California Apprenticeship Initiative (CAI)
Pre-Apprenticeship Grant Program
RFA 16-192

Bidder's Conference
February 1, 2017

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Bidders Conference Overview

Format of Webinar

- Muting of participants phones
- Overview of RFA Instructions, Terms & Conditions
- Questions

Introduction

- $6,000,000 Pre-Apprenticeship Grant Program

- Part of the overall $15,000,000
  California Apprenticeship Initiative for FY 2016-17

- Up to $250,000 - $500,000 per grant award

- Applications Due 5:00 p.m. on February 15, 2017

- Deadline for submitting questions February 3, 2017

Program Overview

- Funding for California Apprenticeship Initiative is authorized through CA Education Code 79148

- Expand apprenticeship into non-traditional fields and in growing and emerging industries throughout California's Regional Economies

- Aligning with Strong Workforce Taskforce Recommendations

- Defined by the U.S. Department of Labor, Employment and Training Administration as:

"A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s)"

Quality Pre-apprenticeship Incorporates the Following Elements

- Approved training and curriculum (based on industry standards)

- Strategies for long term success

- Promotes greater use of Registered Apprenticeship Programs to increase future opportunities

- Meaningful hands-on training that does not displace paid employees

- Facilitated entry and/or articulation

Area of Focus

- $6,000,000 total available for New and Innovative Pre-Apprenticeship programs

- Target Underserved Populations

- Connected to an existing state registered apprenticeship program approved and registered by the California Division of Apprenticeship Standards

- Pre-apprenticeship vs registered apprenticeship programs

Grant Objectives

• Create Programs which prepare and directly link pre-apprentices to careers to careers in occupations which utilize an apprenticeship training model.

• Successful programs will provide a broad range of classroom, hands on and potentially on the experiences enabling pre-apprentices to meet the application standards for entrance into a state registered apprenticeship program.

• Successful grantees will investigate current practices and implement new and innovative methods to increase the number of women, persons of color, foster youth, parolees, veterans or other under-represented who meet application standards for DAS registered apprenticeship programs.

• Applicants are Encouraged to leverage regionally based partners.

- Identify, recruit and provide classroom and hands on training targeting one or more under-represented groups.

- Participate in evaluation, technical assistance, conference calls, inquiries by DAS and CCCCO as well as outreach efforts as part of the greater California Apprenticeship Initiative (CAI).

- Create Partnerships with local support agencies [Adult Education Block Grants, LWDB's, Community Colleges, K-12 LEAs] in-order to increase completion rates.

Expected Program Outcomes Continued

- Formalize agreements with DAS approved apprenticeship training programs, enabling pre-apprentices to test into and enter into a state approved apprenticeship training program.

- Linkages can be established with more than one existing state registered apprenticeship training programs in the form of multi-craft pre-apprenticeship training programs.

- Utilize Cal-PASS Plus to adopt and track Strong Workforce Taskforce Metrics

Allowable Grant Expenditures

- Tools, equipment, uniforms
- Curriculum development, revision, approval
- Supportive Wraparound services for pre-apprentices
- Educational Expenses (tuition, fees, books, instructor salary)
- Outreach and recruitment
- Travel to conferences (no out of state travel will be permitted)
- 4% indirect costs to educational partner
- Program Coordinator/Project Director Salary

Eligible Applicants

- California Community College Districts
- California Department of Education (LEAs) Local Educational Agencies
  - CA Unified School Districts
  - CA County Offices of Education
  - CA Regional Occupational Programs/Centers (ROCPs)

Performance Period

- March 21, 2017 Grant Awards will be sent to the California Community College – Board of Governor's for final review and approval.

- This timeframe does not include local approval by respective Board's of Trustees, School Boards etc.

- Grant ends January 31, 2019

- No extensions will be allowed for this grant, including no costs extensions

RFA Clarification

- If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the CCCCO of the error and request a written modification or clarification of the document.

- Written questions concerning this RFA must be submitted by email to Apprenticeship@cccco.edu

Application Format and Instructions

- Appendix B

- Utilize Community College District or California Department of Education LEA format where applicable

- Chancellor's Office may adjust budget, annual work plan or other aspects of the application prior to funding

Scoring Criteria

- Applications are scored based on a maximum of 100 points
- The application must receive a minimum score of 75 to receive consideration for funding.

Need	15
Response to Need	25
Annual Workplan	10
Application Budget Summary/Budget Detail	10
Project Management	15
Outreach and Sharing of Best Practices	15
Feasibility of Project	10
Total Points Possible	**100**

Application Components

- **Cover Letter:** CEO/Superintendent/Designee
- **Contact Page:** Appendix B
- **Application Abstract:** Narrative limited to 1 page, 1" margins single or double spaced, 12 pt. Arial font
- **Table of Contents**
- **Need:** Narrative limited to 3 pages, 1" margins single or double spaced, 12 pt. Arial font
- **Response to Need:** Limited to 6 pages, 1" margins single or double spaced, 12 pt. Arial font
- **Annual Workplan:** Appendix B – Includes: Objectives, Procedures/Activities, Timelines, Responsible Persons, Performance Outcomes, Metric Numbers.
- **Application Budget Summary/Application Budget Detail Sheet:** Appendix B
- **Project Management:** Limited to 3 pages, 1" margins single or double spaced, 12 pt. Arial font
- **Outreach and sharing of best practices:** Limited to 2 pages, 1" margins, single or double spaced

Need - 15 Points

- Make a case, using Labor Market Information about supply and demand, for why the program that you are applying to fund is critical in your region and to your employer partners.

