

Deputy Sector Navigator Bidder's Conference Clarifying Questions

1. **QUESTION:** Is the Learn and Earn portion of the title in Hospitality, Retail, Tourism directly related to the industry sector only – or is the Learn and Earn concept open for interpretation in any industry sector?

ANSWER: Learn and Earn strategies can be used by all sectors; however, for the Hospitality, Retail, and Tourism Sector, Learn and Earn strategies are a required component.

2. **QUESTION:** Are we to use or modify (to suit our project) the objectives listed on page 20 of the RFA? The objectives are quite lengthy (a paragraph each).

For each of the five minimum required objectives, should we transcript the RFA text of that objective, word for word, into the objective block on the workplan form? Or should we break each RFA Objective down into one or more applicant objectives which address that particular RFA Objective.

ANSWER: An applicant can utilize either of the methods identified above; however, be aware that it will be the applicant's responsibility to word each objective in such a way that in technical review it is obvious that all five objectives are within the annual workplan. For scoring purposes, a reader must be able to determine that all objectives are clearly identified and addressed.

3. **QUESTION:** For match requirement can we use salaries/benefits (small percentages of deans/faculty)? Do you require grantees to use specific methods when calculating space/equipment for match?

ANSWER: The answers to both of these questions can be found in Appendix C under Matching Costs and OMB A-110 23 Cost Sharing and Matching. Please review these sections when inquiring about match.

4. **QUESTION:** If no eligible district applies for a Sector Navigator grant within a region, can another district within close proximity compete in a second round of applications to serve the other region.

ANSWER: The Chancellor's Office is waiting for the results of round one of the competitive bid for the Deputy Sector Navigator Package before determining "next steps."

5. **QUESTION:** Will the Industry Sector Navigator be able to conduct qualifications and experience interviews (as needed) with proposed deputy sector navigators prior to final selection and make weighted evaluations.

ANSWER: The Chancellor's Office does not intend to involve the Sector Navigator in the interview process involving final selection of Deputy Sector Navigators.

6. **QUESTION:** Funding is renewable for up to four years. What happens to the Deputy Sector Navigator grant if a sector is no longer designated by a region to be priority or emerging?

ANSWER: If the region selects a new priority sector, the replaced priority sector will be defunded at the end of the fiscal year.

7. **QUESTION:** What will happen next year if a region chooses a sector that was not previously chosen?

ANSWER: A Deputy Sector Navigator will be funded within that region if it is chosen as one of the three priorities or two emergent sectors.

8. **QUESTION:** With regard to the Deputy Sector Navigator, who will dedicate 80%-100% of their time to the project, can a portion of this person's salary be paid by the grant and the other be used as match? We would like to propose our Navigator (who will dedicate 100% of their time to the program) to be paid 50% from the grant and the other 50% other funds. Would this be acceptable?

ANSWER: The Chancellor's Office wants this position to be fully responsible for only the objectives as stated in the grant. So the answer is no, the entire salary must be paid using the Deputy Sector Navigator allocation.

9. **QUESTION:** Can a Deputy Sector Navigator work with industry outside the region that may look to regional colleges for employees?

ANSWER: No. Deputy Sector Navigators are supposed to work within their regions. If an industry/employer from outside the region contacts the DSN, the employer should be referred to the state Sector Navigator.

10. **QUESTION:** Going under the caveat that we would limit our scope of work to fit within the permissible activities and achievable outcomes to the Small Business Sector for the Deputy Sector Navigator RFA, can we still operate under our original center name, i.e. Business & Entrepreneurship Center?

ANSWER: Yes, if you are funded for a Deputy Sector Navigator grant, you may keep your brand name; however, the Deputy Sector Navigator's business cards must have the new title and sector name; also, as stated above, the scope of work and outcomes must meet the intent of the DSN grant.

11. **QUESTION:** Where can I find the definitions for RFA Identification numbers 13-153 Advanced Transportation and Renewable Sector, 13-157 Global Trade and Logistics Sector and 13-160 Energy (Efficiency) and Utilities Sector?

ANSWER: The Chancellor's Office has not provided a definition of exactly what each of the 10 sectors contain in relation to community college programs. Each sector has many aspects depending on which region of the state you are referencing. For energy efficiency you might be talking about solar, wind, building efficiency, green building, biomass, organic agriculture, electronics and electrical technology but each region of the state needs to determine the gaps within their sector and the programs available at their regional colleges that will define what that Sector means within that region.

12. **QUESTION:** Please confirm Lassen County is in the North.

ANSWER: We placed Lassen CCD within the North when it belongs in the Far North. We have put a correction document on-line and have revised the table in Appendix C of the RFA.

13. **QUESTION:** Is it permissible to set up accountability measures for metrics not collected by DataMart or Launchboard?

ANSWER: No, it is not permissible to use this grant money to account for measures we do not require.

14. **QUESTION:** What are the expectations, or minimum qualification expectation for the selection of the Deputy Sector Navigator?

ANSWER: The management section in the RFA specifies the types of experience we expect to see from this position. As for minimum qualifications, we have specified that the salary cannot be higher than the salary scale for an equivalent director or project manager in the fiscal agent district. Therefore, the minimum qualifications would be based on the fiscal agent requirements for a director or project manager. In addition, a deputy sector

navigator must be a single individual with a full-time position (minimally 80%) which is calculated on a yearly assignment. This equates to a minimum of 32-40 hours a week.

15. **QUESTION:** A variety of questions came from the double regions concerning crossing regional boundaries while working within a sector.

