

**Regional Equity and Recovery Partnerships Agreement  
between the  
Monterey County Workforce Development Board and the  
Cabrillo, Gavilan, Hartnell, and Monterey Peninsula  
Community College Districts**

**I. DECLARATION**

This Agreement is entered into by and between the MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD, (hereinafter referred to as “MCWDB”) and the Cabrillo, Gavilan, Hartnell and Monterey Peninsula Community College Districts, (hereinafter referred to respectively as “CCCD,” “GCCD,” “HCCD,” and “MPCCD,” or collectively as “Contractors”).

The purpose of this Agreement is to formalize the working relationship and establish the roles and responsibilities of the WDB and Contractors for the provision of administrative services.

The scope of services and compensation are specified in Exhibit A and incorporated herein by reference.

**II. BACKGROUND**

The MCWDB, a government entity created by federal statute, the Workforce Innovation and Opportunity Act (WIOA) of 2014, is charged with overseeing the allocation of WIOA and non-WIOA funding for training and other workforce services. The WIOA also mandated the identification of planning and service delivery regions comprised of local workforce development areas. In 2020, the California Workforce Development Board (CWDB) designated the local workforce development boards of Santa Cruz, Monterey, and San Benito counties as the “North Central Coast Regional Planning Unit,” or the “North Central Coast RPU.”

On behalf of the North Central Coast RPU, MCWDB has received a non-WIOA \$1,150,000 Regional Equity and Recovery Partnerships (RERP) grant to support additional enrollments into occupational training to be provided by the community colleges in the North Central Coast region. By entering into this Agreement, Contractors agree to provide RERP administrative services.

**III. GENERAL AREA OF RESPONSIBILITY**

The general areas of responsibility between the parties of this Agreement and the scope of services and compensation to be provided are detailed in Exhibit A of this Agreement.

This document and Exhibits A and B contain the entire Agreement of the parties and supersede all negotiations, verbal or otherwise and any other agreement or any established practice(s) between the parties hereto.

**IV. GENERAL PROVISIONS**

**A. TERM**

This Agreement shall be effective retroactive to March 7, 2023 and remain in full force and effective through October 31, 2025 unless sooner terminated as provided herein. WDB may terminate this Agreement by giving thirty (30) calendar days' written notice to Contractor, with or without cause. This Agreement is contingent upon available funding and therefore WDB may terminate the contract effective immediately if funds are unavailable.

The WDB has the right to renew this Agreement for one (1) additional one (1) year term upon thirty (30) days written notice to the Contractor before the expiration of the initial term of the Agreement. Renewal will be contingent on Contractor's satisfactory provision of agreed-upon administrative and workforce training services. In the event the WDB exercises its right of renewal, all terms and conditions, requirements and specifications of this Agreement shall remain the same and shall apply during renewal terms. This Agreement will not automatically renew. Renewals shall be in writing and signed by the parties.

**B. CONTRACT ADMINISTRATORS**

Contractors hereby designate the following individuals as Contract Administrators for the specific sections of this agreement that pertain to their several districts:

<b>District</b>	<b>Community College Contract Administrators</b>
MPCCD	Judith Cutting (or her successor), Dean of Instruction – Career Education, Public Safety, and Workforce Development
HCCD	Clint Cowden (or his successor), Dean of Academic Affairs
CCCD	Annabelle Rodriguez (or her successor), Dean of Career Education and Workforce Development
GCCD	Susan L. Sweeney (or her successor), Dean of Career Education, Workforce and Educational Partnerships

All matters concerning this Agreement which are within the responsibility of Contractors shall be under the direction of, or shall be submitted to the Contract Administrators.

WDB hereby designates the Executive Director of the WDB as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of WDB shall be under the direction of, or shall be submitted to the WDB Contract Administrator. Any party may change its designated Contract Administrator upon giving notice of five (5) calendar days.

**C. FISCAL / REPORTING**

1. Regional Equity and Recovery Partnerships funding in the total amount of \$1,150,000 is available to provide workforce training and administrative services to

eligible participants from March 7, 2023 through October 31, 2025. A total of \$80,000 is provided to regional community colleges for administrative services, as follows:

<b>RERP Community College Administrative Services Allocations</b>	<b>Numbers to be Trained</b>	<b>Admin. \$</b>
Hartnell College	10	\$20,000
Monterey Peninsula College	32	\$20,000
Cabrillo College	32	\$20,000
Gavilan College	16	\$20,000
<b>Totals</b>	<b>90</b>	<b>\$80,000</b>

2. Through a separate agreement, MCWDB will provide an additional \$999,500 to the workforce development boards of Monterey, Santa Cruz, and San Benito counties for case management, training, supportive services, certifications, and administration. MCWDB will also retain a total of \$70,500 for staff travel, regional meetings, and the services of the Regional Organizer.
3. In addition, MCWDB will provide funding through a third RERP agreement for an amount not to exceed \$189,000, at \$4,500 per participant, to cover occupational training costs at Hartnell and Monterey Peninsula community colleges during the grant period.

