



May 1, 2018

Dr. William Scroggins, President
Mt. San Antonio College
1100 N. Grand Ave
Walnut, CA 91789

Dear Dr. Scroggins:

I'm pleased to inform you that your college, as a participant in the CCC Maker statewide initiative, will be funded at \$250,000.00 for the 2018-2019 fiscal year. There are several important components for your CCC Maker project to follow related to this award.

- Funding is contingent upon performance of the 2017-2018 project year, which includes completion of project activities, internship placements, and submittal of quarterly reports (narrative and fiscal) and end-of-year match, due by July 13, 2018 as noted in Exhibit 1.
- **A 2018-2019 workplan and budget must be submitted by May 4, 2018.** The project's Technical Assistant Providers have reached out to all project teams and are available for consultation. Work Plans and budgets submitted after May 4, 2018 may cause your grant award to be renegotiated or delayed. Funding for 2018-2019 is an 11-month period (July 1, 2018-May 30, 2019).
- Fiscal awards for your college's 20-hour student internships are being administered by the Foundation for California Community Colleges. 2018-2019 awards will be based on 2017-2018 performance.
- After review and revisions the Technical Assistance Provider will approve the workplan and budget. A Year 2 contract will be issued, which must be approved through your college's approval process, signed and returned to Sierra College.
- Completion of the 2018-2019 workplan, and submittal of all quarterly and final fiscal and narrative reports is a condition of full reimbursement of the awarded amount. Ten percent of the total award will be held back for reimbursement, to be released upon receipt of final financial, narrative and match reports for the 2018-2019 fiscal year by June 13, 2019 as noted in Exhibit 1.

We're excited about the progress and achievements of your CCC Maker project, which has gained national attention and interest. Tremendous accomplishments by both students and faculty, integrating your academic makerspace into the educational fabric of your institution, are truly helping to develop innovation-ready graduates for STEM/STEAM careers and your region's creative economy.



Sincerely,

A handwritten signature in blue ink, appearing to read 'CPK', is positioned below the 'Sincerely,' text.

Carol Pepper-Kittredge
Associate Dean – Workforce Innovation
Sierra Jt. Community College District

Cc: Mala Arthur, Project Director
Michael Gregoryk, VP, Administrative Services



Exhibit I - Revised March 2018
REPORTING DEADLINES
CCC Maker Implementation Grant Fiscal Reporting Deadline

SCHEDULE B with Notes

SCHEDULE B

SUBCONTRACT:

This sets forth the funding payable by the DISTRICT to SUBRECIPIENT in accordance with the terms set forth in the AGREEMENT:

1. 10% of the award will be the initial disbursement upon receipt of signed Subaward Agreement
2. Invoices shall be submitted quarterly via Dropbox as outlined in Exhibit I
3. An approved budget revision is required prior to an expense in a major category exceeding 10% of a category's original approved budget amount
4. Indirect costs are not available
5. Carryover must have prior approval and cannot exceed 10% of the grant award and must be expended in the first quarter of the next fiscal year
6. Unspent funds must be returned to Sierra College
7. Final payment will be processed upon submission and approval of full grant award expense report and completion of work plan.

Below are additional requirements set forth with Year 2 Implementation

2017-2018 CARRYOVER SUBAWARD- SCHEDULE B

1. 17-18 Carryover is a maximum of 10% of the 17-18 Award
2. Invoice and backup documentation shall be submitted via Dropbox no later than October 15, 2018
3. Carryover must be expended July 1 - September 30, 2018
4. Encumbered funds will NOT be considered for reimbursement

2018-2019 YEAR 2 SUBAWARD- SCHEDULE B

1. No Carryover is available for Year 2 Awards

REPORTING DEADLINES

CCC Maker Implementation Grant	Reporting Period	File Request Sent via Dropbox	Due Date
Year 1			
CCC Maker Implementation Award Grant			
Y1 Q1 Invoice W-Expense Backup & Narrative	July 1, 2017 - September 30, 2017	Friday, September 29, 2017	Friday, October 13, 2017
Y1 Q2 Invoice W-Expense Backup & Narrative	July 1, 2017 - December 31, 2017	Tuesday, January 2, 2018	Tuesday, January 16, 2018
Y1 Q3 Invoice W-Expense Backup & Narrative, Carryover	July 1, 2017 - March 31, 2018	Friday, March 30, 2018	Monday, April 16, 2018
Y1 Q4 Invoice W-Expense Backup & Narrative	July 1, 2017 - June 30, 2018	Thursday, May 31, 2018	Friday, June 15, 2018
Y1 Final Invoice W-Expense Backup & Narrative & Fiscal	July 1, 2017 - June 30, 2018	Friday, June 15, 2018	Friday, July 13, 2018
Year 2			
CCC Maker Implementation Award Grant			
Y1 Carryover & Y2 Q1 Invoice W-Expense Backup, &	July 1, 2018 - September 30, 2018	Friday, September 28, 2018	Monday, October 15, 2018
Y2 Q2 Invoice W-Expense Backup & Narrative	July 1, 2018 - December 31, 2018	Wednesday, January 2, 2019	Tuesday, January 15, 2019
Y2 Q3 Invoice W-Expense Backup & Narrative	July 1, 2018 - March 31, 2019	Friday, March 29, 2019	Monday, April 15, 2019
Y2 Q4 Invoice W-Expense Backup & Narrative	July 1, 2018 - May 31, 2019	Wednesday, May 1, 2019	Friday, June 7, 2019
Y2 Final Invoice W-Expense Backup & Narrative & Fiscal	July 1, 2018 - May 31, 2019	Monday, June 3, 2019	Thursday, June 13, 2019

*dates subject to change by Sierra College as needed

Detailed instructions are accessible in the shared folder on Dropbox which includes examples and forms.

At each due date colleges will complete and upload a detailed fiscal transaction report from their financial software, accompanied by required backup documentation.

Requested Invoice-Reimbursements must be actual expenses (does not include encumbrances)

No Indirect costs are available

3/28/2018