ANSWER: The intent of the chart in Appendix C, “Deputy Sector Navigator Allocation of Available Grants,” shows the statewide allocation of sector grants, and identifies which districts can apply to be the fiscal agent for those grants.

There are ten regional consortia; however, three of the consortia are double (macro) regions (Bay Area, LA/Orange, and North/Far North). Deputy Sector Navigators in single regions must only serve their region; however, in the macro regions, when only one DSN grant has been allotted to a sector, the DSN must serve both areas within the double region. Where a macro region has two DSNs assigned within a region for the same sector (for example, San Francisco has two DSNs in Health, ICT, Small Business and Global Trade), it is required that the two DSNs collaborate together to give the best services to the macro region.

16. **QUESTION:** Can a college apply for more than one Deputy Sector Navigator package grant for different sectors?

ANSWER: The District (not the College) must apply; although the Deputy Sector Navigator could be housed at any college within a multi-college district. Applications can be submitted for as many Deputy Sector Navigator grants as there are sectors available (see Appendix C). Each application must identify a pre-determined Deputy Sector Navigator who is a single individual in a full-time (80%-100% position at 32-40 hours a week).

17. **QUESTION:** On the Budget Detail Sheet, the Project Director’s salary is listed in the 1400 category. My salary would come from the 2000 category as a classified position. How do I indicate that on the form without omitting the Project Director salary?

ANSWER: The format example is just that, an example. Some project directors may be listed in the 1000s, 2000s, or 5000s. In your example, the salary would be listed in 2000 with the appropriate Deputy Sector Navigator/Project Director title and salary detail.

18. **QUESTION:** Is it a new requirement to request further funding after the initial 40%. I have never done that.

ANSWER: No. The requirement hasn’t changed. It is the same as last year. The one thing that has changed is that the initial payment of last year was 60%.

19. **QUESTION:** Will regions be able to contribute funds for statewide projects?

ANSWER: The Deputy Sector Navigator will not be able to contribute to statewide projects. The Sector Navigator for each sector has funding for statewide/multi-regional use.

20. **QUESTION:** I tried to listen to the whole presentation but couldn't get the archive function to work. Is it something I'm doing wrong or is that simply not possible?

ANSWER: The initial recording didn't work, so it was re-taped on March 22nd at 10:00 AM. Unfortunately, there are 6 minutes of silence and then 44 seconds of us setting up. In order to get to the start of the presentation, scroll on the bottom of the screen to 6 minutes and 44 seconds and that will be the start.

21. **QUESTION:** After listening to the webinar yesterday, I have one more question. Will the criteria used to evaluate each section of the proposal be made available? I know the RFA lists the points associated with each section; however I wanted to know if we will have an opportunity to know how we will be evaluated.

ANSWER: No. We will not be sending out or posting the scoring sheets for applicant review.

22. **QUESTION:** When we cite research in the Need section, is there a preferred form of citation?

ANSWER: No. We have no preferred format. The point is to inform the reader that you are using reliable sources to make your point and that your need/gap analysis is valid.

23. **QUESTION:** Would it be acceptable to use 10pt Arial in tables?

ANSWER: The only specification we have about size and font is in the narrative sections of the application. We do not specify any certain size or font on forms. However, anything smaller than a 10pt font would be hard to read and therefore a reader might miss important information. So the answer is yes, it would be acceptable to use 10pt Arial font in the tables.

24. **QUESTION:** The Deputy Sector navigator RFA specified that the Deputy Sector Navigator must be full-time (80% minimum of a single individual); and since it is a full-time position, the DSN cannot hold any other key talent role for grants awarded through the Chancellor's Office. Can the Deputy Sector Navigator work 80%-100% and also teach part-time as adjunct faculty?

ANSWER: As long as the Deputy Sector Navigator puts in the time needed to achieve the outcomes (32-40 hours a week on a yearly assignment), the DSN can also teach part-time as adjunct faculty.

25. **QUESTION:** Can Carl D Perkins Title I-C federal grant money be used for match?

ANSWER: Yes. Perkins funding can be used for match; however, the match must further the Deputy Sector Navigator grant outcomes while still being a part of the college's approved Title I-C Application which supports course and program improvement (see Appendix C under Match/OMB Circular A-110).

26. **QUESTION:** According to the State of California Employment Training Panel (ETP), small business is defined as a company who has less than 100 employees in California but no more than 250 employees worldwide. For the purposes of the Small Business Deputy Sector Navigator grant, will you please define "small business?"

ANSWER: The Chancellor's Office is not going to make this determination. The regions working with the state Sector Navigator, employers, and the Regional Consortium will determine how small businesses will be identified and served.

27. **QUESTION:** I have a request. Can you please post a sample workplan filled out correctly on the EWD webpage?

ANSWER: No. Because of the variety of sectors and regions, the workplans will vary widely and we are interested in the response from the applicants.

28. **QUESTION:** We now understand that the focus of Deputy Sector Navigators should be the entire region. It is also our understanding that service to colleges outside of the region would not be prohibited as long as it did not detract from the focus on the region. The need for this might occur when serving an employer who spanned multiple regions

ANSWER: Deputy Sector Navigators will serve the entire region; however, service outside of the region will be provided by the state Sector Navigator.

29. **QUESTION:** What will happen if our region does not submit an application for an approved sector? If another region provides this service, can they receive a double allocation? Will the application be reopened?

ANSWER: If an application is not received, the region will not be funded for that sector. Double allocations will not be awarded. The Chancellor's Office is waiting for the results of round one of the competitive bid for the Deputy Sector Navigator package before determining "next steps."