<b>RERP WDB Participant Goals:</b>	<b>MCWDB</b>	<b>SCCWDB</b>	<b>SBCWDB</b>	<b>TOTALS</b>
Numbers to be Enrolled	49	49	23	121
Numbers to be Trained	42	32	16	90
<b>RERP Amounts Allocated to WDBs:</b>	<b>MCWDB</b>	<b>SCCWDB</b>	<b>SCCWDB</b>	<b>TOTALS</b>
Case Management @ \$3,500 ea.	\$ 171,500	\$ 171,500	\$ 80,500	\$ 423,500
Training@ \$4,500 ea.	\$ 189,000	\$ 144,000	\$ 72,000	\$ 405,000
Supportive Services	\$ 6,400	\$ 6,400	\$ 3,200	\$ 16,000
Certifications	\$ 18,665	\$ 14,000	\$ 7,335	\$ 40,000
Administration Funds	\$ 97,365	\$ 12,000	\$ 5,635	\$ 115,000
<b>Subtotals</b>	<b>\$ 482,930</b>	<b>\$ 347,900</b>	<b>\$ 168,670</b>	<b>\$ 999,500</b>
Staff Travel	\$ 1,500			\$ 1,500
Regional Meetings	\$ 4,500			\$ 4,500
Regional Organizer	\$ 64,500			\$ 64,500
<b>RERP Admin. Amount to be Allocated to North Central Coast Region Community Colleges</b>	<b>\$ 80,000</b>			<b>\$ 80,000</b>
<b>Total RERP Allocations</b>	<b>\$ 633,430</b>	<b>\$ 347,900</b>	<b>\$168,670</b>	<b>\$ 1,150,000</b>

#### **D. MEETING/COMMUNICATION**

Meetings between each Contractor and WDB shall be scheduled, as needed, to discuss Contractor performance and other issues that affect any party to this Agreement.

#### **E. MUTUAL INDEMNIFICATION**

Except as otherwise required by applicable law, Contractor and MCWDB agree that each party shall be responsible for their own actions, including but not limited to any negligent and/or intentional acts and/or omissions of its officers, agents and employees; and neither party shall be responsible for the acts and/or omissions of the other. Each party therefore agrees to save harmless and indemnify the other party against any and all claims, demands, suits, judgments, expenses and costs of any and every kind, insofar as it may legally do so, on account of the injury to or death of persons or loss of property arising in any manner out of the indemnifying party's performance of the terms of this Agreement.

#### **F. INSURANCE**

Evidence of Coverage: Prior to commencement of this Agreement, each Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, each Contractor upon request shall provide a certified copy of the policy or policies.

This verifications of coverages shall be sent to Monterey County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and such insurance has been approved by Monterey County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

Insurance Coverage Requirements: Without limiting each Contractor's duty to indemnify, each Contractor shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

**Commercial General Liability Insurance**, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

**Business Automobile Liability insurance**, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

**Workers' Compensation Insurance**, if a Contractor employs others in the performance of this Agreement, in accordance with California Labor Code section

3700 and with Employer's Liability limits not less than statutory limits or \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

**Professional Liability Insurance**, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the Contractor shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

**Other Insurance Requirements:** All insurance required by this Agreement shall be with a company acceptable to the WDB and Monterey County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date each Contractor completes its performance of services under this Agreement.

Each liability policy shall provide that the WDB and Monterey County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for each Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the WDB and Monterey County, their officers, agents, and employees as Additional Insureds with respect to liability arising out of the Contractor's work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the WDB and Monterey County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the Contractor's insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the WDB, each Contractor shall file certificates of insurance with the Monterey County's Contract Administrator and Contracts/Purchasing Division, showing that each Contractor has in effect the insurance required by this Agreement. Each Contractor shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

Each Contractor shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by the WDB and Monterey County, annual certificates to Monterey County's Contract Administrator and Monterey County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, the WDB or Monterey County shall notify the Contractor and the Contractor shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by any Contractor to maintain such insurance is a default of this Agreement, which entitles the WDB, at its sole discretion, to terminate this Agreement immediately.

A self-insurance program of similar protection and stability may be substituted or combined to meet the above requirements upon approval by County of Monterey Risk Management.

