

# APPENDIX H

---

## Supervisor of Record Certification Roles and Responsibilities for Onboarding of Project Directors/Key Talent



CALIFORNIA COMMUNITY COLLEGES

**Doing What MATTERS™**

FOR JOBS AND ECONOMY

[www.doingwhatmatters.cccco.edu](http://www.doingwhatmatters.cccco.edu)

In addition to the Roles and Responsibilities described in the 2013/14 RFA, in order to achieve the agreed upon grant performance, the roles and responsibilities of the “Supervisor of Record” to CCCCO as Grantee will include but are not limited to:

- Reviewing with Project Director/Key Talent all aspects of the RFA as agreed to by the District and/or College including providing a written and digital copy of Grant Agreement Appendix A and all other relevant documents;
- Provide Project Director the support necessary to fulfill all aspects of the Grant agreement, particularly those as required by region
- Acting as point of contact for all CCCCO communications and concerns related to overall performance of the grant including performance of identified Project Director and/or other staff and subcontractors;
- Onboarding Project Director/Key talent and relevant others in the District and/or College Administrative processes and requirements (with written and digital documentation) including but not limited to:
  - An accurate Organizational Chart with appropriate contact information
  - Budget review and amendments requirements
  - Subcontracting
  - Hiring of independent contractors
  - Purchasing
  - Grant and accounting requirements, processes, procedures, expectations, timelines and any other factors which might influence the ability of the Grantee and Project Director to complete the grant requirements and workplans
  - Required documentation for timesheets and other information to determine time and effort
  - Travel requirements

- All other processes and procedures necessary to ensure the timely meeting of grant expectations as agreed to
- Informing and certifying that relevant Project Director and staff are presented with District and/or College policies on:
  - Non-discrimination
  - Americans with Disabilities ACT
  - Conflict of Interest
  - Drug-Free Workforce
  - Any additional Federally and/or State required policies
- Informing Project Director on District and/or College policies and procedures relevant to evaluation of performance as **a District or College employee** including promotion and termination
- Providing in written form assurances that a newly hired Key Talent meet or exceeds the minimum qualifications as attached in Appendix G
- Ensuring that positions align with relevant job specifications
- Developing Project Director/ Key Talent positions in response to grant requirements
- Addressing individual performance issues
- Evaluating and documenting performance of Key Talent
- Ensuring that Administrative processes and timelines do not unnecessarily negatively impact the performance of the grant including the timely expenditures of funds as agreed to in the RFA.

**Supervisor of Record Certification**

**In accordance with the 2016-2017 required grant renewal process. I certify that I am the Supervisor of Record (SOR) and will ensure to conduct the outlined on-boarding process and fulfill the SOR role as outlined in Appendix H and Article I (Rev. July 1, 2016). Please complete and return the certification with the renewal application packet.**

<b>Print Name:</b>	<b>Phone Number:</b>	
<b>Signature :</b>		<b>Date:</b>
<b>Title:</b>	<b>District:</b>	
<b>E-mail Address:</b>		