

CHANCELLOR'S OFFICE  
CALIFORNIA COMMUNITY COLLEGES  
STUDENT SERVICES DIVISION

**PART ONE OF A TWO-PART  
REQUEST FOR APPLICATIONS (RFA)  
RFA# 20-0063**

**SOLICITATION OF INTEREST**

**For  
Alternate Text Production Center (ATPC)**



**PART ONE: SOLICITATION OF INTEREST**

The purpose is to determine which districts are interested in participating in a competitive application process (i.e., RFA 20-0063) for a multi-year grant award of approximately \$1,500,000 per year to serve as Alternate Text Production Center. The Board of Governors has the authority to approve the final grant award and its amount. Certificates of Intent to Participate are due by **5:00 p.m., on Friday, February 12, 2021**. If the Chancellor's Office does not receive more than one qualified applicant under Part One of this Request for Applications (RFA), it reserves the right to award the contract to the single qualified applicant. Applicants must demonstrate experience sufficient to manage grants or contracts with a State of California agency.

## **PART TWO: ACTUAL RFA PROCESS**

If more than one district submits a signed Certificates of Intent to Participate by the deadline established above, the Chancellor's Office will conduct a standard competitive process for the award of the above-noted grant. The participants in this process will be limited to the community college districts that respond in the requested manner to Part One. A full RFA packet, including instructions, forms and a deadline to submit would be sent only to the responding districts,

### **Project Duration**

The grant, which would be awarded upon completion of the RFA process and executed prior to July 1, 2021, will be awarded for up to a five-year period. The grant is renewable, based on satisfactory performance and the availability of funds, each year for up to four additional years after the initial grant year.

The grant recipient will be required to complete quarterly progress reports during each year and an annual final report in a format specified by the Chancellor's Office. Additional reports and data must be provided, when requested by the Chancellor's Office, for monitoring and planning purposes. Unless otherwise directed by the Board of Governors, the grant will be competitively bid among the districts during the final year of this multiple-year award. It is expected that subsequent grant awards will be for up to five years.

### **Purposes/Uses of the Funds**

The Chancellor's Office of the California Community Colleges is requesting applications from community college districts to act as the Alternate Text Production Center (ATPC) for the California Community Colleges System. The ATPC will be a resource for the entire system and aligns with the Vision for Success by helping students with disabilities achieve their educational goals.

### **Project Background**

Subtitle A of Title II of the Americans with Disabilities Act, P.L. 101-336, prohibits discrimination based on disability by public entities. It protects qualified individuals with disabilities from discrimination based on disability in the services, programs, or activities of all State and local governments; and it extends the prohibition of discrimination in federally assisted programs established by Section

504 of the Rehabilitation Act of 1973 to all activities of State and local governments. This includes those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination based on disability from Titles I, III, and V of the Americans with Disabilities Act. Furthermore, the Americans with Disabilities Act of 1990 adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications.

In March 1996, the U.S. Department of Education, Office for Civil Rights (OCR) undertook a statewide review of the extent to which community colleges were meeting their obligation under Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act to provide students with visual impairments access to print and computer-based information. OCR concluded that the California Community Colleges employed “methods of administration” which substantially restricted accomplishment of the educational objectives of the community college students with visual impairments.

The OCR report, which was issued in January 1998, asked the Chancellor’s Office to take steps in nine separate areas to improve access for blind and visually impaired students. One of these areas involved the provision of textbooks, instructional materials, and other printed information in alternate media such as Braille, large print, or electronic text. OCR found that many colleges did not have adequate systems in place for responding in a timely and efficient manner to requests for materials in alternate media. OCR concluded that, in order to address this problem, the Chancellor’s Office should work with the colleges to develop a coordinated system-wide approach that would streamline the present time-consuming and labor-intensive process of converting hardcopy print into electronic text and/or Braille.

In a related development, on September 15, 1999, California Governor Gray Davis signed into law Assembly Bill 422 (Steinberg) which requires publishers of instructional material to provide the material at no cost in an electronic format for use by students with disabilities at the University of California, California State University, and the California Community Colleges. This law, which became effective January 1, 2000, assists colleges in meeting their pre-existing obligations to provide instructional materials in alternate media. The electronic text supplied by a publisher may be used to produce large print to be translated to Braille or accessed directly with speech synthesizers or refreshable Braille displays.

The OCR report described above, along with the passage of AB 422, led to state funding through a Budget Change Proposal process that, in part, has been used to fund the ATPC grant. The initial ATPC grant was awarded, through a competitive RFA process, to Ventura County Community College District in fiscal year 2000-2001, as a five-year award, renewable annually. The grant was then renewed through another competitive RFA process, in fiscal year 2005-2006 as a five-year award, renewable annually. The grant was subsequently awarded to the San Bernardino Community College district via another subsequent competitive RFA process, effective July 1, 2011 and again July 1, 2016. The new five-year cycle authorized by this RFA would be effective July 1, 2021.

