CCCCO as Grantee will include but are not limited to:

- Reviewing with Project Director/Key Talent all aspects of the RFA as agreed to by the District and/or College including providing a written and digital copy of Grant Agreement Appendix A and all other relevant documents;
- Provide Project Director the support necessary to fulfill all aspects of the Grant agreement, particularly those as required by region
- Acting as point of contact for all CCCCO communications and concerns related to overall performance of the grant including performance of identified Project Director and/or other staff and subcontractors;
- Onboarding Project Director/Key talent and relevant others in the District and/or College Administrative processes and requirements (with written and digital documentation) including but not limited to:
 - An accurate Organizational Chart with appropriate contact information
 - Budget review and amendments requirements
 - Subcontracting
 - Hiring of independent contractors
 - Purchasing
 - Grant and accounting requirements, processes, procedures, expectations, timelines and any other factors which might influence the ability of the Grantee and Project Director to complete the grant requirements and workplans
 - Required documentation for timesheets and other information to determine time and effort
 - Travel requirements

- All other processes and procedures necessary to ensure the timely meeting of grant expectations as agreed to
- Informing and certifying that relevant Project Director and staff are presented with District and/or College policies on:
 - Non-discrimination
 - Americans with Disabilities ACT
 - Conflict of Interest
 - Drug-Free Workforce
 - Any additional Federally and/or State required policies
- Informing Project Director on District and/or College policies and procedures relevant to evaluation of performance as a **District or College employee** including promotion and termination
- Providing in written form assurances that a newly hired Key Talent meet or exceeds the minimum qualifications as attached in Appendix G
- Ensuring that positions align with relevant job specifications
- Developing Project Director/ Key Talent positions in response to grant requirements
- Addressing individual performance issues
- Evaluating and documenting performance of Key Talent
- Ensuring that Administrative processes and timelines do not unnecessarily negatively impact the performance of the grant including the timely expenditures of funds as agreed to in the RFA.

Supervisor of Record Certification

In accordance with the 2017-2018 required grant renewal process. I certify that I am the Supervisor of Record (SOR) and will ensure to conduct the outlined on-boarding process and fulfill the SOR role as outlined in Appendix H and Article I (Rev. July 1, 2017). Please complete and return the certification with the renewal application packet.

Print Name: Paul Jarrell		Phone Number: 805-965-0581	
Signature: 		Date: 5/16/17	
Title:	Exec. Vice President Educational Programs	District:	Santa Barbara CCD
E-mail Address: pejarrell@sbcc.edu			