**G. NOTICE**

Notices provided pursuant to this Agreement shall be given personally, by email or by regular mail addressed to each of the following:

<b>District</b>	<b>Community College Contract Administrators</b>
MPCCD	Judith Cutting (or her successor), Dean of Instruction – Career Education, Public Safety, and Workforce Development 980 Fremont Street, Monterey, CA 93940 (831) 646-4039 jcutting@mpc.edu
HCCD	Clint Cowden (or his successor), Dean of Academic Affairs 1752 East Alisal Street, Salinas, CA 93905 (831) 755-6960 ccowden@hartnell.edu
CCCD	Annabelle Rodriguez (or her successor), Dean of Career Education & Workforce Development 6500 Soquel Drive, Aptos, CA 95003 (831) 210-8926 abrodrig@cabrillo.edu
GCCD	Susan L. Sweeney (or her successor), Dean of Career Education, Workforce and Educational Partnerships 5055 Santa Teresa Blvd., Gilroy, CA 95020 (408) 848-4757 ssweeney@gavilan.edu

<b>Organization</b>	<b>North Central Coast RPU Contract Administrator</b>
MCWDB	Christopher Donnelly, Executive Director 344 Salinas Street, Suite 101, Salinas, CA 93901 (831) 759-6644 Donnellyc@co.monterey.ca.us

**H. CONSTRUCTION, INTERPRETATION AND INTEGRATION OF AGREEMENT**

The WDB and each Contractor agree that each party has fully participated in the review and drafting of this Agreement and that any rule of construction to the effect that

ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control. This Agreement shall be governed by and interpreted under the laws of the State of California and applicable federal law. Venue of litigation arising under this Agreement shall be in the Superior Court of California, Monterey County.

#### **I. NON-EXCLUSIVE AGREEMENT**

This agreement is non-exclusive. The WDB expressly reserves the right to contract with other entities for provision of the same or similar services.

#### **J. DUPLICATE COUNTERPARTS**

This agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Agreement shall be deemed executed when it has been signed by all parties.

#### **K. AUTHORITY**

Any individual executing this Agreement on behalf of the WDB or the Contractor represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

#### **L. EXHIBITS**

The following exhibits are attached hereto and incorporated by reference:

1. Exhibit A – Scope of Services/Payment Provisions
2. Exhibit B – RERP Work Plan

PER SIGNATURE, WE AGREE TO THE PROVISIONS OF THIS AGREEMENT.

Monterey County Board of Supervisors  
Chief Elected Official  
Monterey County Workforce Development Area

\_\_\_\_\_  
Chair, Monterey County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Donnelly, Executive Director  
Monterey County Workforce Development Board

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Deputy County Counsel, Monterey County

\_\_\_\_\_  
Date

**Regional Equity and Recovery Partnerships Grant Administration**

Monterey County Workforce Development Area Community Colleges  
*Monterey Peninsula Community College District*

\_\_\_\_\_  
Dr. Mark Zacovic  
Interim Superintendent/President  
Monterey Peninsula Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judith Cutting  
Dean of Instruction – Career Education,  
Public Safety, and Workforce Development  
Monterey Peninsula Community College District

\_\_\_\_\_  
Date

Monterey County Workforce Development Area Community Colleges  
*Hartnell Community College District*

\_\_\_\_\_  
Michael Gutierrez  
Superintendent/President  
Hartnell Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clint Cowden  
Dean of Academic Affairs  
Hartnell Community College District

\_\_\_\_\_  
Date

**Regional Equity and Recovery Partnerships Grant Administration**

Santa Cruz County Workforce Development Area Community College  
*Cabrillo Community College District*

\_\_\_\_\_  
Dr. Matt Wetstein  
Superintendent/President  
Cabrillo Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Annabelle Rodriguez  
Dean of Career Education & Workforce Development  
Cabrillo Community College District

\_\_\_\_\_  
Date

San Benito County Workforce Development Area Community College  
*Gavilan Community College District*

\_\_\_\_\_  
Dr. Pedro Avila  
Superintendent/President  
Gavilan Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan L. Sweeney  
Dean of Career Education, Workforce and Educational  
Partnerships  
Gavilan Community College District

\_\_\_\_\_  
Date

**EXHIBIT A**

**SCOPE OF SERVICES/PAYMENT PROVISIONS**

Regional Equity and Recovery Partnerships Workforce Training Administrative Services  
March 7, 2023 through October 31, 2025

I. **PROJECT OVERVIEW:** The purpose of this agreement is to formalize the working relationships and establish the roles and responsibilities of the Monterey County Workforce Development Board (MCWDB) and Contractors for the provision of Regional Equity and Recovery Partnerships (RERP) administrative services.

II. **PROJECT PERIOD:** March 7, 2023 through October 31, 2025.

III. **DUTIES AND RESPONSIBILITIES:**

A. **Description of Contractors' Services and Responsibilities:**

1. Contractors will provide cohort TRAINING PROGRAMS to eligible participants, as follows:

<b>Community Colleges/Priority Sector Cohort Training</b>	<b>Numbers to Train</b>	<b>Admin. Fee</b>
<b>Hartnell Community College (10 total)</b>		\$20,000
Welding/Mechatronics	10	
<b>Monterey Peninsula College (32 total)</b>		\$20,000
Community Health Worker	20	
Culinary Arts	5	
Forestry Management or Course TBD	7	
<b>Cabrillo Community College (32 total)</b>		\$20,000
Information Technology	17	
Phlebotomy	10	
Culinary Arts	5	
<b>Gavilan Community College (16 total)</b>		\$20,000
Medical Assisting	7	
Information Technology	7	
Phlebotomy	2	
<b>Totals</b>	<b>90</b>	<b>\$80,000</b>

