MEMO: CEP 13-13

TO: Sector Navigators
    Deputy Sector Navigators
    Regional Consortia

FROM: Cris McCullough, Dean
      Policy Alignment and Outreach
      Division of Workforce and Economic Development

SUBJECT: EWD Grants Awarded Prior to 2013-2014 and 2013-2014 Sector Navigator (SN) and Deputy Sector Navigator (DSN) Grants

Note: Reporting Deadline Extended to Friday, November 8, 2013 for Sector Navigators and Deputy Sector Navigators

Clarification on grant data and quarterly reporting requirements is provided below:

EWD Grants Awarded Prior to 2013-2014

Data for EWD grants prior to 2013-2014 must be entered into the Data Collection System (DCS) at https://www.ewdgrants.net/users/login. The DCS vendor has indicated that access issues have been addressed. If you need a password for the DCS system, or are having difficulty with accessing the system, please contact Jason Rancadore at jrancadore@cccco.edu or (916) 322-6888. Jason has replaced Erin Larson as the data research and accountability point of contact for the Workforce and Economic Development Division (WEDD).

Quarterly reports for EWD grants prior to 2013-2014 must be entered into the Year-to-Date Expenditure and Progress Report system at: https://misweb.cccco.edu/econdev/Prod/logon.cfm

If you need a password for the year-to-date system, or are having difficulty with accessing the system, please contact Katie Gilks at kgilks@cccco.edu or (916) 445-1606.
SN and DSN Grants for 2013-2014

Sector Navigator (SN) grants are funded through SB 1402. Deputy Sector Navigator (DSN) grants are funded through both SB 1402 and SB 1070. DSN grant recipients are required to report expenditures and quarterly reports on two separate online reporting systems.

SN and DSN SB 1402 Funding

Grant recipients for SB 1402 funds must use the following link to access the Year-to-Date Expenditure and Progress Report system for the purpose of fiscal, activity, and data reporting:

https://misweb.cccco.edu/econdev/Prod/logon.cfm

During the first quarter, only fiscal and activity reporting are required. To submit the first quarterly report, whether or not a district has received a facesheet, complete the following steps:

• The district enters and certifies the application budget in the expenditure reporting system.
• The CCCCO project monitor reviews for approval the application budget.
• The district enters and certifies the narrative and the expenditures for the first quarter (enter either zeros or actual expenditures). If there were no expenditures, the narrative can state “no expenses occurred during this quarter.”

The year-to-date system will be updated to include data reporting in the second quarter. [The DCS system will not be used for data reporting for SN and DSN grants.] If you need a password for the year-to-date expenditure and reporting system or are having difficulty with accessing the system, please contact your grant monitor.

DSN SB 1070 Funding

The DSN SB 1070 funding will be released in November 2013. This funding does not require DCS data reporting. The site for reporting SB 1070 funding is located at:

https://misweb.cccco.edu/SB70/Prod/logon.cfm

To submit the first quarterly report, whether or not a district has received a facesheet, complete the following steps:

• The district enters and certifies the application budget in the expenditure reporting system.
• The CCCCO project monitor reviews for approval the application budget.
• The district enters and certifies the narrative and the expenditures for the first quarter (enter either zeros or actual expenditures). If there were no expenditures, the narrative can state “no expenses occurred during this quarter.”