

**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2025-2026 Application Form**

Application Deadline: Friday 7 November 2025
Award announcement: Monday December 1, 2025

Applicant Information

Name Hilda Arriaga Site: ☒ Chabot ☐ LPC ☐ District Office
Campus e-mail address harriaga@chabotcollege.edu Campus phone number 510 723 7242
(or home phone if no campus phone is available)
Division or Department Campus Safety & Security Name of Dean/Mgr/Supervisor Ron Billy

Project Information (Please take a moment to look at [grant guidelines](#) and [past winning proposals](#)!)

Name of project Clery Handbooks: Collecting, Classifying, and Counting Reference Requested \$ 375.00
Who will be responsible for completion of the project? Hilda Arriaga Expected completion date: 06/30/2026
Project Plan - Briefly tell us what you plan to do:

Institutions like Chabot College, which participate in federal student aid programs, are required to compile and publish crime statistics in accordance with the Clery Act. Recent evaluations of institutional programs have uncovered instances in which certain entities failed to accurately classify specific crimes under the Clery Act in accordance with the established definitions and the statistics submitted to the Department of Education. It is therefore essential to have a clear understanding of the buildings and properties owned or controlled by Chabot College, as this knowledge is critical for compliance with the Clery Act. Every report is linked to the geographical areas mentioned. Providing officers with the proper materials will enhance their knowledge and understanding of how to accurately classify Clery Act crimes.

Outcome - What will be the result? Be brief and specific.

As a result, all Officers and Dispatchers would be able to follow the same procedures for classifying Clery crimes. The handbooks will enable Officers and Dispatchers to properly report Clery Crimes, while assisting in keeping Chabot College in compliance with the Clery federal, state, and local regulations.

Budget - Tell us what you want to buy: (Supplies, Apparatus, or Services - please see [guidelines](#) for what is possible.)

Vendor (supplier)	Item Description (Model # etc.)	Qty	Unit price	Tax	Shipping	Line Total \$
CleryCenter.org	Campus Security Authority Pocket Guide	1	\$ 300.00			\$ 300.00
CleryCenter.org	Collecting, Classifying, and Counting Reference Guide	3	\$ 75.00			\$ 75.00
Optional budget notes:						Budget Total: \$ 375.00

1 pack of 25 is \$300.00 and 3-Collecting, Classifying, and Counting Reference Guide is \$75.00, per item. I have requested one per officer/dispatcher, for the amount of Officers in the department and taxes and shipping are included in the overall cost.

Benefits - Please briefly explain how the project will **improve service to the colleges** in your area of work responsibility.

Describe what problem the project will solve, and how long the benefits will last. Be specific.

The purchase of these reference guides will assist the Officers and Dispatchers over all knowledge of the Clery requirements. This will improve the officer's knowledge on collecting, classifying, and counting Clery crimes, which promotes a safety environment for our Campus community.

Agreements: I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph or video to CARE. (Report due: May 15, 2026 or by the above completion date.)

I understand that grants will be payable to the College/District and grant purchases will become CLPCCD property.

Type your name as your signature:  Date 11/04/2025

Please have your Dean/Area Manager/Supervisor "e-sign" as well (or they may email their agreement separately to shildreth@chabotcollege.edu. You will be emailed when this is received!)

I agree to provide fiscal oversight:  Date 11/04/2025
Dean/Mgr/Supervisor's Signature

Please complete the form, then "**Print**" and "**Save as PDF**" and email it as an attachment to shildreth@chabotcollege.edu
All submissions will be acknowledged promptly.

THANK YOU for your ideas to help make the Colleges and District even more successful and effective!

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