- a. Contractors shall obtain and provide to MCWDB all licenses and permits necessary to provide the TRAINING PROGRAMS.
  - b. Contractors will hire and supervise instructional and non-instructional staff as needed for the successful provision of TRAINING PROGRAMS.
  - c. TRAINING PROGRAM instruction will be provided at a Community College campus or at a contracted facility.
  - d. Each Contractor shall provide attendance information and copies of all curricula developed by the course instructors to the workforce development board for the Contractor's local workforce development area.
  - e. The cost of each Contractor's TRAINING PROGRAM, including books, tools, and all other materials required for the TRAINING PROGRAM shall be included in the per-participant cost. Program-related books, tools, and other materials purchased by clients in the TRAINING PROGRAM but not required for the TRAINING PROGRAM may be reimbursed to client according to the supportive services policy of the workforce development board in each Contractor's local workforce development area.
2. Contractors shall not charge clients a fee for placement or referral services.
  3. Contractors shall not require clients to apply for or access student loans or incur personal debt as a condition of participation in a TRAINING PROGRAM.
  4. Each Contractor shall establish and distribute a written description of its procedures for resolving TRAINING PROGRAM complaints to all clients enrolled in TRAINING PROGRAM. Said procedure shall be subject to approval by the workforce development board in each Contractor's workforce development area and shall comply with all applicable laws and regulations.
  5. Each Contractor shall prepare and submit client and fiscal records as required by the workforce development board in each Contractor's local workforce development area, in accordance with local policy and procedures.
  6. Upon receipt of invoices for cohort training and/or administrative services, each Contractor will perform an independent review and validation of the invoice and documentation before submitting the invoice and documentation to the workforce development board for its local area to process for payment. Payment will be made within forty-five (45) days of the receipt of the invoice.
  7. Contractors shall ensure that clients enrolled in TRAINING PROGRAMS will not be employed on the construction, operation, or maintenance of any part of any facility that is used for sectarian instruction or religious worship. In addition, the employment or training of clients in sectarian activities is prohibited.
  8. Contractors shall ensure that no TRAINING PROGRAM under this Agreement shall involve political activities.

**B. MCWDB's Role and Responsibilities:**

1. The MCWDB shall retain \$80,000 in RERP administrative funding. The MCWDB fiscal office shall approve each Contractor's RERP administrative services reimbursement requests in an amount not to exceed \$20,000 per Contractor.
2. Each Contractor will receive payment for allowable administrative expenditures claimed within forty-five (45) calendar days after timely receipt of Contractors' properly completed and documented request, or as soon thereafter as is reasonable, provided the Contractor is following the terms and conditions of this Agreement.

**C. Evaluation of Contractors:**

Authorized Federal, State and local workforce development board representatives shall have the right to monitor, assess, or evaluate each Contractor's performance pursuant to this agreement by any means including, but not limited to, inspections of premises, records, reports, audits, and interviews with Contractor, Contractor's employees and agents, and RERP participants (as appropriate to the services).

**D. Records and Audits of Contractors:**

1. **Establishment and Maintenance of Records:** Each Contractor shall maintain records, including, but not limited to books, financial records, supporting documents, statistical records, personnel, property, and all other pertinent records sufficient to properly reflect all matters covered by this agreement. Such records shall be maintained in accordance with requirements now or hereafter prescribed by the MCWDB.
2. **Preservation of Records:** Contractors shall preserve and make available its records for three (3) years from the date of final payment of this agreement. If at the end of the three (3) years, there is litigation or an audit involving those records, the Contractor will retain records until the resolution of such litigation or audit.

## EXHIBIT B

## RERP WORK PLAN

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

Grant Workplan (Activities & Outcomes)	Estimated Completion Dates
<p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	
Quarter 1: December 2022 (1 month only)	
<b>Site 1:</b> Finalize any Agreements with Santa Cruz County WDB and Cabrillo College so course enrollments can begin for semester starting in January 2023.	12/31/2022
<b>Site 1:</b> Regionwide meeting with all stakeholders to review any questions/concerns prior to January roll-out of project.	12/31/2022
<b>Site 1:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 1:</b> Enroll and implement 1st cohort of classes at Cabrillo College.	3/31/2023
<b>Site 1:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2022
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 1:</b> Visit site with participants enrolled.	6/30/2023
<b>Site 1:</b> Hold Stakeholders meeting to gain understanding of progress in course selections.	6/30/2023
<b>Site 1:</b> Discuss quarter end accomplishment expectations.	6/30/2023
<b>Site 1:</b> Hold Zoom meeting with Service Provider, review CalJOBS to determine where technical assistance may be needed.	6/30/2023
<b>Site 1:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	
<b>Site 1:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda.	9/30/2023
<b>Site 1:</b> Cohorts for Fall classes promoted.	9/30/2023
<b>Site 1:</b> Begin courses in Qtr 4 for IT Institute (7/5/23).	9/30/2023
<b>Site 1:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking.	9/30/2023
<b>Site 1:</b> MIS to run reports for Quarter 3.	9/30/2023

