



California Community Colleges

MEMORANDUM

January 8, 2019

AA 19-04 | Via Email

TO: Basic Skills Partnership Pilot Program Directors

FROM: Alice Perez
Vice Chancellor, Educational Services and Support

RE: Update on the Basic Skills Partnership Pilot Grant Request for Application 15-069

The purpose of this memorandum is to provide an update on important elements associated with administration and oversight of the Basic Skills Partnership Pilot grant program.

Transition of Grant Program Administration

Administrative oversight of the grant has transitioned to the Curriculum and Instruction Support Unit of the Educational Services Division. The grant project monitor is Chantée Guiney, Specialist, Academic Planning and Development.

Timeline of Adjusted Grant Reporting Due Dates

On March 24, 2017 the Chancellor's Office issued memorandum [AA 17-21](#) to grantees, announcing *updated* reporting due dates associated with the grant.

The following year, on February 27, 2018, the Chancellor's Office issued grantees an *amended* grant agreement ("Amendment 2") to extend the grant term end-date from June 30, 2018 to June 30, 2019. The grant amendment reads as follows:

"Performance in the funding period of July 19, 2016 through June 30, 2018 shall be extended through June 30, 2019. The Final Report must be submitted within 30 days after the new end date."

The table below lists the *initial* and *adjusted* quarterly and final reporting due dates that were announced via memorandum [AA 17-21](#) in March 2017.

Chancellor's Office, Educational Services & Support

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Update on the Basic Skills Partnership Pilot Grant (RFA 15-069)

January 8, 2019

In addition, starting with the 8th Quarterly Report, the due dates of subsequently added Quarterly Reports are also listed, as a result of the grant Amendment 2, which extended the grant term end-date to June 30, 2019.

Reporting Timeline for the Basic Skills Partnership Pilot Grant

Activity and Expenditure Report	Original Due Date (per RFA)	Activity and Expenditure Period (Cumulative)	Adjusted Due Date
3 rd Quarterly Report	03/31/2017	01/01/17 – 03/31/17	April 14, 2017
4 th Quarterly Report	06/30/2017	04/01/17 – 06/30/17	July 14, 2017
5 th Quarterly Report	09/30/2017	07/01/17 – 09/30/17	October 13, 2017
6 th Quarterly Report	12/31/2017	10/01/17 – 12/31/17	January 12, 2018
7 th Quarterly Report	03/31/2018	01/01/18 – 3/31/18	April 13, 2018
8 th Quarterly Report*	07/31/2018	04/01/18 – 06/30/18*	July 31, 2018*
9 th Quarterly Report	N/A	07/01/18 – 09/30/18	October 12, 2018
10 th Quarterly Report	N/A	10/01/18 – 12/31/18	January 31, 2019
11 th Quarterly Report	N/A	01/01/19 – 03/31/19	April 30, 2019
Final Report	07/31/2018	07/19/16 – 06/30/19	July 31, 2019

**Grant Agreement Amendment #2 was issued February 2018 to extend the grant term end-date from June 30, 2018 to June 30, 2019; an updated quarterly reporting schedule to coincide with the extended grant term was not issued during that time. Therefore, the quarterly reports for the eighth (8th) through eleventh (11th) period and the Final Reports are specified, as well as the respective adjusted due dates.*

Final Report Narrative and Expenditure Statement

The due date of the Final Report is July 31, 2019 and updated in the table above, to coincide with the terms, conditions, and submission requirements specified in the grant agreement amendment 2. Final Report instructions are located in Section “H – Data Collection and Reporting” section of [Request for Application 15-069](#) (pages 13 and 14). Additionally, forms for the Final Report Narrative and Final Report Expenditure Statements are located in appendix “B” (pgs. B-5, B-6) of the RFA.

Grant Program Key Contacts

Please inform the grant project monitor of changes to key personnel that are associated with the grant program.

Please direct inquiries to Chantée Guiney, Project Monitor at (916) 322-4260.

cc: Jackie Escajeda, Dean, Curriculum and Instruction Support
Christian Osmena, Vice Chancellor, College Finance and Facilities Planning
Chanteé Guiney, Specialist, Project Monitor - Basic Skills Partnership Pilot Grant