



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

**FROM:** Javier Romero, Dean, Workforce and Economic Development Division

**RE:** UPDATE 2 - Deputy Sector Navigator (DSN) Extensions (Part 1 and 2 Reporting Guidance)

It has come to our attention that Deputy Sector Navigator (DSN) grantees have received incorrect close out instructions for their PY 2017-18 grants (e.g., 17-159-00X) from our Fiscal Agent (Chabot Los Positas CCD). Specifically, the e-mail from our Fiscal Agent incorrectly provided an attached excel spreadsheet for completion and submittal with an invoice. Disregard this communication, refer back to our memo dated August 30, 2018, *RE: UPDATE - Deputy Sector Navigator (DSN) Extensions, Part 1 and 2 Reporting Guidance* (Memorandum 18-005). Memorandum 18-005 and supporting documents is posted on our website: [http://extranet.cccco.edu/Portals/1/WED/Memos/2018%20memos/18-005DSNextensionsRpt\\_Instructions.8-30-2018.pdf](http://extranet.cccco.edu/Portals/1/WED/Memos/2018%20memos/18-005DSNextensionsRpt_Instructions.8-30-2018.pdf)

The purpose of this Memorandum (18-013) pertains to Part 2 of Memorandum 18-005, which states:

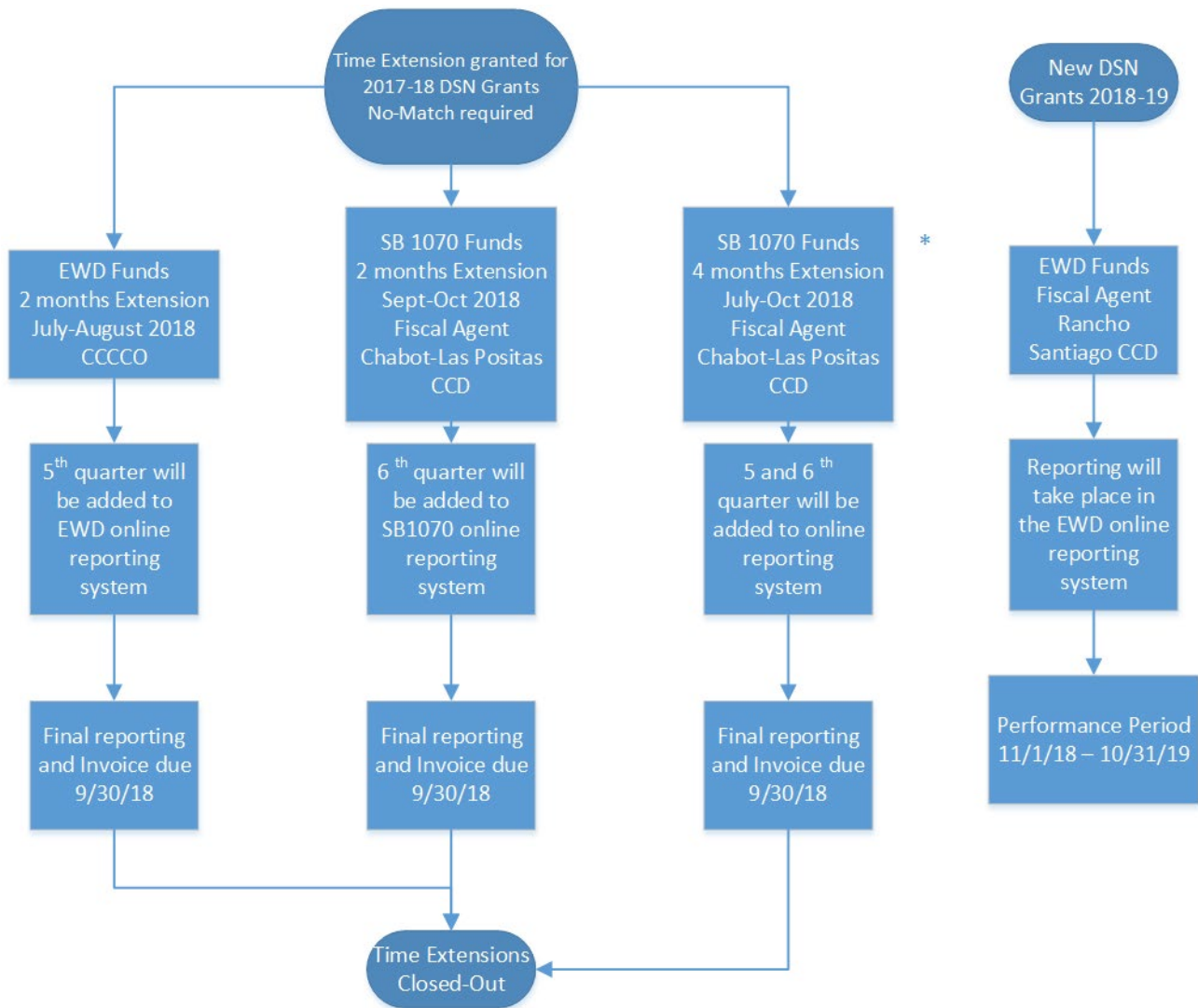
*[T]he...2-month extensions processed through the Fiscal Agent (Part 2: September 1, 2018 – October 31, 2018 for \$35,000, in an effort to remain consistent with past reporting, we have added the \$35,000 (SB1070 funding) from September 1 – October 31, 2018 into our SB1070 online expenditure system located here: <https://misweb02.cccco.edu/sb70prod/logon.cfm>. There will be one quarter from September 1 – October 31, 2018 and a final report due November 30, 2018. Again, all expenditures must be reported online and all funds will need to be expended.*

This In addition, Memorandum 18-005 stated the following:

*[F]or extension (part two) are to be submitted to [npinvoices@cccoco.edu](mailto:npinvoices@cccoco.edu), once they have been reviewed and approved, they will processed for payment. Note that the fiscal agents processing time is net 30 - payment will be made within 30 days of receipt of the invoice.*

This process has remained unchanged and was to be completed by November 30, 2018. In light of the confusion, we have extended the due date until December 14, 2018. Your adherence to our process and timeline allows us all to focus on our current funding and objectives.

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



\* Four DSN grants were extended by SB1070 funds for 4 months through the Fiscal Agency exclusively