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Santa Ana College • Santiago Canyon College

**DATE:** April 1, 2020  
**TO:** LEA Host Institution for the K12 Workforce Pathways Coordinator  
**FROM:** Sarah Santoyo, Fiscal Agent for the K14 TAPs/K12 Coordinators  
**Re:** Enclosed sub-agreement for Year 1 – K12 Workforce Pathways Coordinator and Important Updates

Dear K12 Workforce Pathways Coordinator Host:

This cover letter is to share important updates to the K12 Workforce Pathways Coordinator grants and to provide instructions for processing the enclosed Year 1 K12 Coordinator sub-agreement with your institution.

### **Important Updates**

#### **YEAR 1 – K12 Workforce Pathways Coordinator grants**

Due to the delay in starting the Year 1 grants and since extensions will not be approved, the Chancellor's Office has determined that the Year 1 awards will be adjusted from \$125,000 to \$100,000 to reflect the shorter timeline.

Year 1 performance period: 3/1/2020 – 12/31/2020.

#### *Action Item 1:*

The enclosed Year 1 sub-agreement reflects the original amount of \$125,000. To avoid delays in getting the funding to the host institution, we request that you submit the enclosed sub-agreement for your institution's approval process.

The host institution can submit invoices for the advanced payment based on this original sub-agreement. It will not need to wait until the amendment is processed in order to request the advance payment.

#### *Action Item 2:*

The fiscal agent will create amendments to the Year 1 sub-agreements to reduce the total cost from \$125,000 to \$100,000. We plan to have those amendments for our board meeting in April, but we will have them processed no later than May 2020.

The host institution will receive the amendment (1-2 pages) that will indicate the change in the total cost, obtain approval signatures, and return it to the fiscal agent to adjust the purchase order accordingly.

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## YEAR 2 – K12 Workforce Pathways Coordinator grants

Year 2 grant awards for \$125,000, with a performance period of 7/1/20 – 12/31/21, will be developed and presented to the fiscal agent's board by May 2020.

Ideally, we would like to send the host institutions the Year 1 amendment and the Year 2 sub-agreement at the same time. We understand that it will help hosts with hiring processes if they have received grant agreements for Year 1 at \$100,000 and Year 2 at \$125,000 as soon as possible.

We will strive to have Year 2 sub-agreements approved in April 2020, but may be constrained due to approval processes that are delayed due to the COVID-19 impact. If not in April, Year 2 – K12 Coordinator sub-agreements will be processed before the start of the new fiscal year.

### Instructions to host institutions for processing the enclosed Year 1 sub-agreement

#### *Contract documents checklist:*

- Copy of the sub-agreement for countersignature by host institution
- Exhibit A – Host college application (scope of work)
- Exhibit B – Invoice Form and Instructions
- Exhibit C – Guidance Memorandum from the Chancellor's Office
- Exhibit D – Articles I and II Legal Terms and Conditions

#### *To execute this sub-agreement in order to distribute the funds, please do the following:*

- 1) Enter/review the information for the primary contact and fiscal contact (page 5).
- 2) Enter the host institution's EIN (page 6).
- 3) Print and submit the sub-agreement for authorized signature of approval by your host institution.
- 4) By May 8, 2020, scan and return a copy of the fully executed sub-agreement to Sarah Santoyo, Santoyo\_Sarah@rscdd.edu, and cc Maria Gil, Gil\_Maria@rscdd.edu. The fiscal agent does not require an original signed copy.
- 5) By May 29, 2020, submit an invoice for the 70% advance payment. Please work with your fiscal/accounting office to generate an invoice for an advance payment of \$87,500. Instructions for completing the invoice template are listed in exhibit B.

For questions pertaining to sub-agreement and invoice processing, please contact Maria Gil at (714) 480-7464, Gil\_Maria@rscdd.edu.

For all other questions pertaining to this notice, please contact me using the information provided below.

Respectfully,



Fiscal Agent – K14 TAPs/K12 Coordinators

(714) 480-7466, Santoyo\_Sarah@rscdd.edu

cc: Sandra Sanchez, Alejandro Sandoval, Lyla Eddington, Regional Consortia, K14 TAPs