Mathematics, Engineering, Science Achievement (MESA) Program

Program-Specific Legal Terms and Conditions

1. Work Plan

The Work Plan shall be displayed in a format consistent with the form provided for the grant renewal application and shall break out the activities by objective, procedures/activities, performance outcomes, timelines, and responsible personnel. Grantee may modify the Work Plan so long as the project outcomes are not materially affected. All such changes must be reported in writing to the Chancellor’s Office Project Monitor who may require that a grant amendment be processed, if she or he determines that the change would materially affect the project outcomes or the term of this grant.

2. Term of Grant

The term of the MESA Renewal Grant shall commence July 1st and shall advance through June 30th of the following year provided that state funding for this program is continued. Continued funding for this grant is contingent upon approval by the Chancellor’s Office of the preceding year’s MESA goals and objective and submission of a MESA renewal application with signatures from the Chancellor’s Office and community college president or designee. All performance under this grant shall be completed by June 30th and a Final Report must be received by the Grants Administration Unit no later than July 31st.

3. Cost and Payments

The “Grant Funds” amount will be stated on the executed grant face sheet. Payments shall be made as set forth below.

- An advance payment of 75% of the total amount of this agreement will be paid after the grant is fully executed using the apportionment process.

- A final payment of up to 25% of the total amount of the agreement will be calculated based on the final total expenditures involved in completing the project and submitted in the expenditure statement of the Final Report. If total expenditures are less than the 75% advance payment, the State may invoice the Grantee.
Article I – Program-Specific Legal Terms and Conditions

4a. **Budget Changes**

The Grantee may make changes to the program budget providing the total dollar amount of the grant and the outcomes of the grant will not be materially affected. Following the approval of the program budget, any addition of new object code(s) will require a request in writing by the Grantee and must be approved by the Chancellor’s Office Project Monitor.

Budget changes that require changes in the total dollar amount of the grant, or changes in the grant outcomes, may only be made by formal amendment of this agreement, see #6 below. All funds must be spent consistent with the requirements specified in the RFA Specification for Grant Renewal.

The State reserves the right to approve and/or make any changes to this agreement.

4b. **Budget Constraints | District Match**

A 100% match is required. The match can reflect in-kind match, federal funds, district funds, state funds and private funds. *The district/college is required to institutionalize the director’s full time permanent position as part of their match.*

Administrative costs for this grant (non-student clerical staff, faculty advisors/facilitators, responsible administrator’s time, on-site counselors, etc.) must not exceed 40 percent of the grant total.

5. **Amendments**

When the Grantee wishes to make a change in the Work Plan or budget, which requires an amendment of this agreement, the request must be in submitted in writing to the Chancellor’s Office Project Monitor. *Requests for amendments received after June 30, cannot be considered for approval.* Questions regarding amendments should be directed to the Chancellor’s Office Project Monitor.

6. **Reporting Requirements**

Grantee shall prepare and submit grant performance reports with accompanying expenditure statements due as indicated below. Failure to adhere to reporting deadlines may jeopardize funds. Due dates may only be altered by the Grantee’s formal request and the State’s subsequent approval.

One original and two copies are to be submitted to the Chancellor’s Office Project Monitor.

   a. Progress Report Deadline: January 31st
   b. Final Report Deadline: July 31st
   c. MESA MIS Data Collection: CxCCCO MIS Reporting Schedule – coordinated with campus MIS data submissions.
7. **Reporting Requirements – Continued**  
   The *Final Report*, which must include a *Final Statement of Expenditures*, will determine the final payment of project funds. Two (2) originals and two (2) copies of the Final Report, including an executive summary and two copies of materials and/or products, are to be submitted to the Chancellor’s Office Project Monitor.

8. **Grant Audit**  
   The parties entering into this grant agree to be subject to the examination and audit of the State Auditor for a period of three (3) years after the final payment under the grant.  

9. **Subcontract/Subgrant Audit**  
   All subcontracts or subgrants entered into pursuant to the grant shall be subject to the examination and audit of the State Auditor for a period of three (3) years after the final payment under the grant. *(Refer to Article II, Section 11).*

10. **Document Disclosure**  
   Any document or written report prepared for or under the direction of the State, in whole or in part by Grantee or subcontractors, shall contain the grant number and dollar amount of the grant and all subcontracts relating to the preparation of such document or written report. The grant and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.  
   
   When multiple documents or written reports are the subject or product of the grant, the disclosure section must also contain a statement indicating that the total grant amount represents compensation for multiple documents or written reports. *(Government Code Section 7550)*

11. **Travel/Meeting Schedule**  
   Travel and other expenses shall be limited to those necessary for the performance of this grant. Reimbursement shall be limited to the amount of the most cost effective mode of travel. Two statewide meetings will be held annually in Sacramento:  
   
   - Spring MESA Advocacy Day – UCOP led legislative office visits, and a  
   - Fall MESA Program Training – CCCCO led Annual Community College MESA Director Program Training

12. **Real Property/Equipment Purchase**  
   Real property and equipment purchases procured with these funds will be used for the purpose of the grant and will remain the property of the State. Should the MESA Community College Program cease to operate on any campus, the equipment purchased with grant funds will be disbursed to other community college MESA programs as approved by the Chancellor’s Office Project Monitor. The Grantee will adhere to all other property management procedures and property accountability requirements as published by the State. *(Refer to Article II, page 11).*