



**MEMORANDUM**

August 30, 2018

18-005 | Via Email

**TO:** Chief Executive Officers  
Deputy Sector Navigators  
Sector Navigators  
Regional Consortia Chairs

**FROM:** Javier Romero, Dean, Workforce and Economic Development Division

**RE:** UPDATE - Deputy Sector Navigator (DSN) Extensions (Part 1 and 2 Reporting Guidance)

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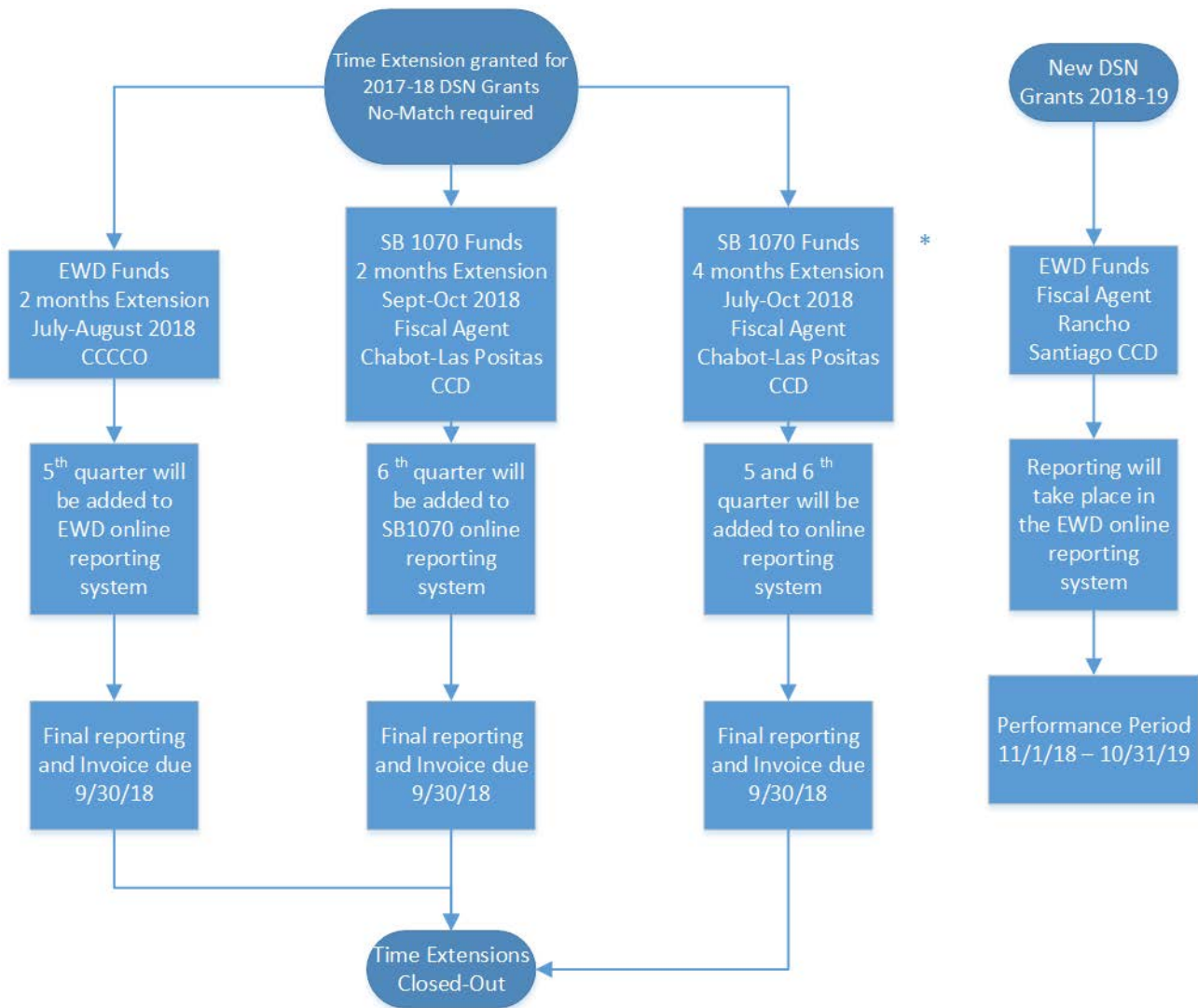
We are soon approaching the closeout of the first part of the 4-month DSN Extensions. The first part (2 month extension starting July 1, 2018 through August 31, 2018) was processed through the Chancellors office for \$35,000. The DSN grant will need to be closed out and all expenditures must be reported in the EWD online system. A final report (Template attached) will be required and submitted 30 days after the end date of August 31, 2018. This will close out the initial DSN grant with the augmentation of two months. All funds will need to be expended.

For the remainder 2 month extensions processed through the Fiscal Agent (Part 2: September 1, 2018 – October 31, 2018 for \$35,000. The Chancellor's Office has streamlined our processes and listened to feedback for making reporting and payments as easy as possible for our Community College Districts. In an effort to remain consistent with past reporting, we have added the \$35,000 (SB1070 funding) from September 1 – October 31, 2018 into our SB1070 online expenditure system located here: <https://misweb02.cccco.edu/sb70prod/logon.cfm> there will be one quarter from September 1<sup>st</sup> – October 31, 2018 and a final report due November 30, 2018. Again, all expenditures must be reported online and all funds will need to be expended.

In regards to the grant and invoicing requirements. All invoices for the extension (part one) have to be submitted to the Chancellors office through the [accountspayable@CCCCO.edu](mailto:accountspayable@CCCCO.edu) and for extension (part two) are to be submitted to [npinvoices@cccoco.edu](mailto:npinvoices@cccoco.edu), once they have been reviewed and approved, they will processed for payment. Note that the fiscal agents processing time is net 30 - payment will be made within 30 days of receipt of the invoice.

The visual flow diagram on page 2 outlines the DSN extension process and a webpage has been created focusing on the DSN extensions [Click here for more information](#). The Chancellor's Office would like to thank you all for ensuring that there is no disruption to the DSN's valuable role in our Key Talent eco system.

cc: Van Ton-Quinlivan, Executive Vice Chancellor Workforce and Digital Futures  
Lynn Shaw, Interim Director of Workforce and Economic Development  
CCCCO WED Leadership  
CCCCO WED Division



\* Four DSN grants were extended by SB1070 funds for 4 months through the Fiscal Agency exclusively