



California
Community
Colleges

California Virtual Campus –
Online Education Initiative

Grant Recipient Instructions Packet

Improving Online CTE Pathways Grant Program

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CVC-OEI Approval of Project & Budget

Project Clarifications & Budget Modifications

All applicants must respond to all items presented on Page 2 in the Notification of Intent to Award document before receiving the formal Subaward Agreement with the California Virtual Campus - Online Education Initiative (CVC - OEI), with Foothill - De Anza Community College District serving as the fiscal agent.

All applicants (as applicable) must complete the following:

- Confirmation of Final Budget Amount
- Provide additional clarification regarding project scope or alignment to RFA.
- Provide additional justification to proposed budget categories and/or line items.

Project Oversight & Fiscal Agent Responsibility

The CVC-OEI, in consultation with the California Community Colleges Chancellor's Office, reserves the right to discontinue or reduce funding if any project or invoice goes beyond the scope identified in the approved application. The CVC-OEI may also request a meeting with executive stakeholders from your college or district if it appears that the project becomes unsustainable.

Completing the Subaward Agreement

Board Approval of Subaward Agreement

All applications recommended for approval must have or obtain approval of the Board of Trustees of their district(s).

- If requested, please be prepared to provide evidence that your district's Board of Trustees has approved your ability to accept a subaward (e.g., official minutes from or record of the Board of Trustees meeting outlining the approval).
- If the scheduled date for your district's Board of Trustees to approve your subaward must change from the date identified in your application (see the Local Preparation section), please communicate the reason and new date to the CVC-OEI grant administration team as soon as possible.

College / District Representative Signatures

Please review and complete the Subaward Agreement.

- Page 3 of the Subaward Agreement asks you to identify and provide information about your project's authorized representatives.
- Following approval of the agreement by the Board of Trustees of your district, the college and/or district Authorized Official must sign the Subaward Agreement on Page 6 for the project to move forward.

Reporting and Invoicing: Requirements and Timeline

Reporting Requirements

Quarterly Reports - Each subrecipient must submit quarterly reports* by the following dates:

- Q1 Report - Reporting Period: July 01, 2019 to September 30, 2019
 - Deadline for Submission: October 15, 2019
 - For the Q1 Report, CVC-OEI will request a narrative.
- Q2 Report - Reporting Period: October 01, 2019 to December 31, 2019
 - Deadline for Submission: January 15, 2020
 - For the Q2 Report, CVC-OEI will request a narrative and additional information to be included in the April 2020 legislative report, such as evidence of impact (e.g., number of revised courses, number of students served, etc.).
- Q3 Report - Reporting Period: January 01, 2020 to March 31, 2020
 - Deadline for Submission: April 15, 2020
 - For the Q3 Report, CVC-OEI will request a narrative.
- Q4 Report - Reporting Period: April 01, 2020 to June 30, 2020
 - Deadline for Submission: July 15, 2020
 - For the Q4 Report, CVC-OEI will request a narrative.

Final (Annual) Report - Each subrecipient must submit the final report* by the following date:

- Final Report - Reporting Period: July 01, 2019 to June 30, 2020
 - Deadline for Submission: September 30, 2020
 - For the Final Report, CVC-OEI will request a narrative, results of the grant project, project-related data, and a reconciliation of funds.

- The Final Report will also include a college and/or district commitment to institutionalize the project for two (2) to five (5) years after the grant period. This will be a required section or prompt in the report template.

* NOTE: CVC-OEI will prepare checklists to help grantees create each of the four (4) quarterly reports and the final report.

- Grantees will receive the reporting requirement checklist six (6) weeks prior to each report due date.
- The CVC-OEI team will review the requirements with subrecipients via video conference meetings to be held four (4) weeks prior to each report due date.

