



**BOARD OF GOVERNORS
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

ACADEMIC AFFAIRS DIVISION

**REQUEST FOR APPLICATION
FOR NEW GRANT AWARDS
CALIFORNIA COMMUNITY COLLEGES
INMATE EDUCATION PILOT PROGRAM**

INSTRUCTIONS, TERMS, AND CONDITIONS

June 2015 through February 2017

RFA # 14-053

APPLICATION DEADLINE:

**MUST BE RECEIVED AT THE CHANCELLOR'S OFFICE BY
5 P.M. WEDNESDAY, JUNE 3, 2015**

TABLE OF CONTENTS

Calendar of Key Dates	4
Purpose of Application/Background	5
Instructions and Specifications.....	6
A. Introduction	6
B. Eligibility	6
C. Category for Which Funding is Available	7
D. Minimum Required Objectives	8
E. Application Clarification	9
F. Application Format and Instructions	9
1. Table of Contents.....	9
2. Need (Statement of Problem)	10
3. Response to the Need	10
4. Program Management/Institutional Commitment.....	11
5. Work Plan	11
6. Application Budget Summary and Detail.....	11
7. Overall Feasibility	12
8. Application Procedure	12
G. Evaluations and Reports.....	13
H. Dissemination and Coordination Plan.....	13
I. Rejection of Application	13
J. Rubric/Scoring Criteria.....	14
K. Notification of Selection	15

Appendix A – Application Forms and Instructions

1.	Contact Page	17
2.	Verification of Location of a California State Prison within College District Boundaries	18
3.	Workplan Instructions	19
4.	Workplan Form	20
5.	Application Budget Summary	21
6.	Application Budget Detail Sheets (2)	22-23

Appendix B – Grant Reporting Forms and Instructions

1.	Grant Reporting Instructions	25
2.	Quarterly Activity Report	26
3.	Quarterly Report Expenditure Statements (Grant &Apportionment) ...	27-28
4.	Final Report Narrative.....	29
5.	Final Report Expenditure Statements (Grant &Apportionment).....	30-31

Appendix C

1.	Article I: Program-Specific Legal Terms and Conditions	33
2.	Article II: Standard Legal Terms and Conditions	35
3.	Special Terms and Conditions for Interagency Agreement	57

CALENDAR OF KEY DATES

ACTION	DATE
Request for Application in the California Community Colleges Inmate Education Pilot Program	May 4, 2015
Bidders' Webinar	May 12, 2015
Last Day to Submit Clarifying Questions	May 22, 2015
Deadline for Submitting Applications	June 3, 2015
Reading of Applications	June 4-5, 2015
Notification of Intent to Award Funds	June 8, 2015
Appeal Deadline	June 22, 2015
Grant Commencement Date	June 29, 2015
Grant Completion Date	February 28, 2017
Final Report Due	March 31, 2017
Final Report to the Legislature Due	July 31, 2018

Chancellor's Office California Community Colleges

Purpose of Request for Application in California Community Colleges Inmate Education Pilot Program/Background

Prior to Senate Bill 1391 (Hancock), the governing board of a California community college (CCC) could not offer courses for apportionment in California prisons because the courses were not open as required in title 5, section 51006. Senate Bill 1391 waived the open course provisions in statute and regulation for classes the district provides to inmates of California prisons and state correctional facilities (Ed. Code §§ 84810.5, § 84810.7). The Senate Bill authorizes the Board of Governors of the California Community Colleges to include the units of full-time equivalent students (FTES) generated in classes offered to inmates of California prisons and state correctional facilities for purposes of state apportionment. The Senate Bill prohibits a community college district from claiming, for purposes of apportionment for these inmate education programs, any class for which a district receives full compensation for its direct education costs for the conduct of the class from any public or private agency, individual, or group of individuals, or any class offered pursuant to a contract or instructional agreement entered into between the district and a public or private agency, individual, or group of individuals that has received from another source full compensation for the costs the district incurs under that contract or instructional agreement.

The Department of Corrections and Rehabilitation (CDCR) and the California Community Colleges Chancellor's Office (CCCCO) have entered into an interagency agreement for inmate education to expand access to community college courses that lead to degrees or certificates that result in enhanced workforce skills or transfer to a four-year university. The courses developed as a result of this agreement will supplement, but not duplicate or supplant, any adult education course opportunities offered at that prison facility by the Office of Correctional Education of the CDCR.

The primary purpose of this RFA is to provide one-time funding for program development and implementation of inmate education geared toward improving inmates' ability to find employment upon release and to reduce recidivism with an emphasis on face-to-face instruction and rigorous assessment and student services.

SB 1391 (Hancock) can be found at the following link:

http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_1351-1400/sb_1391_bill_20140927_chaptered.html

RFA Specification Number:	14-053
RFA Title:	Inmate Education Pilot Program
Program Division:	Academic Affairs
Division Vice Chancellor:	Pamela D. Walker
Division Dean:	Cris McCullough
Program Staff Contact:	Leslie LeBlanc
Funding Period:	June 29, 2015 – February 28, 2017
Funding Source:	Recidivism Reduction Fund - CDCR
Total Funding Available	\$ 400,000
Required Match	No match required
Eligible Applicants	Districts are eligible to apply if one (or more) of the identified CDCR 13 Reentry Hubs is located within the college district boundaries. Only one grant per college district will be awarded.
Number of Awards:	Four (4); total funding available \$1,600,000

**Instructions and Specifications for the
Request for Application for the Inmate Education Pilot Program**

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting a Request for Application for the California Community College Inmate Education Pilot Program to the California Community Colleges Chancellor’s Office (CCCCO).

Applications must be submitted using the format and sequence described in these instructions and must address the application specifications for the pilot program.

B. Eligibility

Colleges must agree to the following standards and conditions to be eligible to apply:

- Community college districts will be allowed to submit only one application.
- Selected grant recipients will be required to collaborate and share information with the pilot colleges and the Chancellor’s Office.
- The successful grantees will be required to assist in preparing a report to the legislature and the Governor on the success and efficacy of the pilot program on or before July 31, 2018.