**WORK PLAN  
(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 1:</b> Quarterly reporting completed for Quarter 3.	9/30/2023
<b>Site 1:</b> Monitor of Service Provider to ensure data entry accuracy in CalJOBS.	9/30/2023
<b>Quarter 5: October 1, 2023 - December 31, 2023</b>	
<b>Site 1:</b> Course curriculum to continue this quarter.	12/31/2023
<b>Site 1:</b> MIS to run reports for Quarter 4 and to provide Administration information on all data entry to date.	12/31/2023
<b>Quarter 6: January 1, 2024 - March 31, 2024</b>	
<b>Site 1:</b> Another round of IT Institute (1/31/24) and Phlebotomy (1/22/24) for students desirious of learning skills through Cabrillo.	3/31/2023
<b>Site 1:</b> Fiscal Agent to monitor program service provider to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024.	3/31/2023
<b>Site 1:</b> Internal Audit of fiscal/Admin files to ensure all expenditures to date are accounted for.	3/31/2023
<b>Site 1:</b> MIS to run reports for Quarter 5.	3/31/2023
<b>Quarter 7: April 1, 2024 - June 30, 2024</b>	
<b>Site 1:</b> Visit all sites with participants enrolled.	6/30/2024
<b>Site 1:</b> Hold Stakeholders meeting to determine progress in course selections.	6/30/2024
<b>Site 1:</b> Discuss quarter end accomplishment expectations.	6/30/2024
<b>Site 1:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed.	6/30/2024
<b>Site 1:</b> MIS to run reports for Quarter 6.	6/30/2024
<b>Quarter 8: July 1, 2024 - September 30, 2024</b>	
<b>Site 1:</b> No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall.	9/30/2024
<b>Site 1:</b> Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Cabrillo College may need to add based on continued Industry needs.	9/30/2024

**WORK PLAN  
(Standard Agreement)**

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 1:</b> Outreach to service provider to ensure they are up to date with data entries, offer technical assistance where requested.	9/30/2024
<b>Site 1:</b> MIS to run reports for Q7.	9/30/2024
Quarter 9: October 1, 2024 - December 31, 2024	
<b>Site 1:</b> Fiscal Agent to visit sites during quarter to support all curriculumms and offer any technical assistance that may be needed.	12/31/2024
<b>Site 1:</b> MIS to run reports for Quarter 8.	12/31/2024
Quarter 10: January 1, 2025 - March 31, 2025	
<b>Site 1:</b> to hold IT Institute 11 week course 2/1/2025 in Q10 with up to 15 participants should there be interest from students and Industry.	3/31/2025
<b>Site 1:</b> MIS to run reports for Q9.	3/31/2025
Quarter 11: April 1, 2025 - June 30, 2025	
Prepare <b>Site 1</b> for grant ending September 30, 2025.	6/30/2025
<b>Site 1:</b> Fiscal Agent to hold meetings with Cabrillo site for any additional technical assistance as grant winds down.	6/30/2025
<b>Site 1:</b> Fiscal Agent to hold meetings with all service providers to ensure all data entry to CalJOBS is up to date and accurate.	6/30/2025
<b>Site 1:</b> Technical Assistance available for any participants to grant.	6/30/2025
<b>Site 1:</b> MIS to run reports for Q10.	6/30/2025
Quarter 12: July 1, 2025 - September 30, 2025	
<b>Site 1:</b> Close out of all participants not previously closed out and in follow-up services.	9/30/2025
<b>Site 1:</b> Final monitoring of service provider CalJOBS data entry enrollments,	9/30/2025
<b>Site 1:</b> Audit of financials to ensure all invoicing and leverage/match is	9/30/2025
<b>Site 1:</b> Final close-out	9/30/2025

**WORK PLAN  
(Standard Agreement)**

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

Grant Workplan (Activities & Outcomes) If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	Estimated Completion Dates
Quarter 1: December 2022 (1 month only)	
<b>Site 2:</b> Finalize any Agreements with San Benito County WDB and Gavilan College so course enrollments can begin for semester starting in January 2023. <b>Site 2:</b> Regionwide meeting with all stakeholders to review any questions/concerns prior to January roll-out of project. <b>Site 2:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 2:</b> Enroll and implement 1st cohort of classes with Gavilan College. <b>Site 2:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2023
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 2:</b> Visit all sites with participants enrolled. <b>Site 2:</b> Hold Stakeholders meeting to gain understanding of progress in course selections. <b>Site 2:</b> Discuss quarter end accomplishment expectations. <b>Site 2:</b> Gavilan will offer accelerated Medical Assisting curriculum with 144 hours of instruction and 120 hours of internship beginning 6.11.23 through 10.29.23 for up to 10 participants. <b>Site 2:</b> Hold Zoom meetings with Service Providers, review CalJOBS to determine where technical assistance may be needed. <b>Site 2:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	