Invoicing CVC-OEI & Documenting Costs

Reminder: No Advance Payments or Pre-Payments. As stipulated in the *Improving Online CTE Pathways Request for Applications (RFA): By accepting this subaward, your college(s) and/or district(s) are committing to paying the proposed and approved grant activity costs, then submitting quarterly invoices to be reimbursed.*

Invoices shall be submitted on a quarterly basis with corresponding quarterly report narratives. The CVC-OEI grants administration team will provide budget spreadsheets as well as an invoice template. An authorized representative of the college and/or district must sign each invoice.

Payment shall be made within sixty (60) days, upon receipt of and review of the invoice along with the supporting documentation and General Ledger (GL) report by the fiscal agent.

NOTE: For physical costs (materials, supplies, travel), colleges and/or districts should save receipts and be able to provide them alongside the relevant invoices, should the CVC-OEI grants administration team ask for additional supporting documentation.

Report & Invoice Timeline

Deliverable	Report Checklist Available	Check-In Meeting	Deliverable Due Date
Q1 Report & Invoice	Sep 04, 2019 (Wed)	Sep 18, 2019 (Wed)	Oct 15, 2019 (Tue)
Q2 Report & Invoice	Dec 04, 2019 (Wed)	Dec 18, 2019 (Wed)	Jan 15, 2020 (Wed)
Q3 Report & Invoice	Mar 04, 2020 (Wed)	Mar 18, 2020 (Wed)	Apr 15, 2020 (Wed)
Q4 Report & Invoice	Jun 03, 2020 (Wed)	Jun 17, 2020 (Wed)	Jul 15, 2020 (Wed)
Final Report	Aug 19, 2020 (Wed)	Sep 02, 2020 (Wed)	Sep 30, 2020 (Wed)

Pre-Implementation Preparation - June 2019

Local Meetings

Colleges are encouraged to facilitate team meeting(s) to finalize project planning, including confirming team members, roles and responsibilities. Maximize your time before July 01, 2019.

Virtual CVC-OEI Grant Meetings

The Principal Investigator, or a designated project team member, must attend each *Improving Online CTE Pathways* grant meeting. Please be ready to attend the kickoff meeting and schedule the monthly check-in meetings on your calendar.

Grant Kickoff Meeting

- CVC-OEI will host a kickoff meeting for all grant recipients via Zoom on Thursday, June 20 from 3:00 PM to 4:00 PM at the following link: <https://cccconfer.zoom.us/j/311468008>.
- An invitation will be sent out to all Principal Investigators; this meeting will be recorded.

Monthly Check-In Meetings

- CVC-OEI will host *monthly virtual group check-in meetings*** for all grant recipients.
- Please add the following dates to your calendar:

Q1 meetings	Q2 meetings	Q3 meetings	Q4 meetings	Post-grant meetings
07/17/19	10/16/19	01/15/20	04/15/20	07/15/20
08/14/19	11/13/19	02/12/20	05/13/20	08/12/20
09/18/19	12/18/19	03/18/20	06/17/20	09/02/20

** NOTE: Before July 01, 2019, the CVC-OEI grants administration team will share expectations around individual grant subrecipient check-ins.

Remaining Tasks to Complete

Before you begin your grant activities on July 01, 2019, you will need to collect all of the data you identified in your proposal to set a baseline. Refer to the Local Preparation section of your

proposal, and add any relevant data that you may have left out of your application.

Consider approval calendars as you finalize dates for project milestones. Some activities outlined in your Pathways grant application may require one or more approvals by entities such as a local curriculum committee, a college and/or district Academic Senate, or even a California state body.

Approval processes can take several months, so be sure to do the following:

- Set specific date goals to complete all requirements *for each approval* the first time, so you will not have to make revisions and resubmit.
- Identify the meeting dates of each entity that must approve:
 - a new delivery method for an existing course (e.g., a Curriculum Committee must review and approve a Distance Education Addendum),
 - a new course,
 - a new certificate,
 - a new program,
 - or other new or revised offering