- Selected grant recipients will be required to undergo training related to providing instruction in a correctional environment and comply with the Special Terms and Conditions identified in the attached Appendix C, item 3.
- Districts are eligible to apply if one (or more) of the identified CDCR 13 Reentry Hubs is located within the college district boundaries. Applicants must complete the attached Form “Verification of Location of a California State Prison within College District Boundaries.” (See title 5, section 55301c for regulation pertaining to offering courses in another community college district.) The 13 Reentry Hubs are located as follows:
 - Avenal State Prison (ASP), Avenal, Kings County
 - Central California Women’s Facility (CCWF), Chowchilla, Madera County
 - California Institution for Men (CIM), Chino, San Bernardino County
 - California Institution for Women (CIW), Corona, Riverside County
 - California Men’s Colony (CMC), San Luis Obispo, San Luis Obispo County
 - Correctional Training Facility (CTF), Soledad, Monterey County
 - Chuckawalla Valley State Prison (CVSP), Blythe, Riverside County
 - Folsom Women’s Facility (FWF), Folsom, Sacramento County
 - High Desert State Prison (HDSP), Susanville, Lassen County
 - Ironwood State Prison (ISP), Blythe, Riverside County
 - California State Prison, Los Angeles County (LAC), Lancaster, LA County
 - Substance Abuse Treatment Facility, (SATF), Corcoran, Kings County
 - Valley State Prison, (VSP), Chowchilla, Madera County

The Chancellor’s Office reserves the right to make the final selection of the pilot programs. This Request for Application may be reissued until four pilot inmate education programs are identified.

C. Category for Which Funding is Available

The following category is available for funding in this RFA:

Specification Number	Specification Title	Number of Grants Available*	Funds Available per Grant	Term of Grant
14-053	Inmate Education	4	\$400,000	1 year 8 months

The Chancellor’s Office and the Department of Education retain sole discretion in the awarding of this grant.

D. Minimum Required Objectives

In conjunction with the grant funding provided through this RFA, the applicant will also be required to utilize apportionment-based funding allocated based on FTES for inmate education. Grant recipients will be required to align the objectives and outcomes of inmate education grant based funding and inmate education apportionment funding. Priority will be given to instructional programs and programs of study that result in associate degrees or Career Technical Education (CTE) certificates that lead to transfer or employment in high-growth, high-need careers.

Objectives of inmate education grant based funding:

Working collaboratively with the four selected inmate education pilot program grant recipients and using the February 2015 Berkeley University and Stanford University report “Degrees of Freedom: Expanding College Opportunities for Currently and Formerly Incarcerated Californians” <http://www.law.stanford.edu/publications/degrees-of-freedom-expanding-college-opportunities-for-currently-and-formerly-incarcerated-californians>) and other resources for guidance, grant recipients will:

1. Develop and implement inmate education programs and practices that are sustainable and scalable in California state prisons and California community colleges.
2. Evaluate and introduce innovative ideas in inmate education such as prior learning assessment (PLA); laboratory credit for industry recognized credentials earned while incarcerated; open source textbooks and/or eReaders; stackable credentials; and providing correctional officers with opportunities for professional development.
3. Strengthen student support services with activities such as tutoring, mentoring, and soft skills development to improve inmate persistence, retention, graduation, transfer and or employment.
4. Collect data based on identified standards and metrics and work with grant partners and others to document and inform the field on the practices and outcomes of the California community college inmate education pilot program.
5. Report and disseminate acquired knowledge and best practice statewide to build strong partnerships and infrastructure between and among California community colleges and CDCR that supports inmate education and reduces recidivism.

Objectives of inmate education apportionment-based funding:

6. Offer college-level instructional programs including certificates, associate degrees, or transfer to four-year universities or colleges. Instruction may be delivered through in-class, online (where available), synchronous/asynchronous instructional television, and other approved delivery methods.
7. Offer college-level CTE certificate and degree programs aligned with industry credentials that prepare incarcerated students to enter professions leading to employment that provides a living wage and career ladder.
8. Provide articulation and support services such as college orientation, assessment, counseling and academic advisement, and student education plans to improve inmate persistence, retention, graduation, and transfer.

E. Application Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this Request for Application is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the application and posted on Chancellor's Office website. The Chancellor's Office shall not be responsible for failure of an applicant not having the most current information. Clarifying questions must be received by May 22, 2015.

The contact for this application is Leslie LeBlanc who can be reached by phone at (916) 445-1997 or by email lleblanc@cccco.edu.

F. Application Format and Instructions

The following instructions prescribe the format and sequence for the development and presentation of the application. All questions must be answered and all requested data must be supplied. All narrative portions of the application should be in 12 point, Arial font, single spaced, and with minimum 1" margins. There can be a one-page application cover.

1. Table of Contents

The Table of Contents should be on a separate page, with each component of the application's narrative listed and page numbers indicated.

2. Need (Statement of Problem)

Please limit to four pages

In a narrative format, concisely and clearly describe the need for the inmate education pilot program that includes the elements listed below.

- a. Brief description of the proposed inmate education program.
- b. Description of the college and district, including demographics, regional characteristics, enrollment data, and experience working in a correctional environment.
- c. Evaluation of incarcerated student interest; resources and support available from the regional state prison reentry hub; and demand for the proposed instructional programs.
- d. Explanation why the instructional program(s) were selected and demonstration of the regional and economic need using valid data sources and analysis.
- e. Further evidence of need (quantitative and/or qualitative) drawn from experiences, statistics, authoritative sources, and/or research.

3. Response to the Need

Please limit to four pages

In a narrative format, address the response to the need for the inmate education pilot program. Describe how this proposal develops, enhances, improves, or expands:

- a. Program development and implementation geared toward improving incarcerated students' ability to find employment upon release and reduce recidivism.
- b. Inmate education resulting in degrees and CTE certificates with an emphasis on face-to-face instruction that provide effective preparation for transfer and/or employment in high-growth, high-need careers.
- c. Development and implementation of inmate education programs and practices which are innovative, sustainable, and scalable in California state prisons and California community colleges.
- d. Quality student services with rigorous assessment in support of inmate education to ensure student persistence, retention, and success.
- e. Data collection and analysis based on metrics and standards that demonstrate the success and efficacy of inmate education that result in useful reports and research.

**4. Program Management/
Institutional Commitment**

Please limit to two pages

- a. Describe your district's capabilities and knowledge in conducting and administering state funded projects. Describe your district's ability to collect and report financial and student performance data as required.
- b. Identify experienced and appropriate program administration and support staff with sufficient time allocated to ensure program success for the inmate education pilot program.
- c. Provide examples of programs that the college and/or district have successfully implemented which are similar to the proposed inmate education pilot program.
- d. Provide an organizational chart for the inmate education pilot program.

5. Workplan

Use form in Appendix A

- a. Minimum required objectives should be itemized, numbered, and stated in measurable terms in the workplan.
- b. The objectives should be linked with activities, measurable outcomes, timelines, and responsible person(s).

6. Application Budget Summary and Detail

Use forms in Appendix A

- a. Complete the Application Budget Summary and Detail Sheets. When entering dollar amounts, round off to the nearest dollar. **Do not type cents.**

NOTE: *The purpose of the budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget will not necessarily result in a lower score if minor assistance from the Chancellor's Office can correct the error.*

To substantiate the Application Budget Summary, submit a **Budget Detail Sheet** for each funding source. The Budget Detail Sheet lists the cost breakdown of each budget classification amount requested. Indicate specific rates and amounts attributed to requested grant funds or apportionment funding.

