

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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July 13, 2018

**To:** Chief Executive Officers  
Deputy Sector Navigators  
Sector Navigators

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

**CC:** Van Ton-Quinlivan  
Executive Vice Chancellor Workforce and Digital Futures

Workforce and Economic Development Division Leadership Team  
Workforce and Economic Development Division Staff  
Regional Consortia Chairs

**Subject:** UPDATE - Deputy Sector Navigator (DSN) Extensions (Part 2)

As provided in the memo issued on March 28, 2018 ([DSN Memo link](#)), the Chancellor's Office is working closely with the Fiscal Agent Chabot Las Positas who is now processing the second part of the 4-month extension starting September 1, 2018 – October 31, 2018.

This portion of the augmentation pertains to the September 1, 2018 – October 31, 2018 (a two-month extension) that currently being processed through Chabot Las Positas (Fiscal Agent) in the amount of \$35,000. The information below details and clarifies the steps regarding the DSN extensions.

**DSN Extension Process Flow:**

1. Extension Opt In/Opt Out Letter Sent to Districts - 07/06/18 (monitors were cc'd).
2. Chabot-Las Positas CCD sends reminder to Districts to return Opt In/Opt Out Letters – 07/12/18.
3. Districts submit Opt In/Opt Out Letter and Appendix B to the Fiscal Agent – 07/16/18 (DSNs may submit responses on behalf of their college).
4. Districts receive Welcome Letter to be signed and returned to the Fiscal Agent (in lieu of grant packets) - 07/20/18.
5. The Fiscal Agent sends reminder regarding Welcome Letter submission – 07/23/18.
6. Districts submit signed Welcome Letter to Chabot-Las Positas CCD – 07/30/18.
7. Upon receipt of signed Welcome Letter from District, Chabot will disburse 80% payment – no later than 08/17/18.
8. Grant extension period begins 09/01/18.
9. Grant extension period ends 10/31/18. Chabot to send email reminder to Districts regarding final reporting requirements (final report template will be forthcoming).
10. Districts submit Final Expenditures and Narrative Template via email to the Program Monitor by 11/30/18.

11. Program Monitor receives Final Report. Approves and sends to the Analyst.
12. Analyst forwards approved reports to the Fiscal Agent for Final Payment.
13. Upon receipt of final approved reports, the Fiscal Agent will disburse final 20% payment.
14. Grant extension is closed.

The Chancellor's Office would like to thank you all for the DSN's valuable role in our Key Talent eco system. For more information, please refer to the [FAQ's](#) and if you have any questions, please contact Danita Romero at Chabot Las Positas CCD at [EDCEInvoices@clpccd.org](mailto:EDCEInvoices@clpccd.org) or Abbie Singleton, Analyst at [asingleton@cccoco.edu](mailto:asingleton@cccoco.edu).