## **Need**

The Chancellor's Office Management Information System (MIS) data indicates that there were 118,052 students with disabilities receiving services through the Disabled Students Programs and Services (DSPS) within the California Community Colleges during 2019-20. There exists a significant need for both local and centralized resources to support alternate media production for the California Community College system.

Provisions of the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act require that the California Community Colleges provide effective, accessible, and timely program accommodations to students with disabilities. Continuation of a statewide ATPC will assist the Chancellor's Office and the California Community College system in meeting their obligation to provide students with print disabilities access to print and electronic-based instructional content.

Grant applicants will be required to demonstrate that they have an effective plan to design and implement a comprehensive program to provide alternate media production to the California Community Colleges, on a statewide basis.

## **Objectives**

The grantee will meet the following objectives:

1. Provide modern and accessible physical facilities, related support services, technologically sophisticated resources, and sufficient staff that will allow for

the effective and timely delivery of alternate media products and services for qualified students with disabilities, enrolled in the 116 campuses within the California Community College System.

2. Acquire or produce (either directly or via subgrant agreements) alternate media products for individuals with disabilities. This is to include the identification of alternative resources, such as the *Fee for Service* process for providing similar products and services to other learning institutions. The resulting revenue could be used to supplement the ATPC and allow for additional services to California Community College students with print-related disabilities.
3. Provide technical assistance and customer service support to community colleges, statewide advisory committees, and the Chancellor's Office, regarding alternate text production products and services, including the maintenance of an accessible website to render services and information on a system-wide basis to educational institutions.

## **Activities**

1. Document institutional commitment to increase accessibility for individuals with disabilities by maintaining and updating the [Alternate Text Production Center Website](#) and maintaining and operating a fully accessible physical location. This also includes hiring an experienced Director and staff, and utilizing state of the art technology.
2. Acquire, install, and utilize industry standard production equipment for Braille, Electronic Text and Tactile graphics.
3. In a timely manner, produce quality alternate media products, to include Electronic Text, Braille and Tactile Graphics to district/colleges as deemed necessary by the Chancellor's Office.
4. Produce specialized quality Braille and print formats, such as mathematics, science, foreign language, and music, including instructional materials expeditiously and according to the order of priority process.
5. Provide quality scanned products and electronic text that are compatible with Braille translation, speech software, and other adaptive hardware and software.

6. Establish and maintain an office system (copiers, equipment racks, and integrated workstations) and technological infrastructure (routers, hubs, servers, computers, and scanners, video projection systems) to support the program operations. Information should demonstrate that the site has developed a periodic replacement schedule for equipment that is consistent with technological innovations occurring within the information technology and assistive technology community.
  
7. Establish ongoing collaborative relationships with other public and private entities. Towards this end, the ATPC must communicate regularly with California Community College faculty/staff and regional representatives, the Chancellor's Office, and in particular Alternate Media Specialists. The ATPC provides support, at the request of the Chancellor's Office, for statewide projects such as CAPED conference, New Director's Training, and prison Braille Training partnerships.

## **Funding**

Funding would begin on or after July 1, 2021.

**Certification of Intent to Participate  
in a Competitive Application Process for the  
for the California Community Colleges Alternate Text Production Center**

I hereby certify that the \_\_\_\_\_ Community College District, in support of \_\_\_\_\_ College as the proposed project administrator, intends to be an applicant in the competitive application process (i.e., Request for Application, "RFA") to select a project administrator for the California Community Colleges Alternate Text Production Center. Grantee district's responsibilities begin upon the awarding of the grant and have an expected project duration of 5 years.

Information relevant to project host responsibilities is detailed on the preceding pages.

I understand that the RFA will be limited to the districts/colleges that certify this form with the required signatures and return it to the Chancellor's Office by **close of business on Friday, February 12, 2021.** I also understand that if only one qualified district/college submits this certification, that entity may be awarded the grant without any further competitive process.

The following District and College staff members must sign this form:

District/College Chief Executive Officer	Date
District/College Chief Business Officer	Date

District/Project Contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Phone Number

**Return this form electronically to:**

[lvann@cccco.edu](mailto:lvann@cccco.edu)  
CCC Chancellor's Office  
Attn: Linda Vann  
DSPS Program Specialist  
PH: 916-322-3234

**This form must be received by the CCC Chancellor's Office Program Specialist no later than 5:00pm Friday, February 12, 2021**