- b. The indirect administrative costs (overhead) for the inmate education pilot program grant funding will be 4% of the total direct costs (line 8 of the application Budget Summary). The apportionment funding will reflect estimated costs of personnel and services working on the inmate

education pilot program as reflected in the identified objectives. Indirect costs will not be required for apportionment based funding.

Use the following formula to determine indirect costs:

Total grant - (total grant/1.xx) = indirect administrative costs.

Example (using 4%): $\$400,000/1.04 = \$384,616$ (direct costs)

$\$400,000 = \$384,616$ (direct costs) + $\$15,384$ (indirect costs)

- c. Failure to provide complete budget information in the format required may result in applications not being reviewed for funding consideration.
- d. The district/college **Chief Business Officer's signature is required** on the Application Budget Summary (any color ink but black).
- e. For travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary to the project is allowed. List travel purpose and estimated cost.

7. Overall Feasibility of the Project

The reviewers will be making a judgment as to whether the project is realistically capable of attaining the required and proposed outcomes.

NOTE: This section is for readers only and will be determined by what is written in other sections of the application (i.e., narrative, workplan, budget, anticipated outcomes, etc.).

8. Application Procedure

- a. Submission requirements:

Submit three (3) hard copies of the application including required forms (Appendix A) with original signatures (any color ink but black). Staple the application in the upper left-hand corner. Use 8-1/2"x11" white bond paper only. *Please do not use binders or other covers and do not include appendices or other supplemental information unless specified in the Request for Application.*

Mail or deliver 3 hard copies of the applications to:

Chancellor's Office, California Community Colleges
Academic Affairs Division
1102 Q Street, 4th Floor, Suite 4554
Sacramento, CA 95811-6539
Attn: Leslie LeBlanc

AND

Submit an electronic copy of the entire application in a PDF format via electronic mail (email).

Email PDF to:

Leslie LeBlanc at lleblanc@cccco.edu

Three hard copies AND a PDF of the application must be received in the Chancellor's Office **by 5:00 p.m. PST on Wednesday, June 3, 2015.**

NOTE: *The Chancellor's Office is not liable for any cost incurred by Applicant, and it is up to the Applicant to arrange for proof of delivery or tracking documentation.*

G. Evaluation and Reports

Colleges selected to conduct the inmate education pilot programs will be responsible to collect and report program data and progress reports requested by the Chancellor's Office, in a manner prescribed by the Chancellor's Office. The quarterly reports will be due on September 30, 2015, December 31, 2015, March 31, 2016, June 30, 2016, September 30, 2016, and December 31, 2016. A final report will be due March 31, 2017.

H. Dissemination and Coordination Plan

Program participants are required to collaborate and share information with the pilot colleges and the Chancellor's Office. Selected colleges must participate in program related statewide meetings.

I. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received.

An application **shall** be automatically rejected if:

1. It is received at the Chancellor's Office **later** than 5 p.m. on **Wednesday, June 3, 2015**. Postmarks will not be accepted.

Note: If delivery is late due to commercial carrier, district must provide documentation verifying specified delivery date and time.

2. The application is incomplete or fails to meet the requirements or specifications.

J. Rubric/Scoring Criteria

If selected, inmate education programs will be recommended to the Board of Governors. Besides the rubric, the Chancellor's Office will consider geographic distribution of programs and diversity of programs when making final recommendations.

Criteria	Criterion Value	Reader Score
Statement of Need	20	
Response to the Need	20	
Program Management/ Institutional Commitment	10	
Workplan	20	
Budget	20	
Overall Feasibility of the Project	10	
TOTAL POINTS	100	

The following are the descriptions of the ranges on how each application will be measured:

Satisfies all components (Qualifies to be recommended to the BOG)

Score in maximum range: 100% - 75%

The application provides in-depth evidence of abilities defined by the specification, provides specific descriptions of how the requirements will be accomplished, and provides clear, detailed illustrations of a successful inmate education pilot program. Applications in this range could be awarded.

Satisfies minimal components (May qualify to be recommended to the BOG with appropriate revisions)

Score in middle range: 74% - 50%

Provides some evidence of abilities defined within the application's specification. The application provides limited or vague descriptions, or various areas that lack linkage to the program goal(s). Applications in this range could be awarded.

Satisfies few or no components (Does not qualify to be recommended to the BOG)

Score in minimum range: 49% - 0%

The application lacks the requirements defined within the application specification. Areas of the application lack description, or the response is significantly deficient concerning the application requirements. Applications in this range will not be awarded.

K. Notification of the Selection of Pilot Colleges

District Superintendent/Chancellors will be notified if their application is selected. Public notification of selected pilot programs will be posted on the Chancellor's Office website.

Appendix A

Application Forms

1.	Contact Page	17
2.	Verification of Location of a California State Prison within College District Boundaries	18
3.	Application Workplan Instructions.....	20
4.	Application Workplan Form	19
5.	Application Budget Summary	21
6.	Application Budget Detail Sheets (2)	22-23

CHANCELLOR'S OFFICE
CALIFORNIA COMMUNITY COLLEGES

DISTRICT: _____
COLLEGE: _____
RFA SPECIFICATION NUMBER: 14-053

CONTACT PAGE

TO BE COMPLETED BY CCCCCO
Grant Agreement No.: _____
Proposal ID No.: _____
Funding Status: _____
Fiscal Year: _____

Funding Source(s): _____

Project Title: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip + 4: _____

District Superintendent/President *(or authorized Designee)*

Name: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ E-Mail Address: _____

College President *(or authorized Designee)*

Name: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ E-Mail Address: _____

Responsible Administrator *(Appropriate Program Area)*

Name: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ E-Mail Address: _____

Project Director

Name: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ E-Mail Address: _____

Business Officer *(or authorized Designee)*

Name: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ E-Mail Address: _____

OR Person Responsible for Budget Certification

Name: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ E-Mail Address: _____

**Statement of Verification of Location of a California
State Prison Within College District Boundaries**

(See title 5, section 55301(c) for regulation pertaining to offering courses in another
community college district).

Provide a statement and a map verifying that one of the 13 eligible reentry hubs is located
within the applicant's community college district (no more than two pages).

APPLICATION WORKPLAN INSTRUCTIONS

The workplan is the statement of work for the proposed project for the Inmate Education Pilot Program. The form outlines the project's objectives, activities, outcomes, timelines, and responsible individuals. The workplan also serves as the major foundation for linking the various pieces of the proposal. Thus, it is important that objectives of the workplan are clearly stated and each corresponding activity delineated along with appropriate timelines, responsibilities and outcomes.

