



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

**FROM:** Sheneui Weber, Vice Chancellor  
 Workforce and Economic Development Division  
 Regional Consortia Chairs

**CC:** Workforce and Economic Development Division Leadership and Staff  
 Educational Services Leadership

**RE:** FY 2017-18 Grant Closeout Timeline

The Chancellor’s office is working diligently to close out all contracts and grants with term end dates between July 2017 and December 2018, or prior. In order to avoid the reversion of funds and/or a Victims Compensation Government Claims Board (VCGCB) claim, all grantees must submit their invoices to the Chancellor’s Office by **Friday May 17, 2019**.

Please submit all invoices to the Chancellor’s Office Accounting Unit at [accountspayable@cccco.edu](mailto:accountspayable@cccco.edu) and input the expenditures online. Then, please submit a Final Report Narrative to the CCCCO grant monitor. [Please click here for guidance for the Final Report Narrative.](#)

Suggested Timeline	
April 8 <sup>th</sup> , 2019	CCCCO informs grantees of FY 17-18 grants requiring closeout.
April 8 <sup>th</sup> , 2019 – April 29 <sup>th</sup> , 2019	CCCCO monitors answer any field questions regarding the Final Report Narrative guidance template and online reporting guidance.
	Grantee emails invoice(s) and reports expenditures in the online reporting system. Sends Final Report Narrative to CCCCO monitor.
May 17 <sup>th</sup> , 2019 –(before 5pm)	Final day for submittal. Please submit all invoices for FY17-18.

**FY2017-18 Grant Closeout timeline**

March 11, 2019

Please contact your project monitor with any questions. Contact information for project monitors for each region can be found at:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs.aspx>

Thank you.