**WORK PLAN  
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<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 2:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda. <b>Site 2</b> to hold Welding, Phlebotomy and Cyber Security curriculum for up to 15 participants (5 per curriculum). <b>Site 2:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking. <b>Site 2:</b> MIS to run reports for Quarter 3. Quarterly reporting completed for Quarter 3. <b>Site 2:</b> Monitor of Service Providers to ensure data entry accuracy in CalJOBS.	9/30/2023
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 2:</b> MIS to run reports for Quarter 4.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
<b>Site 2:</b> Fiscal Agent to monitor program service providers to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024. <b>Site 2:</b> Internal Audit of Fiscal/Admin files to ensure all expenditures to date are accounted for. <b>Site 2:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 2:</b> Visit site with participants enrolled. <b>Site 2:</b> Hold Stakeholders meeting to determine progress in course selections. <b>Site 2:</b> Discuss quarter end accomplishment expectations. <b>Site 2:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	

**WORK PLAN**  
**(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b></p> <p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p>No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall. Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Gavilan College may need to add based on continued Industry needs. Outreach to service provider to ensure they are up to date with data entries, offer technical assistance where requested. MIS to run reports for Q7.</p>	<p style="text-align: center;">9/30/2024</p>
<p>Quarter 9: October 1, 2024 - December 31, 2024</p>	
<p><b>Site 2:</b> Fiscal Agent to visit sites during quarter to support all curriculums and offer any technical assistance that may be needed.</p> <p><b>Site 2:</b> MIS to run reports for Quarter 8.</p>	<p style="text-align: center;">12/31/2024</p>
<p>Quarter 10: January 1, 2025 - March 31, 2025</p>	
<p><b>Site 2:</b> To offer Welding and Cyber Security in Q10 beginning 1.29.25 through 5.29.25 for up to 5 individuals (or more dependent on prior successful enrollments/completions).</p> <p><b>Site 2:</b> MIS to run reports for Q9.</p>	<p style="text-align: center;">3/31/2025</p>
<p>Quarter 11: April 1, 2025 - June 30, 2025</p>	
<p>Prepare <b>Site 2</b> for grant ending September 30, 2025.</p> <p><b>Site 2:</b> Fiscal Agent to hold meetings with site for any additional technical assistance as grant winds down.</p> <p><b>Site 2:</b> Fiscal Agent to hold meetings with all service providers to ensure all data entry to CalJOBS is up to date and accurate.</p> <p><b>Site 2:</b> Technical Assistance available for any participants to grant.</p> <p><b>Site 2:</b> MIS to run reports for Q10.</p>	<p style="text-align: center;">6/30/2025</p>
<p>Quarter 12: July 1, 2025 - September 30, 2025</p>	

**WORK PLAN  
(Standard Agreement)**

<p><b>Grant Workplan (Activities &amp; Outcomes)</b>            If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...             For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p><b>Site 2:</b> Close out of all participants not previously closed out and in follow-up services.  <b>Site 2:</b> Final monitoring of service providers CalJOBS data entry enrollments, activities and follow-up services.  <b>Site 2:</b> Audit of financials to ensure all invoicing and leverage/match is submitted prior to grant term.  <b>Site 2:</b> Final close-out documents requirements sent to all participating in project so Fiscal/Admin can begin work on close-out documents.  <b>Site 2:</b> MIS to run final reports for grant close-out.</p>	<p align="center">9/30/2025</p>

**WORK PLAN  
(Standard Agreement)**

<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

Grant Workplan (Activities & Outcomes)	Estimated Completion Dates
<p>If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...</p> <p>For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	
Quarter 1: December 2022 (1 month only)	
<p><b>Site 3:</b> Finalize any Agreements with Hartnell College in Monterey County and Project operators so course enrollments can begin for semester starting in January 2023.</p> <p><b>Site 3:</b> Regionwide meeting with all stakeholders to review any questions/concerns prior to January roll-out of project.</p> <p><b>Site 3:</b> Contractual Agreements with Monterey County Services Providers.</p>	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<p><b>Site 3:</b> Enroll and implement 1st cohort of classes with Hartnell College.</p> <p><b>Site 3:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.</p>	3/31/2023
Quarter 3: April 1, 2023 - June 30, 2023	
<p><b>Site 3:</b> Visit site with participants enrolled.</p> <p><b>Site 3:</b> Hold Stakeholders meeting to gain understanding of progress in course selections.</p> <p><b>Site 3:</b> Discuss quarter end accomplishment expectations.</p> <p><b>Site 3:</b> Hold Zoom meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed.</p> <p><b>Site 3:</b> MIS to run reports for Quarter 2.</p>	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	
<p><b>Site 3:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda.</p> <p><b>Site 3:</b> Cohorts for Fall classes promoted. Site 3 to begin courses in Qtr 4 for IT Institute (7/5/23).</p> <p><b>Site 3:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking. Quarterly reporting completed for Quarter 3.</p> <p><b>Site 3:</b> Monitor of Service Providers to ensure data entry accuracy in CalJOBS.</p>	9/30/2023