Objectives Section

Project objectives should be based on the scope of the proposed project while remaining consistent with the Minimum Required Objectives Identified in the RFA. The applicant must address these objectives for the project. Additional project objectives may be added. Objectives must be itemized and stated in measurable terms. The project objectives must be performance-based.

List one objective per form, along with corresponding activities, measurable outcomes, timelines, and responsible individuals. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth. Additional pages of the form will be needed to address all of the project objectives.

Activities Section

Project activities are the tasks that need to be completed in order to achieve the project objectives. Activities and tasks are the basic steps that need to be taken to implement the project and to achieve results. Objectives and Activities should naturally link to outcomes. Major activities and tasks should be outlined in the activities section of the workplan for each objective. Outline each of the activities that will be implemented to accomplish each of the project's objectives.

Measurable Outcomes Section

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the workplan.

Timeline Section

Provide a calendar of projected completion dates for key activities within the project. Target months of completion for project objectives are preferable to specific dates.

Responsible Persons Section

Identify, by position, the individuals responsible for completing key activities. Partners from other entities should be included.

Chancellor's Office
California Community Colleges

District: _____
College: _____
RFA Specification Number: _____

APPLICATION ANNUAL WORKPLAN

(BASED ON RFA SPECIFICATION, ONLY ONE OBJECTIVE PER PAGE. DUPLICATE FORM AS NEEDED.)

OBJECTIVE: _____

Activities	Measurable Outcomes	Timeline Month/Year	Responsible Person(s)

Chancellor's Office
California Community Colleges

District: _____
College: _____
RFA Specification Number: _____

APPLICATION BUDGET SUMMARY

Email Address: _____ Telephone: _____

Object of Expenditure	Classification	Line	Total Grant Budget	Total Apportionment Budget (estimated)
1000	Instructional Salaries*	1		
2000	Noninstructional Salaries	2		
3000	Employee Benefits	3		
4000	Supplies and materials	4		
5000	Other Operating Expenses and Services	5		
6000	Capital Outlay	6		
7000	Other Outgo	7		
Total Direct Costs		8		
Total Indirect (4% of Line 8)		9		Not applicable
Total Program Costs		10		

I authorize this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with state and federal regulations.

Project Director Name/Title: _____ Date: _____
Authorized Signature

District Chief Business Officer: _____ Date: _____
Authorized Signature

***Note: Grant funding cannot be used for classroom instruction. These costs must be paid through apportionment.**



Appendix B

Grant Reporting Forms and Instructions

1. Grant Reporting Instructions 25
2. Quarterly Activity Report 26
3. Quarterly Report Expenditure Statements (Grant & Apportionment) .27-28
4. Final Report Narrative 29
5. Final Report Expenditure Statements (Grant & Apportionment) 30-31

GRANT REPORTING INSTRUCTIONS

The Grant Quarterly Report consists of 3 pages, the Quarterly Activity Report and two quarterly Expenditure Statements (grant and apportionment). These three forms are within this application.

Complete all three pages and note that all information reported must be cumulative.

Failure to submit these reports can result in withholding of funds. When your report is complete, mail two copies and email it to your Project Monitor.

All products developed as a result of this grant must be made available to the Chancellor's Office Project Monitor upon request and posted to a web site location to be determined.

Report must be received by the Chancellor's Office Project Monitor on or before the following deadlines:

September 30, 2015 (quarterly)

December 31, 2015 (quarterly)

March 31, 2016 (quarterly)

June 30, 2016 (quarterly)

September 30, 2016 (quarterly)

December 31, 2016 (quarterly)

March 31, 2017 (final)

Chancellor's Office
California Community Colleges

District: _____
College: _____
RFA Specification Number: _____

QUARTERLY ACTIVITY REPORT

Contact Name: _____ Phone Number: (_____) _____
Email Address: _____ Fax Number: (_____) _____

Chancellor's Office
California Community Colleges

District: _____

College: _____

RFA Specification Number: _____

QUARTERLY EXPENDITURE STATEMENT (GRANT FUNDS)

Contact Name: _____ Phone Number: (____) _____

Email Address: _____ Fax Number: (____) _____

Object of Expenditure	Classification	Line	Grant Budget Expenditures	Expenditures to Date
1000	Instructional Salaries*	1		
2000	Noninstructional Salaries	2		
3000	Employee Benefits	3		
4000	Supplies and materials	4		
5000	Other Operating Expenses and Services	5		
6000	Capital Outlay	6		
7000	Other Outgo	7		
Total Direct Costs		8		
Total Indirect (4% of Line 8)		9		
Total Program Costs		10		

I authorize this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with state and federal regulations.

Project Director Name/Title: _____

Date: _____

Authorized Signature

District Chief Business Officer: _____

Date: _____

Authorized Signature

***Note: Grant funding cannot be used for classroom instruction. These costs must be paid through apportionment.**

Chancellor's Office
California Community Colleges

District: _____

College: _____

RFA Specification Number: _____

QUARTERLY EXPENDITURE STATEMENT (APPORTIONMENT FUNDS)

Contact Name: _____ Phone Number: (____) _____

Email Address: _____ Fax Number: (____) _____

Object of Expenditure	Classification	Line	Apportionment Budget Expenditures	Expenditures to Date (Estimated)
1000	Instructional Salaries*	1		
2000	Noninstructional Salaries	2		
3000	Employee Benefits	3		
4000	Supplies and materials	4		
5000	Other Operating Expenses and Services	5		
6000	Capital Outlay	6		
7000	Other Outgo	7		
Total Direct Costs		8		
Total Indirect (4% of Line 8)		9	Not applicable	Not applicable
Total Program Costs		10		

I authorize this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with state and federal regulations.

Project Director Name/Title: _____

Date: _____

Authorized Signature

District Chief Business Officer: _____

Date: _____

Authorized Signature

***Note: Grant funding cannot be used for classroom instruction. These costs must be paid through apportionment.**

Chancellor's Office
California Community Colleges

District: _____
College: _____
RFA Specification Number: _____

FINAL REPORT NARRATIVE

(GRANT & APPORTIONMENT)

Contact Name: _____ Phone Number: (____) _____
Email Address: _____ Fax Number: (____) _____

Chancellor's Office
California Community Colleges

District: _____
College: _____
RFA Specification Number: _____

FINAL REPORT EXPENDITURE STATEMENT – GRANT FUNDS

Contact Name: _____ Phone Number: (____) _____
Email Address: _____ Fax Number: (____) _____

Object of Expenditure	Classification	Line	Total Program Budget	Expenditures to Date
1000	Instructional Salaries*	1		
2000	Noninstructional Salaries	2		
3000	Employee Benefits	3		
4000	Supplies and materials	4		
5000	Other Operating Expenses and Services	5		
6000	Capital Outlay	6		
7000	Other Outgo	7		
	Total Direct Costs	8		
	Total Indirect (4% of Line 8)	9		
	Total Program Costs	10		

I authorize this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with state and federal regulations.

