

# SixTen and Associates

## MANDATE REIMBURSEMENT SERVICES

PROGRAM: 121/02 CALIFORNIA ENVIRONMENTAL QUALITY ACT (K-14) CEQA 1.3

DISTRICT/COE: San Mateo CCCD

### ACTIVITIES QUESTIONNAIRE

The information obtained here should be reported on forms:

1.6A-1, 1.6A-2, 1.6A-3, 1.6A-4, 1.6A-5, 1.6A-6  
1.6B-1, 1.6B-2, 1.6B-3, 1.6B-4, 1.6B-5, 1.6B-6.

### THE TEN GENERAL QUESTIONS

For each of the mandate activities, the following questions generally pertain:

1. Which staff performed the duties? How much time was required?
2. Were there staff meetings? Who attended? Were there sign-in sheets? Agendas? Materials?
3. Was staff training conducted? Who attended? Were there sign-in sheets? Agendas?
4. What direct costs were required for materials, supplies, and equipment?
5. Were any contractor/consultant services needed?
6. What travel expenses were required?
7. Were policies and procedures updated?
8. What new forms and reports were created?
9. Was computer software and hardware upgraded?
10. What funds were used to pay for the new and increased activities and costs?