

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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<http://www.cccco.edu>



**DATE:** February 25, 2013

**TO:** Chief Executive Officers

**FROM:** Barry A. Russell  
Vice Chancellor of Academic Affairs

**SUBJECT:** Notification of Intent to Award: ESL/Basic Skills Professional Development Grant  
RFA 13-052

**Notification:** This memorandum is a formal notification of the intent to award the ESL/Basic Skills Professional Development Award.

A list of the project applications and their status is attached. This information is also available on the Chancellor's Office website.<sup>1</sup>

**Process:** The district/college grant applications were reviewed and competitively scored by field representatives.

**Results:** Based on the scores, applications were assigned to one of two categories:

1. Funded (F) – This grant is scheduled to commence July 1, 2013. Only one grant application will be funded.
2. Not Funded (NF) – These applications were not funded.

Applicants have ten (10) working days from the day this letter is posted online, until March 8, 2013, at 5:00 P.M. to enter a protest. Please refer to Section 3470 of the Grants and Contracts Manual for information on correctly filing a protest. If a protest is entered during this period, the grant affected will not be awarded until the protest is resolved. The appeal must specify the grounds of appeal and must be based on the process and/or procedures used in the review and recommendation of applications for awards.

**Revisions:** Chancellor's Office staff will contact the district receiving funding to request face pages and any technical changes, including budgets, that are needed to complete the execution of the grant agreement. These revisions must be received and approved before the grant can be processed for funding.

**Executed Agreements:** 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. Progress payments may be requested with submission of progress reports. A final payment will be calculated after submission of the Final Performance and Expenditure Reports, which are due by July 31, 2014.

For audit purposes, funded districts must retain a copy of the grant agreement and the RFA specification for three (3) years. Collectively, these documents constitute the legally binding agreement to perform the specified work.

**Action/Date Requested:** Please provide your Project Director and Responsible Administrator with a copy of this memorandum and attachment. If you have questions or concerns, please contact Barbara Illowsky at (916) 327-2987 or [illowsky@cccco.edu](mailto:illowsky@cccco.edu).

**Attachment:** Intent to Award: List of Applications and Funding Status

cc: Chief Instructional Officers  
Wendy Lozoya, California Community Colleges Chancellor's Office  
Barbara Illowsky, California Community Colleges Chancellor's Office

Attachment

Notification of Intent to Award:

ESL/Basic Skills Professional Development Grant RFA 13-052

2013-2014

<b>California Community Colleges District</b>	<b>Status</b>
LACCD	F
Kern CCD	NF