Project Director Name/Title: _____ Date: _____
Authorized Signature

District Chief Business Officer: _____ Date: _____
Authorized Signature

***Note: For the purposes of this grant, Instructional Salaries will not apply.**

Chancellor's Office
California Community Colleges

District: _____
College: _____
RFA Specification Number: _____

FINAL REPORT EXPENDITURE STATEMENT – APPORTIONMENT FUNDS

Contact Name: _____ Phone Number: (____) _____
Email Address: _____ Fax Number: (____) _____

Object of Expenditure	Classification	Line	Total Program Budget	Expenditures to Date
1000	Instructional Salaries*	1		
2000	Noninstructional Salaries	2		
3000	Employee Benefits	3		
4000	Supplies and materials	4		
5000	Other Operating Expenses and Services	5		
6000	Capital Outlay	6		
7000	Other Outgo	7		
Total Direct Costs		8		
Total Indirect (4% of Line 8)		9	Not applicable	Not applicable
Total Program Costs		10		

I authorize this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with state and federal regulations.

Project Director Name/Title: _____ *Authorized Signature* Date: _____

District Chief Business Officer: _____ *Authorized Signature* Date: _____

***Note: For the purposes of this grant, Instructional Salaries will not apply.**



Appendix C

- A. Article I: Program-Specific Legal Terms and Conditions
- B. Article II: Standard Legal Terms and Conditions
- C. Special Terms and Conditions for Interagency Agreement

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

(For VTEA, FII and other grants commencing July 1st)
(Effective May 2015)

**Inmate Education Pilot Program for California Community Colleges
Program-Specific Legal Terms and Conditions**

1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application, the California Community Colleges, Chancellor's Office (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed.
- Grantee may submit request up to 40% for progress payments at the time that quarterly reports are submitted pursuant to section 3 of this Article. Payment will be made after review and approval of the progress reports by the Chancellor's Office.
- A final 20% payment will be calculated based on the Final Performance and Expenditure Reports due by March 31, 2017. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

2. Budget Changes

- Grantee may make changes to any budget category amounts without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.
- Grantee may add or delete budget categories subject to the prior approval of the Project Monitor.

- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The request for such changes should include a letter of justification; three copies of a revised "Application Budget Summary," all of which have been signed by the Chief Business Officer or his/her designee, in an ink color other than black, and a revised "Application Budget Detail Sheet."
- The Budget Amendment request should be mailed to the Project Monitor for approval. Grantee will be notified if the request is approved or if additional information is required. In any event, the Grantee shall implement changes only upon written notification by the Project Monitor. Additionally, the next Progress Report must show the new budget changes.

Budget changes or amendments involving an extension of time are subject to applicable program limitations Any budget change or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Reporting

The following reports are to be submitted by the due dates indicated. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

A Quarterly Activity Report and Quarterly Expenditure Reports(s)	September 30, 2015
A Quarterly Activity Report and Quarterly Expenditure Reports(s)	December 31, 2015
A Quarterly Activity Report and Quarterly Expenditure Reports(s)	March 31, 2016
A Quarterly Activity Report and Quarterly Expenditure Reports(s)	June 30, 2016
A Quarterly Activity Report and Quarterly Expenditure Reports(s)	September 30, 2016
A Quarterly Activity Report and Quarterly Expenditure Reports(s)	December 31, 2016
A Final Report and Final Expenditure Report	March 31 2017

ARTICLE II

Standard Legal Terms and Conditions

(Effective May 2014)

1. Work to be Performed

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and category referenced in the Grant Agreement face sheet.

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Project Monitor prior to the modification being made. The Project Monitor may require that a Grant Amendment be processed, if the monitor determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Modifications or amendments to the Work to be Performed provisions of this Agreement involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no modification or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any modification or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

2. Amendments

An amendment of this Grant Agreement is required when the Grantee wishes to extend the completion date or materially change the work to be performed or the budget (see Article I section 2 and Article II section 1). The request must be made on the appropriate form provided by the Chancellor's Office and must be submitted to the Project Monitor prior to making the desired alteration in the performance or expenditures under the Grant Agreement. Requests for amendments should be received 60 days before the end of the performance period.

Amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Unenforceable Provision

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement remain in full force and effect and shall not be affected thereby.

4. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained within this Grant Agreement shall prevail over any other language including that of the grant proposal.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

5. Notice

Either party may give notice to the other party by sending certified mail properly addressed, postage fully prepaid to the other party's business address. Notices to be sent to the Chancellor's Office shall be addressed to the Project Monitor at California Community Colleges, Chancellor's Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539. Notices to be sent to the Grantee shall be addressed to the Project Director at the Grantee's address as specified on the face sheet of this Grant Agreement. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed 24 hours for each such intervening day.

6. Interpretation

In the interpretation of this Grant Agreement, any inconsistencies between the terms hereof and the Exhibits shall be resolved in favor of the terms hereof.

7. Project Director and Key Personnel

The Project Director is designated by the Grantee on the face sheet of the Grant Agreement, and the key personnel are identified in the application or proposal. The Grantee may change the Project Director or other key personnel, but the Grantee shall immediately notify the Project Monitor in writing of any such changes.

8. Project Monitor

The Project Monitor is designated by the Chancellor's Office on the face sheet of the Grant Agreement. The Project Monitor is responsible for overseeing the project and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Grantee.

9. Budget Concerns

- a. It is mutually understood between the parties that this Grant Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if this Grant Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this Grant Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. Grantee shall inform any subcontractors and subgrantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work

actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

- e. In addition, this Grant Agreement is subject to any additional restrictions, funding reductions, limitations or conditions enacted in the state or federal budget, any amendments thereto, or in the laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner. The parties hereby agree that the Chancellor's Office will notify Grantee of any such changes affecting the terms of this Grant Agreement, but need not execute an amendment to modify the Grant Agreement.

10. Assignment

Grantee may not transfer by assignment or novation the performance of this Grant Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Grantee, without the prior written consent of the Project Monitor, assign any other right that Grantee may have under this Grant Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

11. Subcontracts or Subgrants

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractors or subgrantees to perform services under this Grant Agreement, based upon a written request indicating compliance with the provisions set forth below. Except where prohibited by the Standards of Conduct provisions set forth in section 15 of this Article, subcontractors or subgrantees specifically identified in this Grant Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements and the provisions set forth below are deemed approved upon execution of this Grant Agreement.
- b. In any event, if the Grantee wishes to enter into a subcontract or subgrant agreement for performance of any part of the activities under this Grant Agreement, Grantee shall disclose the intended purpose and amount of the subcontracting, identify the proposed subcontractor or subgrantee, and certify that the subcontractor or subgrantee was selected according to locally applicable competitive bidding processes which are reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor or subgrantee is the best qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision

to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any subcontract or subgrant is terminated.

- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.
- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the competitive bidding procedures used or any other matter related to compliance with paragraphs (a) or (b).
- f. Grantee shall not enter into any subgrant or subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
 - 1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant under this Grant Agreement with the Grantee if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal.Code Regs. tit. 5, §§ 18741.1 and 18747.)
 - 2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant with the Grantee, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
 - 3. The spouse or a member of the immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract or subgrant with the Grantee if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subcontract or subgrant, or had any influence whatsoever in the

making of this Grant Agreement, or the subcontract or subgrant.
(Gov. Code, §§ 1090, et seq.; and 87100.)

- g. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relationship between the Chancellor's Office and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors, subgrantees, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

12. Audit

Grantee agrees that the Chancellor's Office, 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 Grant Agreement. Grantee agrees to maintain such 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. Grantee 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, Grantee agrees to include a similar right of the Chancellor's Office, 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 or subgrant related to performance of this Grant Agreement.

13. Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by Grantee, or its subcontractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)

- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
- d. All products resulting from this Grant Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

14. Travel

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. Travel and other expenses shall be limited to those necessary for the performance of this Grant Agreement. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs using Accounting Form RT-01 Request for Services/Agreement to Pay Travel Expenses.

15. Standards of Conduct

Grantee hereby assures that, in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of subcontracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. **Avoidance of Conflicts of Economic Interests.**
 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Grant Agreement. The term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.
 2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose which could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.

4. The governing board may not authorize the award of any subcontract or subgrant funded by this Grant Agreement, if that contract, subcontract or subgrant is for the provision of services or goods by any board member, or by any person or entity which is a source of income to a board member.
- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

16. Statewide or Regional Projects

If this Grant involves provision of coordination, technical assistance, or other services for the California Community College system or for a particular region or group of colleges, the following requirements shall apply:

- a. Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.
- b. Grantee shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.
- c. If the primary role of the Grantee under this agreement is to serve as a fiscal agent for distribution of funds, the Grantee agrees that it will not make any payment to subcontractors engaged to provide consulting services under this grant without the written approval of the Project Monitor and the Executive Vice Chancellor or the person he/she has designated to approve grants pursuant to subdivision (c) of section 3600 of the Chancellor's Office Contracts and Grants Manual. Grantee may, however, disburse funds as provided in the grant budget for other activities (including paying for expenses related to meetings of advisory bodies or travel expenses for site reviews) without prior approval.

- d. If this Grant exceeds \$750,000 and funds a full-time position to perform grant activities, Grantee hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. Grantee shall, in a timely manner, submit to the Personnel Office of the Chancellor's Office a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is selected to fill the position, the Chancellor's Office may consider executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the Grantee.
- e. Consistent with the requirements of section 19 of this Article ("Real Property and Equipment"), the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

17. Time Is of the Essence

Time is of the essence in this Grant Agreement.

18. Intellectual Property

- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license

will allow Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.



- c. All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or

compositions of matter derived from those created under this Grant Agreement.

- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.
- f. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

19. Real Property and Equipment

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.

- d. Equipment purchased with federal funds shall also comply with any additional or more stringent equipment management requirements applicable to the particular federal funding source.

20. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

21. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side by side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services which are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions, except where an Interjurisdictional Exchange agreement has been properly executed.

22. Termination

- a. Termination Option. Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. In such event, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. Event of Breach. In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal

remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee. In the event of such termination the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.

- c. Gratuities. The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

23. Waiver

No waiver of any breach of this Grant Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Grant Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Grant Agreement, or to require at any time performance by Grantee of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Grant Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

24. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

25. Law Governing

It is understood and agreed that this Grant Agreement shall be governed by the laws of the State of California both as to interpretation and performance; venue of any action brought with regard to this Grant Agreement shall be in Sacramento County, Sacramento, California.

26. Participation in Grant-Funded Activities

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this Grant Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.
- b. Programs funded by this Grant Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Grant Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where Grantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

27. Curriculum Development

If this Grant Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this Grant Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office.
- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Grant Agreement must be approved at the appropriate level and through the appropriate process as described in subchapter 1 (commencing with section 55000) and subchapter 2 (commencing with section 55100) of chapter 6 of division 6 of title 5 of the California Code of Regulations and the Program and Course Approval Handbook published by the Chancellor's Office.
- c. The fact that the Chancellor's Office has awarded funding through this Grant Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

28. Eligibility for Noncitizens

Funds provided under this Grant Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Grantee certifies that all of its employees and/or subcontractors or subgrantees are qualified pursuant to these provisions.

29. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care

leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

- b. Grantee and its subcontractors or subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.
- c. Grantee and its subcontractors or subgrantees shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.); provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- d. Grantee and its subcontractors or subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontract or subgrant agreements to perform work under this Grant Agreement.

30. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.

- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Grantee, whether purchased, leased or provided under some other arrangement for use in connection with this Grant Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. Grantee shall respond, and shall require its subcontractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.; provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- f. Grantee and its subcontractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all subcontract or subgrant agreements to perform work under this Grant Agreement.

31. Drug-Free Workplace Certification

By signing this Grant Agreement, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 - 4. Penalties that may be imposed upon employees for drug abuse violations.

- c. Every employee who works under the Grant will:
 - 1. Receive a copy of the Grantee's drug-free policy statement; and,
 - 2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

32. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

33. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
 3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

34. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

35. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

36. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

37. Debarment, Suspension, and Other Responsibility Matters

If this Grant Agreement is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
 4. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

SPECIAL TERMS AND CONDITIONS

Definition: 'Agency providing services' or 'Contractor', as used in this exhibit, refers to the CCCCCO and/or participating college districts.

1. Confidentiality of Data

All financial, statistical, personal, technical and other data and information relating to the operation of the California Department of Corrections and Rehabilitation (CDCR), which are designated confidential by CDCR and made available to carry out this Agreement, or which become available to the agency providing services in order to carry out this Agreement, shall be protected by the agency providing services from unauthorized use and disclosure.

If the methods and procedures employed by the agency providing services for the protection of its data and information are deemed by CDCR to be adequate for the protection of CDCR's confidential information, such methods and procedures may be used with the written consent of CDCR.

The agency providing services shall not be required under the provisions of this paragraph to keep confidential any data already rightfully in the possession of the agency providing services that is independently developed by the agency providing services outside the scope of this Agreement or is rightfully obtained from third parties.

No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the agency providing services pursuant to this Agreement shall be released, published, or made available to any person or entity (except to CDCR) without prior written approval from CDCR.

