

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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MEMORANDUM – Via Email Only

May 3, 2013

TO: Mathematics, Engineering, Science Achievement (MESA) Directors
MESA Responsible Administrators

FROM: Debbie Velasquez, MESA Liaison
Academic Affairs Division

SUBJECT: MESA Renewal Documentation

The 2013-14 MESA Renewal Grant documentation is now available. Please complete and submit the required supporting documentation on or before **Monday, June 10, 2013**.

The 2013-14 MESA Renewal Grant review and approval process will require the completion and submission of the 5 attached supporting documents for the 2013-14 program year – these include: Grant Cover Sheet, Contact Page, Annual Workplan, Budget Summary, Budget Detail Sheet and the Crossover Chart.

- 1) The proposed 2013-14 MESA allocation is \$50,500. *Please note that the funding for this grant is subject to the availability of state budget funds.*
- 2) Be reminded that any outstanding 2012-13 MESA Progress reports must be submitted to the Chancellor's Office prior to the approval of the 2013-14 MESA Renewal Grant.
- 3) Be sure that all supporting documents list the acronym "CCD" instead of "Community College District" – the Accounting Office will only process grants that show the CCD acronym.

The 2013-14 MESA Renewal Grant will be approved on the basis of the completion of the program's Annual Workplan and the Budget Summary. In order to expedite the grant processing, please ensure that the MESA Grant Renewal Facsheet lists the district address and **not** the individual college address. Again, when identifying the district use the official district name and the acronym CCD instead of spelling it out (e.g., Allan Hancock Joint CCD).

Action Requested/Timeline: Submit four (4) sets of the 2013-14 MESA Renewal Grant documents with original signatures in blue or red ink only, to the Chancellor's Office on or before **Monday, June 10, 2013**. Please mail the documents to:

California Community Colleges Chancellor's Office
Academic Affairs Division
Attn.: Debbie Velasquez
1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

Contact: Jo Glenn at 323-3824 or Debbie Velasquez at (916) 323-2768 for questions related to the program or the renewal process. *Please note that I will be away from the office the entire month of July.*

Attachments: 1) Grant Cover Sheet, 2) Contact Page, 3) Annual Workplan, 4) Budget Summary, 5) Budget Detail Sheet, 6) Crossover Chart.

cc: Dr. Barry Russell
Sally Montemayor Lenz