**WORK PLAN  
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<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 3</b> will offer Welding and Mechatronics during this quarter with up to 10 participants going through CE training (8/28/23). <b>Site 3:</b> MIS to run reports for Quarter 4.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
New cohort to begin for Spring 2024 in <b>Site 3:</b> Welding and Mechatronics. <b>Site 3:</b> Fiscal Agent to monitor program service providers to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024. <b>Site 3:</b> Internal Audit of fiscal/Admin files to ensure all expenditures to date are accounted for. <b>Site 3:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 3:</b> Visit all sites with participants enrolled. <b>Site 3:</b> Hold Stakeholders meeting to determine progress in course selections. <b>Site 3:</b> Discuss quarter end accomplishment expectations. <b>Site 3:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed. <b>Site 3:</b> MIS to run reports for Quarter 6.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	
<b>Site 3:</b> No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall. <b>Site 3:</b> Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Community Colleges may need to add based on continued Industry needs. Outreach to service providers across region to ensure they are up to date with data entries, offer technical assistance where requested. <b>Site 3:</b> MIS to run reports for Q7.	9/30/2024
Quarter 9: October 1, 2024 - December 31, 2024	

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<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Fiscal Agent to visit sites during quarter to support all curriculums and offer any technical assistance that may be needed. MIS to run reports for Quarter 8.	12/31/2024
Quarter 10: January 1, 2025 - March 31, 2025	
<b>Site 3:</b> No new enrollments this quarter. <b>Site 3:</b> MIS to run reports for Q9.	3/31/2025
Quarter 11: April 1, 2025 - June 30, 2025	
<b>Site 3:</b> Prepare Site Site 3 for grant ending September 30, 2025. <b>Site 3:</b> Fiscal Agent to hold meetings for any additional technical assistance as grant winds down. <b>Site 3:</b> Fiscal Agent to hold meetings with service providers to ensure all data entry to CalJOBS is up to date and accurate. <b>Site 3:</b> Technical Assistance available for any participants to grant. <b>Site 3:</b> MIS to run reports for Q10.	6/30/2025
Quarter 12: July 1, 2025 - September 30, 2025	
<b>Site 3:</b> Close out of all participants not previously closed out and in follow-up services. <b>Site 3:</b> Final monitoring of service providers CalJOBS data entry enrollments, actiities and follow-up services. <b>Site 3:</b> Audit of financials to ensure all invoicing and leverage/match is submitted prior to grant term. <b>Site 3:</b> Final close-out documnts requirements sent to all paticipating in project so Fiscal/Admin can begin work on close-out documents. <b>Site 3:</b> MIS to run final reports for grant close-out.	9/30/2025

**WORK PLAN  
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<b>Fiscal Agent:</b>	Monterey County Workforce Development Board
<b>Regional Planning Unit:</b>	Northern Central Coast RPU
<b>Project Name:</b>	Monterey Bay Collaborative

<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
Quarter 1: December 2022 (1 month only)	
<b>Site 4:</b> Finalize any Agreements with Monterey Peninsula College and Project operators so course enrollments can begin for semester starting in January 2023. <b>Site 4:</b> Meeting with stakeholders to review any questions/concerns prior to January roll-out of project. <b>Site 4:</b> Contractual Agreements with Monterey County Services Providers.	12/31/2022
Quarter 2: January 1, 2023 - March 31, 2023	
<b>Site 4:</b> Enroll and implement 1st cohort of classes across region with all 4 Colleges including Cabrillo, Gavilan, Hartnell and Monterey Peninsula College. <b>Site 4:</b> Determine mid-way through quarter whether Summer Cohort of classes should be offered.	3/31/2023
Quarter 3: April 1, 2023 - June 30, 2023	
<b>Site 4:</b> Visit all sites with participants enrolled. <b>Site 4:</b> Hold Stakeholders meeting to gain understanding of progress in course selections. <b>Site 4:</b> Discuss quarter end accomplishment expectations. <b>Site 4:</b> Hold Zoom meetings with Service Providers, review CalJOBS to determine where technical assistance may be needed. <b>Site 4:</b> MIS to run reports for Quarter 2.	6/30/2023
Quarter 4: July 1, 2023 - September 30, 2023	

