Equal Employment Opportunity (EEO)
Innovative Best Practices Grants
Final Report Form

This form is for districts to submit final updates on activities, project management, and use of funds related to the Equal Employment Opportunity (EEO) Innovative Best Practices Grants, funded by the 2021 Budget Postsecondary Education Trailer Bill (AB 123). These competitive, one-time grants support institutions in piloting or implementing innovative, DEIA-focused practices aligned with EEO goals.

This final report covers the full grant cycle, with specific questions related to 2024–25 activities, project management, and expenditures.

Please submit this form by August 31, 2025 to
eeosubmissions@CCCCO.edu

Community College District:	
Application Title:	
Date of Form Submission:	
Name and Title of Project Lead Contact:	
Name and Title of Fiscal Report Approver:	

Instructions:

1. **Review Before you Begin**

   Read all sections (Sections A–E) and prompts before entering any responses.

2. **Complete the Form**

   Enter your responses directly into this document.

3. **Reference Supporting Materials**

   Questions in this form align with components of the original grant application.

   - Refer to your original grant application as needed.

   - Refer to your 2023-24 Preliminary Report Form as needed.

4. **Include Attachments as Needed**

   Attach any supporting documents necessary to provide a complete report.

   - Instructions for required attachments are included in the relevant sections.

   - Submit all attachments in the same email as this completed reporting form.

5. **Follow Word Limits**

   Each prompt includes a word limit. Please adhere to these limits to ensure consistency in reporting.

Section A: Goals and Activities

1. **Goal Overview**
   For each goal outlined in your original proposal or most recently approved modification (Application Section 2.1: Workplan – Objectives, Activities & Outcomes), please do the following:

   - **List Each Goal**
     Briefly outline each approved project goal, including any updates from approved modifications.

   - **Indicate Status**
     In the "Status" column, select the current status of each goal based on your progress to date.

   - **Provide a Summary**
     Write a brief, high-level summary explaining the status of each goal. Indicate whether the goal was successfully met and why.
     (Limit: 50 words per summary)

Goal	Status	Overview

2. **Activity Overview**

For each activity originally proposed to support the goals listed above (Application Section 2.2: *Workplan – Objectives, Activities & Outcomes*), please provide a status update by completing the following:

- **Name and Describe the Activity**

  Briefly name and describe each activity as originally proposed.

- **Indicate Status**

  In the "Status" column, select the appropriate status based on progress to date.

- **Provide an Overview**

  In the "Overview" column, provide a high-level summary of each activity (maximum 200 words per activity), addressing the following:
  - Work completed relation to each activity during the 2024–25 fiscal year.
  - Outcome measurements used to assess results
  - Alignment with the proposed timeline (whether it stayed on track or deviated)
  - Observed impacts resulting from the activity, including any evidence showing a direct link between the activity and the impact

Activity	Status	Overview

Activity	Status	Overview

Activity	Status	Overview

Activity	Status	Overview

Activity	Status	Overview

Activity	Status	Overview

3. **Evidence of Action**

For each activity conducted during the 2024–25 fiscal year, please provide evidence of action or completion. Follow the steps below:

1. **Select Supporting Documentation**

   Choose appropriate documents that demonstrate progress or completion of each activity. Where possible, include documents with dates relevant to the grant period.

   Examples of acceptable documentation include, but are not limited to:
   - Evaluation reports or data (e.g., campus climate survey results)
   - Developed materials (e.g., protocols, training manuals)
   - Links to newly developed websites
   - Internal/external communications
   - Proof of consultant contracts

2. **Complete the Documentation Box**

   For each activity, provide the following:
   - Title of the activity
   - A brief description of each attached document, including the document name
   - URLs for any publicly accessible resources, if applicable

3. **Attach Supporting Documents**

   Include all relevant documentation as attachments in the same email as your completed reporting form.

4. **Avoid Duplicate Submissions**

   Do not re-submit documents previously included in the 2023–24 Preliminary Report Form, unless they have been significantly revised or updated.

