

GRANT REPORTING SCHEDULE AND INSTRUCTIONS

(RFA # 17-034)

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT

The grant report consists of two pages, an [Activity Report](#) and an [Expenditure Statement](#). The report must reflect cumulative expenditures. Failure to submit the grant report can result in withholding of funds.

Grantees must:

1. Input information electronically into the Online Year-To-Date Expenditure system and certify.
2. Use the forms included posted on the CCCCCO MESA webpage.
3. Mail two (2 hard copy) grant reports (with original signature in [blue ink](#)) to the Chancellor's Office Project Monitor at:

California Community Colleges Chancellor's Office
Educational Services & Support Team
Intersegmental Services & Support Unit
1102 Q Street, Suite 4600
Sacramento, CA 95811-6539

4. Email the Chancellor's Office Project Monitor the grant report:
 - at jsunit@cccco.edu,
 - Email Subject Line: *College Name: Grant #, [Progress](#), or [Final](#) Report.*

Grant report must be received **on or before** the following deadlines:

Grant # 18-034-(001-033)		
REPORTING SCHEDULE	REPORT TYPE	INVOICE PAYMENT SCHEDULE
Implementation Grants		
		Invoice CCCCCO for Advance Payment [after grant is fully executed]
January 31, 2019	Progress	
February 14, 2019		Invoice CCCCCO for Progress Payment (after submission of Progress Rpt.)
July 31, 2019	Final	
August 14, 2019	Final	Invoice CCCCCO for Final Payment (after submission of Final Rpt.)

NOTE: All products (courses and programs) developed as a result of this grant must be made available to the Chancellor's Office Project Monitor upon request and posted to a website (location to be determined).