



**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**  
1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>

July 16, 2010

**REVISED**

**TO:** Responsible Administrators  
Chief Business Officers  
Statewide Initiative Directors  
Center Directors

**FROM:** Jose Millan, Vice Chancellor  
Economic Development and Workforce Preparation

**SUBJECT:** **Economic and Workforce Development (EWD) Regional Centers Guidelines for Non-Financial Designation/Continuation and Final Report Instruction**

The purpose of this memo is to provide policy and guidance for the Regional Centers considering closing their center or continuing their center with resources other than EWD State funds. Many colleges have expressed their interest in continuing program services and network participation despite the loss of EWD State funds. In recognition of this fact, the Chancellor's Office has developed an option that allows the continuation of a Regional Center under a non-financial designation. This designation will be available to those districts who are committed to the continuation of their Regional Center and are willing to commit to participation, performance, and accountability standards.

If you are interested in continuing to be designated as a EWD Regional Center without State funds, here are the procedures:

**1. Non-Financial Designation as Regional Center**

A. **Designation:** This designation will allow continuation of a Regional Center without the granting of State funds, including retaining the Regional Center Name (Branding). The Request for Application (RFA) Legal Terms and Conditions contained in Articles I and II will apply to the EWD Regional Centers not funded by EWD categorical funds. If you choose to continue your designation and use the Center Initiative name, the Center must comply with all rules and the level of participation and delivery of services must remain consistent with the requirements contained in the RFA. However, the requirement of a full-time Center Director will be waived.

In order to retain the designation and the Center Initiative name, you must submit a "Letter of Intent" (see attached) by July 31, 2010 to the Chancellor's Office for review and approval. No person or entity shall use this Center Initiative name without the designation and permission of the Chancellor's Office. **Please specify in the Letter of Intent which EWD Initiative you are requesting to be affiliated with.**

**B. Performance and Maintenance of Regional Center Designation:** The designation is based on a college district's commitment to the continuation of its Regional Center and willingness to commit to participation, performance, and accountability standards that maintain the quality of services, cooperation, and statewide and regional coordination of services. The college district must agree to comply with the Legal Terms and Conditions contained in Articles I and II with the exception of those applying for Economic Development funding. A performance review must be conducted annually to revalidate the performance and commitment of the district to the quality and standards required to maintain the designation. Clarification and further definition of performance requirements will be determined by the Chancellor's Office. If the Chancellor's Office rescinds the non-financial designation, the college agrees not to use the EWD Initiative or Center name or Branding.

**C. Regional Coordination:** Regional coordination of services is paramount to successfully serving all regions of the state. To maximize efficient use of resources and reduce duplication of effort, a Center may be required to enter into Cooperative Agreements with funded EWD Centers and service providers to ensure coordination of services. Agreements should describe a specific scope of work, delineation of roles and targeted geographic service areas. Cooperative Agreements may be required to be considered for a designation.

**D. Program Income:** Income directly generated by a designated Center activity or earned only as a result of the work of a designated center during the period of designation may be applied to the continuation of a Center's services. If you are continued as a designated center with the EWD program, you may continue to use these funds

## 2. Time Extension

If you have unspent funds for FY 2009-10 and need a time extension to continue to provide services and meet your performance objectives, please submit a Time Extension Request form to Anita Rios at [arios@cccco.edu](mailto:arios@cccco.edu) for review and approval, located at: <http://www.cccco.edu/SystemOffice/Divisions/EconDevWorkPrep/EWD/Grants/tabid/487/Default.aspx>. A maximum six month extension will be considered based on the commitment to continue to serve your region and participate in the program.

## 3. Reporting

**FY 2009-10**, the Regional Centers are required to submit final reports which include the Final Report of Expenditures, Narrative Summary and enter data into the DCS system to the Chancellor's Office.

- a. Final Report of Expenditures: Enter the final report of expenditures using the On-line Financial Reporting System located at: <http://misweb.cccco.edu/econdev/Prod/logon.cfm> Please note that you must also include match funds, if applicable to the project.
- b. Final Narrative: (See "Final Report Narrative" which is contained in Appendix A and Reporting Requirements and Performance Outcomes sections of the RFA Specification) <http://www.cccco.edu/SystemOffice/Divisions/EconDevWorkPrep/EWD/Grants/tabid/487/Default.aspx>  
The narrative summary, which includes all information requested in Appendix A and the Reporting Requirements and Performance Outcomes sections of the RFA Specification,

must be sent to the EWD Unit for approval on or before August 31, 2010. Narratives must be submitted via e-mail to [econdev@cccco.edu](mailto:econdev@cccco.edu).

Grantees that have received an extension of the performance period must submit an Interim Final Narrative on or before August 31, 2010. This is necessary to enable the Chancellor's Office to meet the required deadline for the Annual Report to the Governor and Legislature.

- c. **Data Collection:** Please continue to input your performance data into the Data Collection System, available online at: <http://www.ccewd.net/intranet/index.cfm?CFID=1341514&CFTOKEN=6b3d3bcbb7413eac-ACCE5FE1-F582-03CF-E40B5D7EAE1B8C71>. If you have any questions, please contact Erin Larson at 916-327-5884.

**FY 2010-11**, the Regional Centers that wish to continue as a non-financial designee, will need to follow the same reporting protocol but will be provided a different reporting identifier (suffix). The Chancellor's Office will assign the new identifier number.

**4. A Regional Center that will NOT continue to provide services must follow the procedures below:**

- A. Time Extension:** If you have unspent funds for FY 2009-10 and need an extension, please submit the Time Extension Request form to Anita Rios [arios@cccco.edu](mailto:arios@cccco.edu) for review and approval located at: <http://www.cccco.edu/SystemOffice/Divisions/EconDevWorkPrep/EWD/Grants/tabid/487/Default.aspx> . A maximum six month extension will be granted.
- B. Reporting:** The Regional Center will need to submit their final reports and enter data into the Data Collection System to the Chancellor's Office for FY 2009-10.
- C. Real Property and Equipment:** Please refer to Article II Section 19 c 1-3.

All 2009-10 grantees are required to submit a complete final report package by August 31, 2010. However, if you have an extension, your final report package will be due 30 days after the end of the performance period. All final report documents, including the final report of expenditures, data entered into the Data Collection System, and final narrative summary must be completed as outlined above in Number 4—Reporting section.

**Contact:** If you have questions or concerns, please contact your project monitor.

**Attachment:** Letter of Intent for Regional Center Affiliate of the EWD

cc: Ray D. York  
Economic and Workforce Development Program Unit staff