The agency providing services by acceptance of this Agreement is subject to all of the requirements of California Government Code Section 11019.9 and California Civil Code Sections 1798, et seq., regarding the collection, maintenance, and disclosure of personal and confidential information about individuals.

2. Contract Managers

The Contract Managers for this Interagency Agreement are:

Wendy Lozoya Contracts/Grants Administrator California Community Colleges Chancellor's Office 1102 Q Street Sacramento, CA 95811 (916) 327-5906 Fax: (916) 322-9030	Brantley R. Choate, Superintendent California Department of Corrections and Rehabilitation Division of Rehabilitative Programs 1515 S. Street Sacramento, CA <u>(916) 324-0849</u> <u>Fax: (916) 358-1996</u>
--	--

3. Contractor Employee Misconduct

During the performance of this Agreement, it shall be the responsibility of the contractor whenever there is an incident of use of force or allegation(s) of employee misconduct associated with and directly impacting inmate rights, to immediately notify the CDCR of the incident(s), to cause an investigation to be conducted, and to provide the CDCR with all relevant information pertaining to the incident(s). All relevant information includes, but is not limited to: a) investigative reports; b) access to inmates and associated staff; c) that information reasonably necessary to assure CDCR that inmates are not or have not been deprived of any legal rights as required by law, regulation, policy and procedures; and e) written evidence that the contractor has taken such remedial action, in the event of unnecessary or excessive force, or employee misconduct with inmates, as will assure against a repetition of incident(s) or retaliation. To the extent that the information provided by the contractor fails to so assure CDCR, CDCR may require that any implicated contractor staff be denied access to and the supervision of CDCR inmates at the facility and access to inmate records. Notwithstanding the foregoing, and without waiving any obligation of the contractor, CDCR retains the power to conduct an independent investigation of any incident(s). Furthermore, it is the responsibility of the contractor to include the foregoing terms within any and all subcontracts, requiring that subcontractor(s) agree to the jurisdiction of CDCR to conduct an investigation of their facility and staff.

4. Right to Terminate

This Agreement can be immediately terminated for cause. The term "for cause" shall mean that the California Community College Chancellor's Office fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this Instance, the Agreement termination shall be effective as of the date indicated on CDCR's notification to the CCCCCO.

This Agreement may be suspended or cancelled without notice, at the option of the California Community College Chancellor's Office, if the California Community College Chancellor's Office or CDCR's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service.

5. Conflict of Interest

No officer or employee of the agency providing services shall have financial interest beyond usual compensation for their classification in any Agreement made by them in their official capacity, or by anybody or board of which they are members.

The agency providing services and its employees shall abide by the provisions of Government Code (GC) Sections 1090, 81000 et seq., 82000 et seq., 87100 et seq. and 87300 et seq., Public Contract Code (PCC) Sections 10335 et seq. and 10410 et seq., California Code of Regulations (CCR), Title 2, Section 18700 et seq. and Title 15, Section 3409, and the California Department of Corrections and Rehabilitation Department Operations Manual Section 31100 et seq. regarding conflict of interest.

6. Disclosure

CDCR agrees to disclose to the agency providing services any statement(s) known to

CDCR staff made by any inmate, who indicates violence may result in any specific situation, and the same responsibility will be shared by the agency providing services in disclosing such statement(s) to CDCR.

7. Employment of Ex-Offenders

The community colleges cannot and will not either directly, or on a subcontract basis, employ in connection with this Agreement:

- a. Ex-Offenders on active parole or probation, who have been on active parole or probation during the last three years preceding their employment;
 1. Contractor may only employ ex-offenders who can provide written evidence of having satisfactorily completed parole or probation, and who have remained off parole or probation, and have had no arrests or convictions within the past three years.
- b. Ex-offenders convicted of drug trafficking in a prison/jail; escape or aiding/abetting escape; battery on a Peace Officer or Public Official; arson offenses; or, any violations of Penal Code Sections 4570-4574 (unauthorized Communications with Prisons and Prisoners Offenses).
- c. Ex-Offenders required to register as a sex offender pursuant to Penal Code Section 290.
- d. Any ex-offender that has an offense history involving a "violent felony" as defined in subparagraph (c) of Penal Code Section 667.5; or
- e. Any ex-offender in a position which provides direct supervision of inmates/parolees

An ex-offender whose assigned duties involve administrative or policy decision-making, accounting, procurement, cashiering, auditing, or any other business-related administrative function shall be fully bonded to cover any potential loss to the State or contractor. Evidence of such bond shall be supplied to CDCR prior to employment of the ex-offender.

8. Notification of Personnel Changes

The agency providing services must notify CDCR, in writing, of any changes to those personnel allowed access to CDCR premises for the purpose of providing services under this Agreement. In addition, the agency providing services must recover and return any

CDCR-issued identification card provided to its employee(s) upon their departure or termination.

9. Equipment

Equipment considerations shall be determined under agreements between the college or community college district, Office of Correctional Education, and the prison site.

10. Tuberculosis (TBI Testing)

In the event that the services required under this Agreement will be performed within a CDCR institution, prior to the performance of contracted duties, employees of the agency providing services who are assigned to work with inmates on a regular basis shall be required to be examined or tested or medically evaluated for TB in an infectious or contagious stage, and at least once a year thereafter or more often as directed by CDCR. Regular basis is defined as having contact with inmates in confined quarters more than once a week.

The agency providing services and its employees shall be required to furnish to CDCR, at no cost to CDCR, a form CDCR 7336, "Employee Tuberculin Skin Test (TST) and Evaluation," prior to commencement of services under this Agreement and annually thereafter, showing that the employees of the agency providing services have been examined and found free of TB in an infectious stage. The form CDCR 7336 will be provided by CDCR upon request by the agency providing services.

The following provisions apply to services provided on departmental and/or institution grounds:

11. Security Clearance/Fingerprinting

CDCR reserves the right to conduct fingerprinting and/or security clearance through the Department of Justice, Bureau of Criminal Identification and Information (BCII), prior to award and at any time during the term of the Agreement, in order to permit the agency (and/or its employees) providing services access to CDCR premises. CDCR further reserves the right to terminate the Agreement should a threat to security be determined.

12. Blood borne Pathogens

The agency providing services shall adhere to California Division of Occupational Safety and Health (CAL-OSHA) regulations and guidelines pertaining to blood borne pathogens.

13. Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates

The following is subject to local agreements between the college or community college district and the prison site.

Individuals who are not employees of CDCR, but who are working in and around inmates who are incarcerated within California's institutions/facilities or camps, are to be apprised of the laws, rules and regulations governing conduct in associating with prison inmates. The following is a summation of pertinent information when non-departmental employees come in contact with prison inmates.

