

# **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

Sector Navigator Grant

Technical Assistance Provider:

Centers of Excellence for Labor-Market Research (CoE)

Coordination Services

#### **Perkins IV, Title I, Part B**

Regional Consortia Grant

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

(Effective July 1, 2017)

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

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

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, 2018. 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.

**b. Perkins IV, Title I, Part B**

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:

- Payment shall be made through the apportionment process five times a year. Payment will be based upon receipt of a quarterly invoice in the form of the "2017-2018" Perkins IV, Title I-B Year-to-Date Expenditures and Progress Report" and a final invoice using the final expenditure report. No payment shall be made without the approval of a Project Monitor and the Dean or his/her designee.
- Quarterly payments will be made as supplemental apportionment payments in the month following the due date (see section 4. Reporting) and shall not exceed ninety percent of the total grant amount pending satisfactory performance of this Agreement. Final payment will be made through the annual Recalculation payment for the prior year.
- 2017-18 Perkins IV, Title I-B Year-to-Date Expenditure and Progress Reports not received by the due date (see section 4. Reporting) may be paid in the subsequent payment cycle. If the final report is not received and approved by December 31<sup>st</sup> of the Grant performance term, the Chancellor's Office **may** make the final payment through a claims schedule.

**2. Feedback Process**

The Grantee shall participate fully in the Chancellor's Office 360 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).

### **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 shall identify 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;
- Assure and provide documentation demonstrating, when requested by the Chancellor's Office, that all Key Talent including Deputy Sector Navigators, Sector Navigators, Regional Consortia Chairs, and Technical Assistance Providers 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 dated March 2017 and Appendix G.
- 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.

### **3. 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.

### 3. 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.

### 4. Reporting

#### a. Economic and Workforce Development Program

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://misweb02.cccco.edu/econdev/prod/logon.cfm>

These reports are due on or before the following dates:

- 1st Quarter – October 25, 2017
- 2nd Quarter – January 25, 2018
- 3rd Quarter – April 25, 2018
- 4th Quarter – July 25, 2018

**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.

#### b. Perkins IV, Title I, Part B

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://misweb02.cccco.edu/vtea/prod/logon.cfm>

These reports are due on or before the following dates:

- 1st Quarter – October 15, 2017
- 2nd Quarter – January 15, 2018
- 3rd Quarter – April 15, 2018

➤ 4th Quarter – July 15, 2018

**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.

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

- Ability to affect Student Momentum Points and Leading Indicators of Curriculum Alignment to Labor Market Needs; and
- Feedback from Quality of Service Measures using a CCCCO-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

6. 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.

7. 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.

8. **Lobbying federal, state, or local officials**

Key Talent grantees including Deputy Sector Navigators, Sector Navigators, Regional Consortia Chairs, and Technical Assistance Providers, when using their "Key Talent" title, status, and grant funding are prohibited from lobbying without the Chancellor's Office permission. Lobbying includes:

- Seeking to increase funding for a federal or state program; and
- Influencing enactment or modification of any pending federal or state

legislation.

Key Talent grantees shall obtain permission to lobby from a Workforce and Economic Development division Vice Chancellor or dean in writing. A request must include the program and/or bill, purpose of lobbying activity, position on program and/or bill and basis for position, and how this activity would meet the goals of the grant.