

# 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. Use the forms included in the RFA #17-085.
2. 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](#)
3. Email the Chancellor's Office Project Monitor the grant report:
  - at [eppdunit@cccco.edu](mailto: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	INVOICE PAYMENT SCHEDULE
<b>Implementation Grants</b>		
		Invoice CCCCO for Advance Payment [after grant is fully executed]
April 1, 2018	Quarter 1	
July 1, 2018	Quarter 2	
October 1, 2018	Quarter 3	Invoice CCCCO for Progress Payment
January 31, 2019	Final	Invoice CCCCO for Final Payment

**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).