

APPENDIX A

Chancellor's Office, California Community Colleges
and
The California Department of Education (CDE)

GRANT AGREEMENT

ARTICLE I

The Adult Education Block Grant Program

Adult Education Block Grant (AEBG) – Technical Assistance, Coordination and Capacity Building

Program-Specific Legal Terms and Conditions
Effective October 5, 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 February 28, 2020. 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.

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).

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

a. Adult Education Block Grant Program

The Recipient shall prepare and submit to the AEBG Office quarterly Year-to-Date Expenditure and Progress Reports.

These reports are due on or before the following dates:

| | | |
|-------------------|--------------------------|--------------------------------------------------|
| April 25, 2017 | 1 st Quarter | Year-to-Date Expenditure and Progress Report due |
| July 25, 2017 | 2 nd Quarter | Year-to-Date Expenditure and Progress Report due |
| October 25, 2017 | 3 rd Quarter | Year-to-Date Expenditure and Progress Report due |
| January 25, 2018 | 4 th Quarter | Year-to-Date Expenditure and Progress Report due |
| April 25, 2018 | 5 th Quarter | Year-to-Date Expenditure and Progress Report due |
| July 25, 2018 | 6 th Quarter | Year-to-Date Expenditure and Progress Report due |
| October 25, 2018 | 7 th Quarter | Year-to-Date Expenditure and Progress Report due |
| January 25, 2019 | 8 th Quarter | Year-to-Date Expenditure and Progress Report due |
| April 25, 2019 | 9 th Quarter | Year-to-Date Expenditure and Progress Report due |
| July 25, 2019 | 10 th Quarter | Year-to-Date Expenditure and Progress Report due |
| October 25, 2019 | 11 th Quarter | Year-to-Date Expenditure and Progress Report due |
| January 25, 2019 | 12 th Quarter | Year-to-Date Expenditure and Progress Report due |
| February 28, 2020 | | Final Claim of Expenditures and Final Report due |

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 February 28, 2020 of the Grant Agreement performance term.