TO: Regional Consortia Chair(s)

FROM: Dr. Jeffrey A. Mrizek, Ed.D, MBA

Dean of Effective Practices

Workforce and Economic Development Division

RE: Regional Consortia Grant 2017-18 Final Report Instructions - Amended

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Submission Requirements: The submission requirements for the 2017-18 Regional Consortia final reports are electronic e-mail submission of the Final Report Narrative, online certification within the 2017-18 Perkins Title I-B Year-To-Date Expenditures and Progress Report (final claim of expenditures) and 4th Quarter and Final Claim Invoices.

2017-18 Final Report Narrative: The Final Report Narrative consists of the three questions (see attached, Regional Consortia Final Report Narrative Instructions) that require e-mail submission to smehta@cccco.edu by **Friday, August 31, 2018**.

2017-18 Final Report of Expenditures: The Final Report of Expenditure will be certified online by Friday, August 31, 2018 in the Perkins Title I-B Year-To-Date Expenditure and Progress Report database located at https://misweb02.cccco.edu/vteaib/prod/logon.cfm.

2017-18 Progress Payment and Final Claim Invoices: Below are instructions for submitting the Q4 Progress Payment and Final Claim Invoices due by **Friday, August 31, 2018.**

Invoicing is required for any reimbursement made for Title I-B Leadership after July 1, 2017, so in order to receive reimbursement for 4th quarter and final claim expenditures for fiscal year 2017-18 invoices must be sent to the Chancellor's Office using the following guidelines.

- In 4th quarter, the Legal Terms and Conditions Article I, Payments, specifies that payment cannot exceed ninety percent of the total allocation as ten percent must be withheld upon successful receipt of deliverables of final fiscal and program reporting (Example: Allocation $200,000 x 90% = $180,000). In 4th quarter, while the District may certify for the entire allocation amount in

the Year-to-Date Expenditure and Progress Report database, the Chancellor's Office would manually remove the last ten percent before paying 4th quarter and pay the last ten percent upon successful completion of final claim requirements.

- The following two invoices are due to the Chancellor's Office for fiscal year 2017-18 as 4th quarter has already been certified in July and final claims are due **Friday August 31st and sent electronically to smehta@cccco.edu**:

  - ➤ **4th Quarter Invoice** -- can only be 90% of the full allocation as certified in 4th quarter.

  - ➤ **Final Claim Invoice** -- Anything left unpaid (including the last 10% of the allocation) as certified in the final claim.

After completion and submission of the reports and invoices listed above, the Regional Consortia Grant will be reviewed and approved by the assigned monitor.

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.

cc: Van Ton-Quinlivan, Executive Vice Chancellor Workforce and Digital Futures

Lynn Shaw, Interim Director of Workforce and Economic Development

CCCCO WED Leadership

CCCCO WED Division

Regional Consortia Final Report Narrative Format Instructions

Fiscal Year 17-18

The final reports for Regional Consortia Grants consists of completing the Final Expenditure Report on the YTD Expenditure and Progress Report online system and a Final Report Narrative that contains a response to the following narrative questions. The responses to each of these narrative questions should clear and concise.

1. Describe how Regional Consortia Chair grant objectives were aligned with the Doing What Matters objectives.

2. Summarize the measurable outcomes in 2017-18 that resulted from significant work activities provided in the grant workplan in support of the Regional Consortia Request for Application (RFA) eleven required objectives. These objectives originated in 2013-14 and were made a part of the agreement for each successive renewal year. The following is a listing of these objectives.

    a. Organizing and continuously improving the process for identifying, validating, and submitting priority and emergent sectors to the CCCCO.

    b. Developing a process to ensure that every community college in the region is aware of opportunities to participate in each gathering and decision making process. Describe practices and methodologies that the Regional Consortium Chair will use to regularly convene workforce development stakeholders from the member colleges in ways that connect faculty, staff, and administrators.

    c. Providing convening, technical assistance, curricular, and logistical support to regional projects that affect Common Metrics and Accountability Measures and meet the labor market needs of regional priority and emergent sectors.

    d. Coordinating with and leveraging efforts of other regions, Sector Navigators, Centers of Excellence Technical Assistance Providers, colleges, national efforts, etc.

    e. Outlining a plan of engagement with the region's workforce and economic development networks and college leadership (CEOs, CIOs, local Curriculum Committees, etc.) that includes the opportunity for CEOs from participating colleges to provide input and receive briefings.

    f. Acting as first point of contact representing the Chancellor's Office for region inquiries, including facilitating business/industry connection with college programs.

    g. In collaboration with Sector Navigators, funding, prioritizing and cultivating regional collaborative communities so that practitioners and/or faculty can collaborate for the region's priority and emergent sectors. Collaborative communities will have specific

objectives, timelines and outcomes for improvement of the region's priority and emergent sectors.

h. Outlining a plan for how the Consortium will administer and monitor mini grants or sub-contracts if empowered to run grant competitions.

i. Creating and managing consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges. Websites at a minimum should provide relevant and up-to-date information concerning the consortium activities including: consortium member listing, available products, meeting minutes, opportunities to participate within the consortium, listing of active collaborative communities, in-region contacts for priority and emergent sectors, and listing of professional development opportunities.

j. Building a plan to collect "launchboard' data for the region. This will eventually become the basis for evaluating regional performance and what moves the needle in affecting regional performance. Note: Fiscal year 2013-14 is a set-up year for this process.

k. Inventorying the region's program offering in the priority and emergent sectors, perform a gap analysis of the region's offerings and the needs of the region's employers, and create a plan of action to close those gaps.

3. Identify and describe those aspects of the project that were unique and/or particularly effective.

NOTE: If you have made budget changes within the online year-to-date quarterly system between your 4th quarter and the Final Report of Expenditures (that did not require pre-approval), please explain these changes to your monitor at the bottom of the narrative responses.