

EXHIBIT A

SCOPE OF WORK: California Cash for College (CCFC) Capitol Regional Coordinating Organization (RCO) 2016-2017 PLANNING & IMPLEMENTATION FUNDS

The Contractor shall provide regional planning, promotion, training activities and coordination of the California Cash for College (CCFC) program in the Contractor's designated region. In addition, the Contractor shall conduct and collect any electronic or paper student surveys, disburse site support funds where appropriate and applicable, track program matching requirements, and provide program reporting as requested for the period of July 1, 2016 through June 30, 2017.

Regional Planning & Coordination:

- Hold regional meetings/conference calls to plan, promote, and coordinate free CCFC workshops.
- For regions with large populations, offer primary local coordination of workshops and tiered support for areas across the region.
- Coordinate workshops with outreach programs to avoid duplication of effort.
- Identify and engage additional outreach partners beyond educational institutions, including: student, parent and faith-based groups, workforce investment programs, volunteer tax assistance programs, AB 540 & California Dream Act networks, foster youth networks and other community-based partners to increase student and family participation at CCFC workshops.
- Provide or participate in a minimum of three (two in-person and one web-based) CCFC workshop statewide or regional implementation trainings for organizers within the Contractor's designated Region. Training dates are to be communicated in advance to the Statewide Office.
- Assist statewide CCFC with online registration of organizations, students, workshop organizers, workshop sites, and materials requests.
- Participate in Statewide Advisory Committee monthly coordinating meetings. If the RCO primary lead is not able to attend a meeting, a representative participates on behalf of the RCO.

Promotion:

- Provide a local point of contact for students, parents or others who need directions to a local workshop and/or other resources.
- Use CCFC and California Student Aid Commission logo on materials using graphics standards provided by CCFC. Participate in social media activities promoting CCFC workshops and goals of CCFC coordinated by the statewide effort. Identify Cash for College and the California Student Aid Commission as the sponsor of CCFC workshop series within your region.
- Participate in outreach programs, where appropriate to region, such as street team, radio promotion, social media, school visits, and peer-to-peer efforts. Contractor representatives serve as spokespeople for CCFC workshop series and the Cal Grant program. Duties may include assistance at press events and with media interviews coordinated by the statewide effort during the Cal Grant application season.
- In alignment with statewide Cash for College, require all workshop organizers in the region to offer students use of Internet-connected computers at workshops.
- Disseminate CCFC materials to workshop organizers within the Contractor's designated region, as necessary.
- Promote and participate in follow-up or other initiatives and resources offered to assist workshop participants leading up to and beyond the Cal Grant deadline. This includes promoting students create a WebGrants for Students account and submitting their GPAs.

Student Exit Survey Submissions, Site Support Funds Disbursement and Reporting:

- Require that all workshop sites participating within the region use official electronic student exit surveys. Require workshop sites to return any paper student exit surveys to the Contractor immediately following workshop events. The Contractor will forward all paper exit surveys to the statewide office within five

business days of the concluding workshop via registered mail, Fed-Ex, UPS, or any other trackable mailing method.

- **Student-level** exit survey information shall not be shared with any unauthorized third-party organization, private or public. Keep all student contact information confidential, contained in a box or folder and stored in a locked office or file drawer. If student level data is shared with an unauthorized third-party organization, this contract will be terminated immediately.
- If regional capacity exists, disburse workshop site support funding to all qualifying workshop sites. Report to statewide CCFC office in-kind or other resources the Contractor has obtained to support the CCFC program within the region.
- Participate in strategic planning activities and evaluation of the CCFC program.
- Follow up with elected officials requesting participation in workshop efforts in your region.

BUDGET NARRATIVE 2016-2017 – IN-KIND (FORM)

- The Commission requires that each RCO complete an In-Kind Budget Narrative by the completion of the contract. Your In-Kind forms must be submitted to the Commission before submitting your final invoice for contract payment. Your final invoice will not be approved for payment until your In-Kind Budget Narrative is completed and turned in.