



*Building the Future Through Quality Education*

DATE: June 27, 2019  
TO: Deputy Sector Navigators (DSNs) and DSN Host Colleges  
FROM: Sarah Santoyo, Fiscal Agent Representative  
CC: CCCCCO Vice Chancellor WEDD, Sheneui Weber  
CCCCO Dean, Jeff Mrizek  
CCCCO Project Monitor, Katie Gilks  
RSCCD Vice Chancellor, Educational Services, Enrique Perez  
RSCCD Fiscal Agent Specialist, Maria Gil

**RE: Changes to Deputy Sector Navigator Year 1 (2018/19) Grant Awards**

**Background**

The Chancellor's Office employed a new method to select Deputy Sector Navigators (DSNs) and DSN host colleges for the 2018/19 competitive grant awards, whereby DSN applicants and host colleges applied separately and were matched-up. This process resulted in two rounds of application and selection: the first round of awardees had a grant start date of October 1, 2018, and the second round of awardees had a start date of January 1, 2019. Awards to host colleges for DSN positions that remained vacant after the first and second rounds had completed were made as they were finalized throughout spring 2019.

While most DSN positions are now filled, it is the case that there are some positions that are not yet filled, and consequently there are a number of grant awards with little to no expenditures for the DSN Year 1 (18/19) grant award.

**Changes to DSN Year 1 (18/19) grant award agreements**

Due to the late start date for many DSNs and consequent low expenditures to many Year 1 grant awards, the Chancellor's Office has directed the fiscal agent to do the following:

1. Terminate the DSN Year 1 grant agreements for host colleges that have not hired a DSN by 5/31/19. This action is for FY 18/19 funds only. The host colleges would fund all new hires from the FY 2019/2020 allocations.
  - a. Host colleges will be able to bill for to-date costs and obligations incurred due to implementing the DSN Year 1 grant award.
  - b. Host colleges that received advance payments of 40% and did not fill the DSN position, upon confirmation with the Chancellor's Office, will return any remaining balance to the fiscal agent.

2. For DSN grant award agreements with a term of 1/1/19 – 12/31/19, change the end date to 10/31/19.
3. All existing host colleges will receive a DSN Year 2 (19/20) renewal grant award agreement for \$200,000 that will have a performance period of July 1, 2019 – September 30, 2020. The final report narrative and expenditures will be due October 31, 2020.

**Timeline to implement the requested changes to DSN Year 1 grant award agreements**

ACTION	DATE
The fiscal agent notifies the DSN host colleges of changes to the DSN Year 1 (18/19) grant award agreements (this initiates the 30-day notice period per the grant agreement)	6/27/19
<b>For host colleges whose DSN <u>Year 1</u> grant agreement will be terminated</b>	
Host colleges identify costs that will be claimed against DSN Year 1 grant awards to the fiscal agent	7/15/19
Fiscal agent works with host colleges to close-out the DSN Year 1 grant award by paying an invoice or determining the amount of the advance payment to be returned to the fiscal agent, subject to confirmation by the Chancellor's Office	8/1/19
Amendments to the grant award agreements are submitted for the fiscal agent's Board of Trustees' approval	9/9/19
Amendments are sent to the host colleges for processing on their end	9/13/19
<b>For host colleges that have a DSN <u>Year 1</u> grant agreement with an end date of 12/31/19 that will be changed to 10/31/19</b>	
Amendments to the grant award agreements to change the end dates to 10/31/19 will be submitted for the fiscal agent's Board of Trustees' approval	8/12/19
The grant award agreement amendments are sent to the host colleges for processing on their end	8/16/19
<b>DSN <u>Year 2</u> Grant Renewals (7/1/19 – 9/30/20)</b>	
Existing host colleges receive the DSN Year 2 (19/20) grant award renewal notices	07/15/2019
DSN Year 2 grant renewal applications will be released to the field	7/16/2019
DSN Year 2 grant renewal applications are due	8/30/2019
DSN Year 2 grant award agreements are presented for board approval, and they all list a performance period of 7/1/19 – 9/30/20	TBA

If you have any questions, please connect with those listed below. Respectfully,

**Contracts & Payments**

Sarah Santoyo, Fiscal Agent Representative  
 (714) 480-7466, [Santoyo\\_Sarah@rscsd.edu](mailto:Santoyo_Sarah@rscsd.edu)

**Technical & Programmatic**

Katie Gilks, Project Monitor  
 (916) 445-1606, [kgilks@cccco.edu](mailto:kgilks@cccco.edu)