

APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

Nursing Education Program

Program-Specific Legal Terms and Conditions

(Effective July 1, 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:

- Payment shall be made according to the apportionment schedule set forth in the California Code of Regulations, title 5, section 58770, except that the final payment will not be made until the final report has been submitted and approved. If the final report is not submitted by the deadline date set forth in Section 3 of this Article, the Chancellor's Office may make the final payment through a claims schedule.
- If total expenditures are less than the apportionment payments, the Chancellor's Office may invoice the Grantee for the excess amount.

2. Budget Changes

- Grantee 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.
- Grantee may add or delete budget categories subject to the prior approval of the Project Monitor. These requests must be made through the online fiscal reporting system at <https://misweb.cccco.edu/NursingExt/dba/logon.cfm>

prior to the close of relevant quarter. Changes needed after the end of the quarter must be requested through the Project Monitor.

- 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. The request for such changes should include a letter of justification; three copies of a revised “Application Budget Summary,” all of which have been signed by the Chief Business Officer or his/her designee, in an ink color other than black, and a revised “Application Budget Detail Sheet.”
- The Budget Amendment should be requested through the online reporting system at <https://misweb.cccco.edu/NursingExt/dba/logon.cfm> for Project Monitor approval. Grantee will be notified if the request is approved or if additional information is required. In any event, the Grantee shall implement changes only upon written notification by the Project Monitor. Additionally, the next Progress Report must show the new budget changes.
- When requesting or submitting a budget modification, a justification for the modification must be provided. A justification for a budget modification is required in order to determine the appropriateness of the request.

Budget changes or amendments involving an extension of time are subject to applicable program limitations. Any budget change or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Reporting

The Grantee shall prepare and submit to the Nursing and Allied Health Unit quarterly “Year-to-Date Expenditure and Progress Reports” using the online reporting system at <https://misweb.cccco.edu/NursingExt/dba/logon.cfm>. These reports are due on or before the following dates of each performance period:

- 1st Quarter – October 31, 2016
- 2nd Quarter – January 31, 2017
- 3rd Quarter – April 30, 2017
- 4th Quarter – July 31, 2017
- Final Report – September 30, 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.

