

# **APPENDIX A**

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Chancellor's Office, California Community Colleges

## **GRANT AGREEMENT**

### **ARTICLE I**

#### **The Economic and Workforce Development Program**

Deputy Sector Navigator Grant

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#### **Program-Specific Legal Terms and Conditions**

(Effective May 26, 2016)

##### **1. Cost and Payments**

In consideration of satisfactory performance of the services described in the Grantee's application, the California Community Colleges, Chancellor's Office (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed.
- Grantee may submit request for progress payments at the time that year-to-date quarterly and expenditures reports are submitted pursuant to section 4 of this Article. Payment will be made after review and approval of the quarterly reports by the Chancellor's Office. Progress payment(s) can only be made up to 90% of the total grant amount as the last 10% is withheld pending satisfactory performance and submittal of final performance and expenditure reports.
- A final payment will be calculated based on the Final Performance and Expenditure Reports due by August 31, 2015. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

Grantee agrees to expend matching funds at least equal to the match identified on the face sheet of this Grant Agreement. Payments shall be based on project costs reduced to the extent of required matching funds.

## **2. Feedback Process**

The Grantee shall participate fully in the Chancellor's Office feedback process. The results of this Feedback Process will be used to assess the performance of the grantee and can include information in whatever form and from any or all stakeholders identified by the Chancellor's Office. Failure to participate in any aspect on this process may result in the early termination of the grant in accordance to Article II, provision 22 (b). The CCCCO anticipates the feedback process will likely be a 360 Degree Process.

## **3. Role of Supervisor-of-Record**

In consideration of satisfactory performance of the services and objectives described in the Grantee's application, the grantee application identified, a Supervisor-of-Record. The Supervisor-of-Record shall, in order for the Grantee to be deemed performing satisfactorily, perform and ensure the following:

- Adherence to all provisions in Articles I and II;
- In the cases of Deputy Sector Navigator grants, all required minimum qualifications are met;
- Key talent; Deputy Sector Navigator, Sector Navigator, Regional Consortia Chair, and Technical Assistance Provider are employed full-time (100%) exclusively to perform the duties and activities specific to this grant.
- Key Talent is on-boarded regarding the Chancellor's Office expectations in performance of this grant, as provided in the memo date 03/00/16;
- In keeping with Article II, provision 16, for grants intended to serve a region specified by the Chancellor's Office, regular consultation with the colleges in the specified region, or a consortium representing those colleges, to ensure the grant is conducted in a manner that reflects the needs of the colleges to accomplish objectives consistent with this regional grant; and
- The Grantee's key talent, and other necessary personnel, participates in the Chancellor's Office Feedback Process. Participation includes, in consultation with the Chancellor's Office, the development of a process that addresses improvements needed in the performance of the grant, as identified in the eventual feedback process.

## **4. Budget Changes**

- Grant recipient(s) may make changes to any budget category amounts without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.

- Adding or deleting budget categories are subject to the prior approval of the Project Monitor. Prior approval for these additions and/or deletions is made through the Chancellor's Office on-line quarterly reporting system. Once the requested change is approved, the affected quarterly budget will be updated electronically.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected.

## 5. Application Amendment Requests

If circumstances occur during the performance period that would materially affect outcomes(s) of the approved Grant Application, the grant recipient is required to contact the Project Monitor for further instructions.

## 6. Reporting

The Recipient shall prepare and submit to the Division of Workforce and Economic Development quarterly "Year-to-Date Expenditure and Progress Reports" using the online reporting system at:

<https://misweb.cccco.edu/econdev/prod/logon.cfm>

These reports are due on or before the following dates:

- 1st Quarter – October 25, 2016
- 2nd Quarter – January 25, 2017
- 3rd Quarter – April 25, 2017
- 4th Quarter – July 25, 2017

**NOTE:** If the above reporting dates fall on a weekend or a holiday the report shall be due by close of business on the last working day **prior to the reporting deadline**. Extensions of reporting deadlines require written approval of the Project Monitor.

The Final Performance and Expenditure Report must be received by the Division of Workforce and Economic Development no later than August 31<sup>st</sup> of the Grant Agreement performance term.

## 7. The Chancellor's Office reserves the right to evaluate a grantees performance as follows:

- Ability to affect common metric goals and Leading Indicators of Curriculum

Alignment to Labor Market Needs; and

- Feedback from Quality of Service Measures using a CCCCCO-provided evaluation instrument;
  - The results of an evaluation conducted by the Chancellor's Officer with the input and recommendations from stakeholders as determined by the Chancellor's office.
8. In addition to section 7 of Article II, in regards to Deputy Sector Navigator grants, Grantees may change the Project Director or other key personnel but must notify the Chancellor's Office of a Key Talent vacancy and a timeline of when to position will be filled within five (5) days. Before a new Key Talent is hired the Grantee shall await approval of the Chancellor's Office to verify the candidate meets minimum qualifications The Grantee is required to ensure and hire only Key Talent with stipulated Minimum Qualifications. The Chancellor's Office reserved the right to withhold the continuation or awarding of a grant if it determines the proposed Key talent does not meet the Minimum Qualifications.
9. In the event a Grantee is required to hire a new Key Talent staff person during the term of the grant, the Workforce and Economic Development Division reserve the right to delegate a representative for the Chancellor's Office to serve on the hiring committee for the Key Talent position.