



California Community Colleges

Workforce and Economic Development Division

Request for Application

Regional Collaboration and Coordination Grant

| | |
|-------------------------------------|---|
| Funding Year: | FY 2021 |
| RFA Release Date: | June 1, 2021 |
| Questions Deadline: | Written questions about specifications in the Request for Applications must be received by 5:00 pm on Thursday, July 1, 2021 via email to: perkinssupport@cccco.edu . |
| Bidders' Conference Webinar: | Monday, June 21, 2021, 10:00AM – Noon PDT |
| Application Deadline: | Applications must be received by 5:00 pm on Tuesday, August 31, 2021 in NOVA |

Administered by the California
Community College's Chancellor's Office
Workforce and Economic Development
Division
1102 Q Street | Sacramento, CA 95814-5901



California Community Colleges

Regional Collaboration and Coordination Grant

California Community Colleges Chancellor’s Office

Workforce and Economic Development Division

Table of Contents

- 1. FUNDING OPPORTUNITY DESCRIPTION 4**
 - PROGRAM OVERVIEW..... 4
- 2. INTRODUCTION..... 5**
- 3. FUNDING OPPORTUNITY 7**
 - A. BACKGROUND..... 7
 - B. GOALS 8
- 4. ELIGIBILITY 8**
- 5. WHO SHOULD APPLY 8**
 - A. REQUIREMENTS 8
- 6. ROLE AND RESPONSIBILITIES OF THE HOST DISTRICT/COLLEGE 9**
 - A. ROLE 9
 - B. RESPONSIBILITIES 9
- 7. FUNDING ALLOCATION AMOUNTS AND MATCHING REQUIREMENTS 10**
- TABLE 1 - TOTAL WEDD INVESTMENT PER REGION..... 10**
 - A. OTHER FUNDING TO BE MANAGED DIRECTLY BY HOST DISTRICT/COLLEGE WITHIN THE REGION 11
- TABLE 2 – REGIONAL CONSORTIA PORTFOLIO 12**
 - B. MATCHING REQUIREMENT (FOR AWARDED GRANT FUNDS ONLY)..... 13
- 8. APPLICATION DETAILS 13**
 - A. APPLICATION DUE DATE 13
 - B. APPLICATION REVIEW..... 13
 - C. APPLICATION PRESENTATIONS 14
 - D. ALLOWABLE AND NON-ALLOWABLE ACTIVITIES AND COSTS 15
 - ADMINISTRATIVE INDIRECT COST RATE 15
 - E. INCOMPLETE AND LATE APPLICATIONS 15
 - F. PERFORMANCE PERIOD..... 16



California Community Colleges

Regional Collaboration and Coordination Grant

- 9. CALENDAR OF KEY DATES..... 16**
- 10. TECHNICAL ASSISTANCE..... 16**
 - A. BIDDERS' CONFERENCE WEBINAR..... 16
 - B. RFA CLARIFICATION 17
 - APPEALS PROCESS 17
- 11. ACCESSING YOUR NOVA ACCOUNT..... 18**
- 12. NOVA TECHNICAL ASSISTANCE 18**
- 13. SUBMITTING THE APPLICATION..... 19**
- 14. APPLICATION FORMAT AND INSTRUCTIONS 19**
 - APPLICATION SECTIONS (REQUIRED)..... 19
- TABLE 3 - APPLICATION SECTIONS SCORING RUBRIC 26**
- 15. REPORTING REQUIREMENTS 27**
 - QUARTERLY EXPENDITURE AND PROGRESS REPORTS 27



California Community Colleges

Regional Collaboration and Coordination Grant

GENERAL INFORMATION

1. FUNDING OPPORTUNITY DESCRIPTION

Program Overview

| | | |
|-------|------------------------------|--|
| i. | Funding Agency Name and | California Community Colleges Chancellor's Office, Workforce Economic Development Division (WEDD) |
| ii. | Funding Opportunity Title | Regional Collaboration and Coordination Grant |
| iii. | Closing Date for Submissions | Tuesday, August 31, 2021 |
| iv. | Funding Period period, | Funding is for a three-year with the option for renewal for two additional years based on performance. |
| v. | Award Amount awarded | One grant per region will be in each of the seven (7) regions. Match is required for this grant. |
| vi. | Project Start Date | January 1, 2022 |
| vii. | Application Evaluation | Applications will be evaluated based on scoring criteria and sufficiency of addressing project requirements and deliverables. |
| viii. | Inquiries | perkinssupport@cccco.edu |