By signing this Agreement, the agency providing services agrees that if the provisions of the Agreement require the agency providing services to enter an institution/facility or camp, the agency providing services and any employee(s) and/or subcontractor(s) shall be made aware of and shall abide by the following laws, rules and regulations governing conduct in associating with prison inmates:

- a. Persons who are not employed by CDCR, but are engaged in work at any institution/facility or camp must observe and abide by all laws, rules and regulations

governing the conduct of their behavior in associating with prison inmates. Failure to comply with these guidelines may lead to expulsion from CDCR institutions/facilities or camps.

SOURCE: California Penal Code (PC) Sections 5054 and 5058; California Code of Regulations (CCR), Title 15, Sections 3285 and 3415

- b. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, and employees shall be made aware of this.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3304

- c. All persons entering onto institution/facility or campgrounds consent to search of their person, property or vehicle at any time. Refusal by individuals to submit to a search of their person, property, or vehicle may be cause for denial of access to the premises.

SOURCE: PC Sections 2601, 5054 and 5058; CCR, Title 15, Sections 3173, 3177, and 3288

- d. Persons normally permitted to enter an institution/facility or camp may be barred, for cause, by the CDCR Director, Warden, and/or Regional Administrator.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3176 (a)

- e. It is illegal for an individual who has been previously convicted of a felony offense to enter into CDCR institutions/facilities or camps without the prior approval of the Warden.
It is also illegal for an individual to enter onto these premises for unauthorized purposes or to refuse to leave said premises when requested to do so. Failure to comply with this provision could lead to prosecution.

SOURCE: PC Sections 602, 4570.5 and 4571; CCR, Title 15, Sections 3173 and 3289

- f. Encouraging, and/or assisting prison inmates, to escape is a crime. It is illegal to bring firearms, deadly weapons, explosives, tear gas, drugs or drug paraphernalia on CDCR institutions/facilities or camp premises. It is illegal to give prison inmates firearms, explosives, alcoholic beverages, narcotics, or any drug or drug paraphernalia, including cocaine or marijuana.

SOURCE: PC Sections 2772, 2790, 4533, 4535, 4550, 4573, 4573.5, 4573.6 and 4574

- g. It is illegal to give or take letters from inmates without the authorization of the Warden.
It is also illegal to give or receive any type of gift and/or gratuities from prison inmates.

SOURCE: PC Sections 2540, 2541 and 4570; CCR, Title 15, Sections 3010, 3399, 3401, 3424 and 3425

- h. In an emergency situation the visiting program and other program activities may be suspended.

SOURCE: PC Section 2601; CCR, Title 15, Section 3383

- i. For security reasons, visitors must not wear clothing that in any way resembles state issued prison inmate clothing (blue denim shirts, blue denim pants).

SOURCE: CCR, Title 15, Section 3171 (b) (3)

- j. Interviews with SPECIFIC INMATES are not permitted. Conspiring with an inmate to circumvent policy and/or regulations constitutes a rule violation that may result in appropriate legal action.

SOURCE: CCR, Title 15, Sections 3261.5, 3315 (3) (W), and 3177.

14. Clothing Restrictions

While on institution grounds, the agency providing services and all of its agents, employees, and/or representatives shall be professionally and appropriately dressed in clothing distinct from that worn by inmates at the institution. Specifically, blue denim pants and blue chambray shirts, orange/red/yellow/white/chartreuse jumpsuits and/or yellow rainwear shall not be worn onto institution grounds, as this is inmate attire. The agency providing services should contact the institution regarding clothing restrictions prior to requiring access to the institution to ensure the agency providing services and its employees are in compliance.

15. Tobacco-Free Environment

Pursuant to Penal Code Section 5030.1, the use of tobacco products by any person on the grounds of any institution or facility under the jurisdiction of CDCR is prohibited.

16. Prison Rape Elimination Policy

The California Department of Corrections and Rehabilitation is committed to providing a safe, humane, secure environment, free from sexual misconduct. This will be accomplished by maintaining a program to ensure education/prevention, detection, response, investigation and tracking of sexual misconduct and to address successful community re-entry of the victim. The CDCR shall maintain a zero tolerance for sexual misconduct in its institutions, community correctional facilities, conservation camps and for all offenders under its jurisdiction. All sexual misconduct is strictly prohibited.

As a contractor with the CDCR, you and your staff are expected to ensure compliance with this policy as described in Department Operations Manual, Chapter 5, Article 44.17. Security Regulations

- a. Unless otherwise directed by the entrance gate officer and/or the CDCR Contract Manager, the agency providing services, its employees and subcontractors shall enter the institution through the main entrance gate and park private and nonessential vehicles in the designated visitor's parking lot. The agency providing services, its employees and subcontractors shall remove the keys from the ignition when outside the vehicle and all unattended vehicles shall be locked and secured while on institution grounds. ,

- b. Any equipment owned by CDCR or the agency providing services and used for the provision of services under this Agreement, shall be rendered temporarily inoperative by the agency providing services when not in use by locking or other means unless specified otherwise.
- c. In order to maintain institution safety and security, periodic fire prevention inspections and site searches may become necessary and the agency providing services must furnish keys to institutional authorities to access all locked areas on the worksite. CDCR shall in no way be responsible for loss due to fire.
- d. Due to security procedures, the agency providing services, its employees and subcontractors may be delayed at the institution vehicle/pedestrian gates and sally ports. Any loss of time checking in and out of the institution gates and sally ports shall be borne by the agency providing services.
- e. The agency providing services, its employees and subcontractors shall observe all security rules and regulations and comply with all instructions given by institutional authorities.
- f. Electronic and communicative devices such as pagers, cell phones and cameras/micro cameras are not permitted on institution grounds.
- g. The agency providing services, its employees and subcontractors shall not cause undue interference with the operations of the institution.
- h. No picketing is allowed on State property.

18. Gate Clearance

The agency providing services and its employee(s) and/or subcontractor(s) must be cleared prior to providing services. The agency providing services will be required to complete a Request for Gate Clearance for all persons entering the facility a minimum of ten (10) working days prior to commencement of service. The Request for Gate Clearance must include the person's name, social security number, valid state driver's license number or state identification card number and date of birth. Information shall be submitted to the CDCR Contract Manager or designee. CDCR uses the Request for Gate Clearance to run a California Law Enforcement Telecommunications System (CLETS) check. The check will include Department of Motor Vehicles check, Wants and Warrants check, and Criminal History check.

Gate clearance may be denied for the following reasons: Individual's presence in the institution presents a serious threat to security, individual has been charged with a serious crime committed on institution property, inadequate information is available to establish positive identity of prospective individual, and/or individual has deliberately falsified his/her identity.

All persons entering the facilities must have a valid state-issued driver's license or photo identification card on their person.