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 CCCCO 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 isunit@cccco.edu,
   • Email Subject Line: College Name: Grant #, Progress, or Final Report.

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

<table>
<thead>
<tr>
<th>REPORTING SCHEDULE</th>
<th>REPORT TYPE</th>
<th>INVOICE PAYMENT SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation Grants</td>
<td>Invoice CCCCO for Advance Payment [after grant is fully executed]</td>
<td></td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Progress</td>
<td></td>
</tr>
<tr>
<td>February 14, 2019</td>
<td>Invoice CCCCO for Progress Payment (after submission of Progress Rpt.)</td>
<td></td>
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<tr>
<td>July 31, 2019</td>
<td>Final</td>
<td></td>
</tr>
<tr>
<td>August 14, 2019</td>
<td>Invoice CCCCO for Final Payment (after submission of Final Rpt.)</td>
<td></td>
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</tbody>
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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).