California Community Colleges

Regional Collaboration and Coordination Grant

2. INTRODUCTION

The California Community Colleges is the largest system of higher education in the nation, composed of 73 districts and 116 colleges serving more than 2.1 million students per year. California community colleges provide career education and workforce training; transfer to four-year universities; degree and certificate pathways; and basic skills education in English and math. As the state's engine for social and economic mobility, the California Community Colleges supports the Vision for Success, a strategic plan designed to improve student success outcomes, increase transfer rates, and eliminate achievement gaps.

The Workforce and Economic Development Division (WEDD) is responsible for managing a portfolio of programs to support community colleges in advancing economic growth and global competitiveness of the State of California and to prepare California's workforce for the 21st century through career education. WEDD oversees several streams of state and federal funds, including Perkins V: Strengthening Career and Technical Education for the 21st Century Act, Strong Workforce Program (SWP), K12 Strong Workforce Program, Economic and Workforce Development (EWD), California Adult Education Program, and California Apprenticeship Initiative, Nursing Program Support, among others. Through programming supported by these funds, WEDD aims to close the skills and employment gaps, enable wage gains, foster student success and completion, and prepare students for the future of work.

Workforce and Job Recovery with Equity

The California Community Colleges Chancellor's Office, in support of the State's efforts, is focused on a broad-based approach to post-pandemic workforce recovery. The recovery efforts targets regional investments to serve greater numbers and diverse populations of Californians and the delivery of flexible and manageable workforce training and education-leading career pathways that result in high-skill and high-wage employment. Specifically, investments should expand and enhance proven workforce training models and support systems that focus on equity, access and inclusion and deeper participation by employers. These include:

❖ **Learn and Earn**

Programs that allow adult learners to gain critical skills while also earning income. These programs can take many forms, with apprenticeships and on-the-job training representing emblematic models. Learn and earn programs have proven to be an effective approach to encouraging greater employer participation by demonstrating the business use case and connecting adult learners to middle-skill jobs.



California Community Colleges

Regional Collaboration and Coordination Grant

❖ **Comprehensive Supports**

Often delivered in partnership with community-based organizations, social justice and equity groups, employment social enterprises and others, these are the support services that assist in removing learning barriers, such as basic needs, as well as on-going coaching to help individuals, particularly people of color, immigrants and first-generation students navigate our complex systems and programs.

❖ **Credit for Prior Learning**

The creation and establishment of infrastructure and processes for assessing prior learning knowledge and skills gained outside of the classroom for non-traditional students and that allow for the blending of external learning with college learning for micro credentials that stack up for a degree.

❖ **Resilient 21st Century Digital Skills and Literacy**

The provision of training to boost competencies such as evaluating and synthesizing information, media, and technology, communicating, and collaborating with others using technology, detecting and avoiding cyber threats and other skills that are commensurate with digital literacy and intelligence. These skills are necessary to increase the resiliency of workers during shifts in the economy and to keep pace with an increasingly technological world.

❖ **Targeted Regional Investments Informed by Data**

Regions that demonstrate a greater need as informed by data on employment and higher education and training participation rates should prioritize investments and funding and resources to address regional gaps. In particular, regions and colleges are to demonstrate an ability to collaborate with other colleges, community-based organizations, social justice and racial equity groups, foundation, and other stakeholders to better serve underrepresented and underserved populations.

