November 19, 2014

TO: Santa Clara County Board of Education

FROM: Angelica Ramsey, Ed.D., Educational Services Branch, Chief Academic Officer
Diego Arancibia, ASAPconnect, Director

VIA: Jon R. Gundy, County Superintendent of Schools

SUBJECT: Request Approval to Submit Non-Competitive Grant for ASAPconnect to Receive Executive Coaching

Associated Goal
Be a premier employer and improve organizational effectiveness and efficiency

Background
Organizational Effectiveness (OE) funding from the David and Lucile Packard Foundation will enable ASAPconnect’s Director and team members to receive executive coaching to increase engagement and productivity through a strengths-based leadership lens.

Fiscal Implications
ASAPconnect will receive $10,000 from the David and Lucile Packard Foundation from the 2014-2015 program years. The OE grant from the Packard Foundation does not allow for indirect costs for this source of funding.

<table>
<thead>
<tr>
<th>Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Services &amp; Contracts</td>
<td>$10,000</td>
</tr>
<tr>
<td>Indirect Cost 10.23%</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Requested Action
Approve the submission of non-competitive grant for ASAPconnect to receive Executive Coaching
Internal Business Services
Reduced Indirect Cost Rate Request

Fiscal Year 2014-15

DATE OF REQUEST: 10/31/2014
BRANCH: Education Services
NAME OF PROGRAM/GRAUNT FOR WHICH REQUEST IS MADE: ASAPconnect

FIRST AND LAST NAME OF REQUESTOR: Diego Arancibia, Director
TELEPHONE NUMBER OF REQUESTOR: 408.453.6589

GRANT AWARD DOLLAR AMOUNT: $10,000.00
GRANT ACCOUNT FUND: RESOURCES: COST CENTER:

PROGRAM SUMMARY:
This Organizational Effectiveness grant will be for Executive Coaching to be offered to the Director and team of ASAPconnect.

REASON FOR RECOMMENDATION BY BRANCH:
The funder, the David and Lucile Packard Foundation, does not allow for administrative overhead in their Organizational Effectiveness Grants.

1. Maximum indirect rate allowed by funding agency.
   Note: if less than Office Standard 10.25%, documentation stating maximum allowable by the funding agency must be attached.

2. Requested indirect rate.
   Note: Amount of indirect requested may not be less than funding agency's maximum.

3. Fiscal impact to SCCOE (Consult with Internal Business Service, Accounting Services for amount)

4. Was the rate requested a result of a negotiation with the funding agency?
   If "Yes", please list SCCOE staff involved in the negotiation:

5. Will this program absorb any current costs that will relieve other parts of the budget? If "Yes", please specify, i.e. individual, cost center(s) and amount.

Comments

By making this request, the branch understands that less than the allowable indirect rate may require other cost center(s) to offset the deficit in the indirect cost pool. Will the BRANCH support the deficit in indirect costs?

☐ Yes ☐ No
ACCOUNT: 930-9116-0-2245-82-8600-8100-546415-000-3105

Must be signed by Department Director and Branch Chief prior to submission to Internal Business Service, Accounting Services

SIGNATURE OF DEPARTMENT DIRECTOR: 10/31/14
SIGNATURE OF BRANCH CHIEF: 11/3/14

Reviewed by Business Services: Reviewed by Director, Internal Business Services: Reviewed by Chief Business Officer:

☑ Recommended ☐ Not Recommended: Returned to branch.
☑ Recommended: Date Signed: 11/3/14
☑ Recommended with Modifications: Date Signed: 11/5/14

APPROVED
SUPERINTENDENT: Date Signed: 11/5/14

Updated February 2014
## Indirect Costs Calculation
### For Grant and Contracts With Fixed Revenues

**BUDGET YEAR:** 2014-15  
**PREPARED BY:** Judy Trevino  
**APPROVED BY:** Diego Arancibia

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FISCAL YEAR</td>
<td>PSEUDO CODE</td>
<td>PROGRAM DESCRIPTION</td>
<td>PROGRAM MANAGER</td>
<td>TOTAL GRANT &amp; CONTRACT AMOUNT</td>
<td>APPROVED INDIRECT RATE</td>
<td>AMOUNT AVAILABLE FOR EXPENDITURE</td>
</tr>
<tr>
<td>2014-15</td>
<td>544240859000</td>
<td>BUDGET DEVELOPMENT FUND</td>
<td>EDDIE MONEY</td>
<td>$785,146</td>
<td>10.23%</td>
<td>$72,866</td>
<td>$912,800</td>
</tr>
<tr>
<td>2014-15</td>
<td>N/A</td>
<td>Organizational Effectiveness</td>
<td>Diego Arancibia</td>
<td>10,000</td>
<td>10.23%</td>
<td>$928</td>
<td>$9,072</td>
</tr>
</tbody>
</table>

### INSTRUCTIONS:

1. Input data in column A thru F.
2. Formulas in columns G and H will automatically calculate the indirect total and the amount available for expenditure for your total contract or grant award.