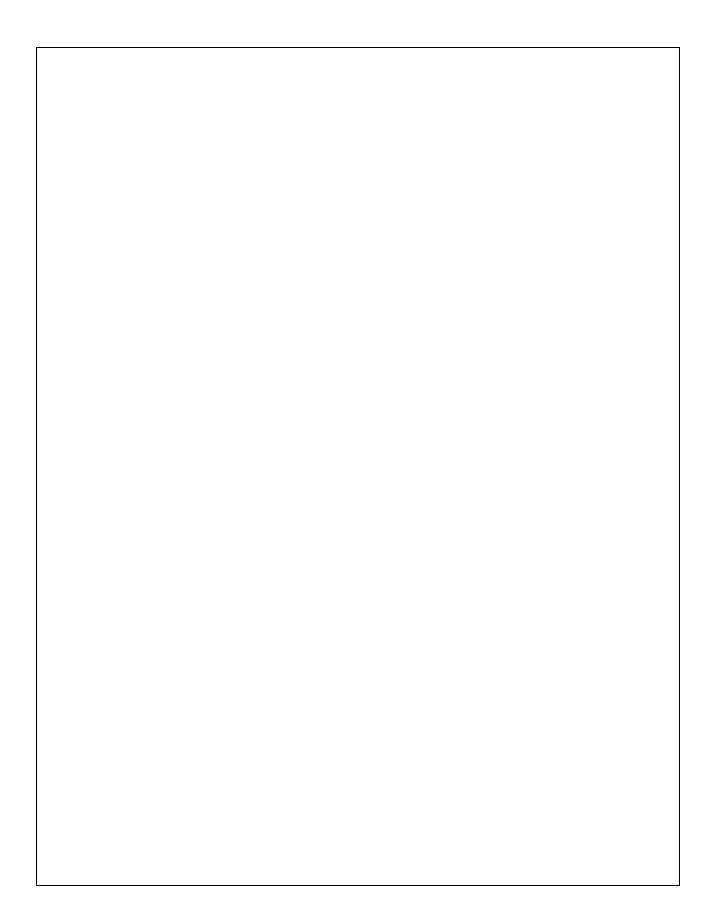| EXAMPLE |
|---|
| Activity 1: Administer campus climate survey |
| Document 1: Final survey draft for staff and faculty (2324_CampusSurvey_StaffFac.pdf) |
| Document 2: Final survey draft for students (2324_CampusSurvey_Student.pdf) |
| Document 3: Survey findings (2324_CampusSurvey_OverviewFindings.pdf) |
| |
| Activity 2: Train staff on equitable-hiring practices |
| Document 1 attached: Training curriculum (2324_EquHiringCurriculum.docx) |
| Link 1: Sign-up page for equitable-hiring practices training (www.mmm.edu/equhiretrain) |
| |
| Activity 3: Create a recognition program for those who have completed training |
| Link 1: Recognition program website (www.mmm.edu/emprecog) |

Section B: Project Management and Institutional Commitment

Internal and External Impacts on Activities Staff Changes (if applicable)

Describe any factors that have arisen since your district's last submitted report that have affected your ability to carry out grant activities. This may include internal or external challenges that impeded progress.

If applicable, also describe any staffing changes that have occurred since the last report, including:

- Names and titles of current staff involved in grant activities
- Names and titles of staff who are no longer involved

(Maximum: 300 words)

Factors that Enabled Progress

Summarize the key factors that supported your district or institution in making progress toward your goal(s) during the two-year grant cycle.
(Maximum: 250 words)

Broader Impact of Funding

Describe the broader impact this funding and its related activities have had on your district and/or the larger community you serve. In addition to direct outcomes, consider indirect or less visible benefits—such as increased internal collaboration, stronger alignment of EEO practices across the district, or enhanced community engagement.
(Maximum: 200 words)

Sustaining Activities

Describe any updates or changes to your plans for sustaining successful interventions after the conclusion of the grant-funded activities. Include any developments since your last submitted report, referencing Application Section 1.5 (*Project Management / Institutional Commitment*).

(Maximum: 200 words)

Section C: Budget

Year Two Expenditure Report
Use the provided budget template to report how Round 2 (2024–25) grant funds were spent through June 30, 2025.

- Copy and paste the "Expenditure Type," "Description," and "Funds Amount" from your original proposal into the table below (for 2024–25 expenditures only).
- In the "Actuals" column, enter the actual amount spent for each expenditure during the 2024–25 grant year.
- Ensure that any significant budget changes are clearly identified and explained in the earlier "Changes to Budget" section.

Expenditure Type	Description (from proposal or latest approved budget modification)	Approved Allocation ($)	Actual Expenditures ($)	Explanation for Variance or Status
		$	$	
		$	$	

Expenditure Type	Description (from proposal or latest approved budget modification)	Approved Allocation ($)	Actual Expenditures ($)	Explanation for Variance or Status
		$	$	
		$	$	
		$	$	

Expenditure Type	Description (from proposal or latest approved budget modification)	Approved Allocation ($)	Actual Expenditures ($)	Explanation for Variance or Status
		$	$	
		$	$	
		$	$	

Expenditure Type	Description (from proposal or latest approved budget modification)	Approved Allocation ($)	Actual Expenditures ($)	Explanation for Variance or Status
		$	$	
		$	$	
		$		

Expenditure Type	Description (from proposal or latest approved budget modification)	Approved Allocation ($)	Actual Expenditures ($)	Explanation for Variance or Status
		$	$	
		$	$	
		$	$	

Expenditure Type	Description (from proposal or latest approved budget modification)	Approved Allocation ($)	Actual Expenditures ($)	Explanation for Variance or Status
		$	$	
		$	$	
		$	$	

Total:

Section D: Reflection

Experiences with the Grant Process

Reflecting on your experience with the EEO Innovative Best Practices Grant, please describe which aspects of the process were most supportive in helping your district achieve its goals. Additionally, share any recommendations you have for improving the process to better support your success.
(Maximum: 300 words)

Section E: Certification

I certify that the information provided in this form is complete and accurate to the best of my knowledge.

Principal Investigator (Project Lead Contact)

Name:	Title:
Signature:	Date:

Fiscal Report Approver

Name:	Title:
Signature:	Date:

Executive/Administration Level Sponsor*

Name:	Title:
Signature:	Date:

*The Executive/Administration Level Sponsor should be identified by your college's process and should be the same as the person identified in the PROJECT MANAGEMENT/INSTITUTIONAL COMMITMENT section of your grant proposal.

Vice Chancellor of Human Resources

Name:	Title:
Signature:	Date:

Vice President of Human Resources (for single-college districts)

Name:	Title:
Signature:	Date: