

# APPENDIX F

---

## Supervisor of Record Certification Roles and Responsibilities for Onboarding of Project Directors/Lead Role



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 InnovationMaker RFA, and 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 E
- 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 E and Article I. 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>		