

# APPENDIX A

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Chancellor's Office, California Community Colleges

## GRANT AGREEMENT

### ARTICLE I

#### Industry Driven Regional Collaborative

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

(Effective January 22, 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 grant amount in the first year budgeting 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 expenditure 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 within 30 days after the grant term ends, March 30th. If the total expenditure of funds is less than the advance payment by that date, the Chancellor's Office may invoice the Grantee for the excess amount. If the final report is late and/or cannot be approved by March 30th, the allocation recipient can lose up to the 10% of their funding.

## 2. 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, the outcomes of the Grant Agreement will not be materially affected, and it is an allowable expenditure.
- 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

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:

### Year One

- 1st Quarter – October 31<sup>st</sup>
- 2nd Quarter – January 31<sup>st</sup>
- 3rd Quarter – April 30<sup>th</sup>
- 4th Quarter – July 31<sup>st</sup>

### Year Two

- 1st Quarter – October 31<sup>st</sup>
- 2nd Quarter – January 31<sup>st</sup>
- 3rd Quarter – March 30<sup>th</sup>

**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 March 30<sup>th</sup> of the grant agreement performance term.

5. The Chancellor's Office reserves the right to evaluate a grantees performance as follows:
  - Completion and submission of grant deliverables.