

# APPENDIX A

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Chancellor's Office, California Community Colleges

## GRANT AGREEMENT

### ARTICLE I

#### California Apprenticeship Initiative Technical Assistance Grant

##### Program-Specific Legal Terms and Conditions *(Effective September 17, 2015)*

#### 1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application, the California Community Colleges, Chancellor's Office (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. Payment shall be made as follows:

- 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.
- Grantee may submit request for progress payments at the time that year-to-date quarterly and expenditures reports are submitted pursuant to section 4 of this Article. Payment will be made after review and approval of the quarterly reports by the Chancellor's Office. Progress payment(s) can only be made up to 90% of the total grant amount as the last 10% is withheld pending satisfactory performance and submittal of final performance and expenditure reports.
- A final payment will be calculated based on the Final Performance and Expenditure Reports due by April 1, 2018. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

## 2. Budget Changes

- Grant recipient(s) may make changes to any budget category amounts without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected.
- Adding or deleting budget categories are subject to the prior approval of the Project Monitor. Prior approval for these additions and/or deletions is made through the Chancellor's Office on-line quarterly reporting system. Once the requested change is approved, the affected quarterly budget will be updated electronically.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected.

## 3. Application Amendment Requests

If circumstances occur during the performance period that would materially affect outcomes(s) of the approved Grant Application, the grant recipient is required to contact the Project Monitor for further instructions.

## 4. Reporting

The Recipient shall prepare and submit to the Division of Workforce and Economic Development quarterly "Year-to-Date Expenditure and Progress Reports" via email and using the online reporting system at:

<https://misweb.cccco.edu/econdev/prod/logon.cfm>.

These reports are due on or before the following dates:

- January 25<sup>th</sup>
- April 25<sup>th</sup>
- July 25<sup>th</sup>
- October 25<sup>th</sup>

**NOTE:** If the above reporting dates fall on a weekend or a holiday the report shall be due by close of business on the last working day **prior to the reporting deadline**. Extensions of reporting deadlines require written approval of the Project Monitor.

The Final Performance and Expenditure Report must be received by the Division of Workforce and Economic Development no later than April 1, 2018 of the grant agreement performance term.

5. The Chancellor's Office reserves the right to evaluate a grantees performance as follows:
  - Ability to affect Student Momentum Points & Leading Indicators of Curriculum Alignment to Labor Market Needs; and
  - Feedback from Quality of Service Measures using a CCCCO-provided evaluation instrument

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