- Demonstrate, utilizing demographic data, how the pre-apprenticeship training program will expand access for underrepresented populations in industries that drive your local economy

- Address unique aspects of your region, proposed industry sector, its occupational history and regional economic projections that will influence the economic and educational imperative for this apprenticeship program in your region.

- Describe how the approved training and curriculum is based on industry standards

- Describe the pre-apprenticeship strategies for long term success

- Describe how students in pre-apprenticeship training programs will have access to necessary support services to achieve their educational and career objectives.

- Describe how the proposed pre-apprenticeship program will promote greater use of state approved apprenticeship training programs to increase future opportunities

- Utilize meaningful hands-on training that leverages work-based learning opportunities and quality career technical education programs aligned with regional employer needs.

- Describe how the pre-apprenticeship training program will facilitate entry and/or articulates with a state approved apprenticeship training program

Annual Workplan – 10 Points

- The annual workplan is found in Appendix B, Application Forms

- 5 tabs have been provided within the Excel workbook, numbered Annual Workplan - 1 to 5 as templates for up to the first five objectives.

- If additional pages are needed for a single objective, the Excel workbook allows you to make more copies of any Annual Workplan tab.

Annual Workplan Continued

- Elements of the Annual Workplan
    - Objectives
    - Procedures/Activities
    - Timelines
    - Responsible Persons
    - Performance Outcomes
    - Strong Workforce Program - Metric Number

Application Budget Summary/Application Detail - 10 Points

- Completion of Application Budget Detail Sheet/Application Budget Summary
- Staff salaries
- Indirect Administrative Costs
- Travel
- Equipment Purchases
- Annual Meetings

Project Management Plan – 15 Points

- Management plan requires a narrative consisting of a response to questions, an organizational chart, a governance chart, and Intent-to-Participate form letters from the CCC or LEA within the network identified when the grant is written.

- The organizational/governance charts and letters do not count against the five page narrative limit.

Outreach and Sharing of Best Practices – 15 Points

- Describe how the project will conduct outreach to state registered apprenticeship program and potential pre-apprentices as well as share best practices with the CCCCO, DAS, Educational Partners and apprenticeship program sponsors.

- Please include your participation in any potential statewide efforts to market apprenticeships to employers and students.

Overall Feasibility of the Project – 10 Points

- Section is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet.

- Grant readers have the opportunity to consider whether the project is realistically capable of attaining the required proposed outcomes.

- Grant readers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal.

- Intent of this section is to judge the cohesiveness and viability of the project.

Application Procedures

- Application must be received in a single PDF document in the order specified .

- Assemble a single complete electronic copy of the application in PDF format and make sure all required signatures are received:

- 1) The cover letter must be signed by the applicants Chief Executive Officer, Superintendent or authorized designee; and,

- 2) Application Budget Summary must be signed by the district's Chief Business Officer, Superintendent (or authorized designee) as well as the Project Director.

- Applications must be submitted electronically in a single PDF to the CCCCO by **5:00 p.m.** on **Wednesday, February 15, 2017** to Apprenticeship@cccco.edu with the subject line reading: **CAIRFA2016-17PreApp_District Name**

- No separate e-mails with pieces of applications will be accepted.

- The single PDF of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted.

- Applicants will receive a confirmation of receipt of application after shortly after submittal.

Rejection of Application

A grant application shall be rejected prior to scoring if:

1. It is not received at the CCCCO via electronic submittal by 5:00 p.m. on Wednesday, February 15 2017 or is sent to the wrong e-mail address.

2. The RFA Specification Number is not correct on all the documents.

3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.

4. The Annual Workplan and/or Application Budget Detail Sheets do not show attendance at required meetings including California Apprenticeship Council Meetings, Regional Consortia Meetings, California Conference on Apprenticeship and other required meetings.

5. It does not include all required application documents submitted in a single PDF document.

6. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).

7. Narrative sections of the application exceed the maximum page limit specified.

Calendar of Key Dates

Key Dates

- January 18, 2017 **RFA Released**
- February 1, 2017 **Bidder's Conference (Webinar)**
- February 3, 2017 **Deadline for Submitting Questions**
- February 15, 2017 **Deadline for Submitting Application**
- March 3, 2017 **Notification of Intent to Award**
- March 17, 2017 **Appeal Deadline**
- March 20 – 21, 2017 **Board of Governors Review Approval**
- March 21, 2017 **Grant Commencement**
- January 31, 2019 **Grant End Date**

- **Legal Terms and Conditions** Article I & II (Appendix A)

- **Application Forms** (Appendix B)

- **Guidelines, Definitions and Allowable Expenditures** (Appendix C)

- **Strong Workforce Program Metrics** (Appendix D)

Reference Materials – Labor Market Information

Search the LMI Library for reports or research related to your program:

http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx

Contact the Centers of Excellence Director for your region:

http://www.coeccc.net/contact

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Thank you for your participation!

Reminder: Deadline to submit questions is February 3, 2017

Submit via email to Apprenticeship@cccco.edu

Please allow up to 5 business days for a response.