

Dear K12 Workforce Pathways Coordinator Host:

Enclosed are the contract documents for the K12 Workforce Pathways Coordinator grants and instructions for processing the enclosed Year 1 first amendment and year 2 sub-agreement.

**YEAR 1:** Due to the delay in starting the Year 1 grant and since an extension will not be approved, the Chancellor’s Office has determined that the Year 1 award will be adjusted from \$125,000 to \$100,000 to reflect the shorter timeline. The enclosed amendment to the sub-agreement is to amend the sub-award amount to \$100,000 per community college served. No change to the Year 1 performance period: 3/1/2020 – 12/31/2020.

**YEAR 2:** The enclosed sub-agreement is to award the year 2 grant award for \$125,000 per community college served, with a performance period of 7/1/2020 – 12/31/2021.

[Instructions to host institution for processing the enclosed contract documents.](#)

First Amendment – Year 1	Sub-Agreement – Year 2
<b>Contract documents checklist (each combined as one PDF file) :</b>	
<ul style="list-style-type: none"> <li>✓ Copy of amendment for countersignature by host institution</li> <li>✓ Exhibit E – Guidance Letter SWP K12 Pathway Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of sub-agreement for countersignature by host institution</li> <li>✓ Exhibit A – Scope of Work (<i>Year 1 host application for continuation</i>)</li> <li>✓ <i>of project activities approved by the Chancellor’s Office)</i></li> <li>✓ Exhibit B – Invoice Form and Instructions</li> <li>✓ Exhibit C – Guidance Memo from the Chancellor’s Office</li> <li>✓ Exhibit D – Guidance Letter SWP K12 Pathway Coordinators</li> <li>✓ Exhibit E – Articles I and II Legal Terms and Conditions</li> </ul>
<b>To execute the contract documents in order to distribute the funds, please do the following:</b>	
<ol style="list-style-type: none"> <li>1. Enter the name and title of the authorized signer (page 2).</li> <li>2. Enter the Employer Identification Number (EIN) (page 2).</li> <li>3. Submit the amendment to the</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter the information for the primary and fiscal contacts (page 5).</li> <li>2. Enter the name and title of the authorized signer (page 6).</li> </ol>

<p>authorized signer for approval by your institution.</p> <ol style="list-style-type: none"><li>4. By <u>June 30, 2020</u>, scan and return a copy of the fully executed amendment to Sarah Santoyo, <a href="mailto:Santoyo_Sarah@rsccd.edu">Santoyo_Sarah@rsccd.edu</a>, and cc Maria Gil, <a href="mailto:Gil_Maria@rsccd.edu">Gil_Maria@rsccd.edu</a>. The fiscal agent <u>does not</u> require an original signed copy.</li><li>5. By <u>July 3, 2020</u>, submit an invoice for the 80% advance payment.</li></ol>	<ol style="list-style-type: none"><li>3. Enter the Employer Identification Number (EIN) (page 6).</li><li>4. Submit the sub-agreement to the authorized signer for approval by your institution.</li><li>5. By <u>July 31, 2020</u>, scan and return a copy of the fully executed sub-agreement to Sarah Santoyo, <a href="mailto:Santoyo_Sarah@rsccd.edu">Santoyo_Sarah@rsccd.edu</a>, and cc Maria Gil, <a href="mailto:Gil_Maria@rsccd.edu">Gil_Maria@rsccd.edu</a>. The fiscal agent <u>does not</u> require an original signed copy.</li><li>6. By <u>August 17, 2020</u>, submit an invoice for the 80% advance payment. An invoice template with instructions is provided as exhibit B.</li></ol>
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For questions pertaining to the contract documents and invoice processing, please contact Maria Gil at (714) 480-7464, [gil\\_maria@rsccd.edu](mailto:gil_maria@rsccd.edu).

For all other questions pertaining to this notification, please contact Sarah Santoyo at (714) 480-7466, [santoyo\\_sarah@rsccd.edu](mailto:santoyo_sarah@rsccd.edu).

Respectfully,

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