

GRANT REPORTING SCHEDULE AND INSTRUCTIONS

(RFA # 17-085)

ZERO TEXTBOOK COST DEGREE – IMPLEMENTATION PHASE II

The grant report consists of two pages, an [Activity Report](#) and an [Expenditure Statement](#). The report must reflect cumulative expenditures. Failure to submit the grant report can result in withholding of funds.

Grantees must:

1. Mail two (2 hard copy) grant reports (with original signature in [blue ink](#)) to the Chancellor's Office Project Monitor at:
[California Community Colleges Chancellor's Office](#)
[Academic Affairs Division](#)
[1102 Q Street, Suite 4600](#)
[Sacramento, CA 95811-6539](#)
2. Email the Chancellor's Office Project Monitor the grant report:
 - at eppdunit@cccco.edu,
 - Email Subject Line: *College Name: Grant #, Qtr 1, 2, or Final Report.*

Grant report must be received **on or before** the following deadlines:

Grant # 17-085-(001-020)	
REPORTING SCHEDULE	REPORT TYPE
Implementation Grants	
April 1, 2018	Quarter 1
July 1, 2018	Quarter 2
October 1, 2018	Quarter 3
January 31, 2019	Final

NOTE: All products (courses and programs) developed as a result of this grant must be made available to the Chancellor's Office Project Monitor upon request and posted to a website (location to be determined).