

GRANT REPORTING SCHEDULE AND INSTRUCTIONS

(RFA # 16-066 & 16-080)

ZERO TEXTBOOK COST DEGREE

The grant report consists of two pages, an **Activity Report** and an **Expenditure Statement**. The report must reflect cumulative expenditures. Failure to submit the grant report can result in withholding of funds.

Grantees must:

1. Mail two (2 hard copy) grant reports (with original signature in **blue ink**) to the Chancellor's Office Project Monitor at:
California Community Colleges Chancellor's Office
Academic Affairs Division
1102 Q Street, Suite 4600
Sacramento, CA 95811-6539
2. Email the grant report to eppdunit@cccco.edu with the email subject line: *College Name: Grant #, Qtr 1, 2, or Final Report* to the Chancellor's Office Project Monitor.

Report must be received **on or before** the following deadlines:

Grant # 16-066 and 16-080	
REPORTING SCHEDULE	REPORT TYPE
Planning Grants	
April 1, 2017	Quarter 1
July 1, 2017	Quarter 2
October 31, 2017	Final
Implementation Grants	
April 1, 2017	Quarter 1
July 1, 2017	Quarter 2
September 30, 2017	Quarter 3
January 31, 2018	Final

Grant # 17-066 and 17-080	
REPORTING SCHEDULE	REPORT TYPE
Planning Grants	
September 30, 2017	Quarter 1
December 31, 2017	Quarter 2
April 3, 2018	Final
Implementation Grants	
September 30, 2017	Quarter 1
December 31, 2017	Quarter 2
March 31, 2018	Quarter 3
July 31, 2018	Final

NOTE: All products (courses and programs) developed as a result of this grant must be made available to the Chancellor's Office Project Monitor upon request and posted to a website (location to be determined).