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<b>Grant Workplan (Activities &amp; Outcomes)</b> If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	<b>Estimated Completion Dates</b>
<b>Site 4:</b> Work with Stakeholders/Employers for Certificate completion and graduation of programs curricula and agenda. <b>Site 4:</b> Enrollment to cohorts and with Service Providers for CalJOBS tracking. <b>Site 4:</b> MIS to run reports for Quarter 3. Quarterly reporting completed for Quarter 3. <b>Site 4:</b> Monitor of Service Providers to ensure data entry accuracy in CalJOBS.	9/30/2023
Quarter 5: October 1, 2023 - December 31, 2023	
<b>Site 4</b> will offer Culinary/Baking & Pastry curricula in this quarter (10/10/23). <b>Site 4:</b> Anticipated 10-15 participants for this curriculum. <b>Site 4:</b> MIS to run reports for Quarter 4.	12/31/2023
Quarter 6: January 1, 2024 - March 31, 2024	
<b>Site 4:</b> Site will offer Community Health Worker curricula in this quarter. <b>Site 4:</b> Fiscal Agent to monitor program service providers to ensure all data entry and activities have been entered to CalJOBS to date by quarter end of March 31, 2024. <b>Site 4:</b> Internal Audit of fiscal/Admin files to ensure all expenditures to date are accounted for. <b>Site 4:</b> MIS to run reports for Quarter 5.	3/31/2023
Quarter 7: April 1, 2024 - June 30, 2024	
<b>Site 4:</b> Visit site with participants enrolled. <b>Site 4:</b> Hold Stakeholders meeting to determine progress in course selections. <b>Site 4:</b> Discuss quarter end accomplishment expectations. <b>Site 4:</b> Hold meetings with Service Provider, review CalJOBS to determine where technical assistance may be needed. <b>Site 4:</b> MIS to run reports for Quarter 6.	6/30/2024
Quarter 8: July 1, 2024 - September 30, 2024	

**WORK PLAN**  
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Grant Workplan (Activities & Outcomes) If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...  For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project	Estimated Completion Dates
<p><b>Site 4:</b> No new course offerings anticipated during Summer 2024, however that could change depending on # of enrollees to date to meet desired enrollments overall.</p> <p><b>Site 4:</b> Advisory Committee/Stakeholders to meet to review accomplishments to date, what courses Community Colleges may need to add based on continued Industry needs.</p> <p><b>Site 4:</b> Outreach to service providers across region to ensure they are up to date with data entries, offer technical assistance where requested.</p> <p><b>Site 4:</b> MIS to run reports for Q7.</p>	9/30/2024
Quarter 9: October 1, 2024 - December 31, 2024	
<p><b>Site 4:</b> Forestry Corps Training Program start up 10/1/24 for 20 weeks. Anticipate up to 15 students. This is in high demand by Industry so anticipate enrollments will come from all 3 counties in region.</p> <p><b>Site 4:</b> Fiscal Agent to visit sites during quarter to support all curriculums and offer any technical assistance that may be needed.</p> <p><b>Site 4:</b> MIS to run reports for Quarter 8.</p>	12/31/2024
Quarter 10: January 1, 2025 - March 31, 2025	
<p><b>Site 4:</b> Continued course curricula in Culinary/Baking &amp; Pastry and Community Health Worker this quarter.</p> <p><b>Site 4:</b> MIS to run reports for Q9.</p>	3/31/2025
Quarter 11: April 1, 2025 - June 30, 2025	
<p>Prepare <b>Site 4</b> for grant ending September 30, 2025.</p> <p><b>Site 4:</b> Fiscal Agent to hold meetings for any additional technical assistance as grant winds down.</p> <p><b>Site 4:</b> Fiscal Agent to hold meetings with all service providers to ensure all data entry to CalJOBS is up to date and accurate.</p> <p><b>Site 4:</b> Technical Assistance available for any participants to grant.</p> <p><b>Site 4:</b> MIS to run reports for Q10.</p>	6/30/2025
Quarter 12: July 1, 2025 - September 30, 2025	

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<p><b>Grant Workplan (Activities &amp; Outcomes)</b>            If there is more than one project, then list each set of activities per quarter by Site 1, Site 2, Site 3 etc...             For RPUs with more than five Local Boards - if your agency is acting as a sub-regional Fiscal Agent, only include activities for your portion of project</p>	<p><b>Estimated Completion Dates</b></p>
<p><b>Site 4:</b> Close out of all participants not previously closed out and in follow-up services.  <b>Site 4:</b> Final monitoring of service providers CalJOBS data entry enrollments, activities and follow-up services.  <b>Site 4:</b> Audit of financials to ensure all invoicing and leverage/match is submitted prior to grant term.  <b>Site 4:</b> Final close-out documents requirements sent to all participating in project so Fiscal/Admin can begin work on close-out documents.  <b>Site 4:</b> MIS to run final reports for grant close-out.</p>	<p style="text-align: center;">9/30/2025</p>