In addition, regions should prioritize programs that support occupational sectors that are projected to be high job growth and demand sectors that will lead the way for the economic recovery of the State of California. Examples of key occupational sectors can be found in the report “After the Storm: The Jobs and Skills that will Drive the Post-Pandemic Recovery” published by Burning Glass Technologies,¹ and includes:

❖ **The Logistics Economy**

Occupational Sectors: Supply Chain Management, Data Management and Analytics, Customer Services, Network Systems (IoT), Ecommerce,

¹ https://www.burning-glass.com/wp-content/uploads/2021/02/after_the_storm_recovery_jobs_executive_summary.pdf



California Community Colleges

Regional Collaboration and Coordination Grant

Transportation, Manufacturing, and Infrastructure Building.

❖ **The Green Economy**

Occupational Sectors: Renewable Energy/Solar and Wind, Zero Emissions Technologies, Sales and Business Development, Project Management, Manufacturing, Financial, Engineering and Environmental.

❖ **The Remote Economy**

Occupational Sectors: Cloud Computing, Cybersecurity, Network Systems, Customer Services, Telecommunications Infrastructure (5G), Ecommerce, and Education Technology.

❖ **The Automated Economy**

Occupational Sectors: Healthcare, Information Technology/Artificial Intelligence/Machine Learning, Manufacturing/Robotics, Finance, Project Management and Biotechnology.

❖ **The Readiness Economy**

Occupational Sectors: Cybersecurity, Infrastructure Building, Public Health/Healthcare, Biotechnology and Project Management.

3. FUNDING OPPORTUNITY

a. Background

WEDD seeks to reinforce a California Community College system that provides workforce training to all in a manner that is accessible, efficient, responsive and data driven. This funding opportunity to California Community Colleges is for a host district/college in each region to provide Regional Collaboration and Coordination, working with the colleges and key stakeholders in the regional workforce and economic development ecosystem to help drive:

- i. Collaboration and coordination of career education programs among colleges in each identified region;
- ii. Regional strategies to reduce employment and equity gaps;



California Community Colleges

Regional Collaboration and Coordination Grant

- iii. Capture and dissemination of valuable, region-specific employer, industry, and student success data;
- iv. Develop strategies and structures that provide comprehensive supports to serve part-time and adult learners; and
- v. Evolution of current regional governance structures and employer engagement functions that are much more inclusive.

b. Goals

The host district/college in each region will support a regional team that will work to coordinate, collaborate, organize, and facilitate interaction in the region to ensure workforce training is provided to all in a way that is accessible, efficient, responsive, data-driven and improves outcomes. These efforts will be measured by the following outcomes:

- i. The expansion of work-based learning for all students;
- ii. The increase of student employment outcomes; and
- iii. The responsiveness of colleges to the training needs of employers.

4. ELIGIBILITY

This opportunity is available only to California community district/colleges.

5. WHO SHOULD APPLY

a. Requirements

Applicants meeting the following requirements are invited to apply.

- i. The applicant is a California community district/college, within the boundaries of the region for which the applicant is applying.



California Community Colleges

Regional Collaboration and Coordination Grant

- ii. The district/college has the operational and physical capacity to implement, manage the project and achieve the performance objectives of the grant, as evidenced by previous experience with similar projects.
- iii. The district/college has experience and ability to serve as a fiscal agent for other entities and administer the contractual and financial requirements of the grant.

6. ROLE AND RESPONSIBILITIES OF THE HOST DISTRICT/COLLEGE

a. Role

The California community colleges are organized into economic regions, and currently served by seven regional consortia to advance and address workforce needs through career technical education and workforce training in each region. The district/college selected to receive funding will serve as the host district/college for each region in facilitating career technical education and workforce and economic development collaboration and coordination efforts to drive towards the expansion of work-based learning for students, the increase of student employment outcomes and improve the responsiveness of colleges to the training needs of employers.

b. Responsibilities

The Host College will establish resources, including personnel and structure to:

- i. Conduct the work of regional collaboration and coordination, including organizing key stakeholders and refining established governance structure that is more inclusive, and responsive to employers and partners in the regions.
- ii. Administer the process by which career technical education programs are recommended by the regional consortia as part of the approval process to local governing boards.



California Community Colleges

Regional Collaboration and Coordination Grant

- iii. Assist colleges in their region in fostering relationships (employer engagement) with key employers and identifying opportunities to enrich career and work-based learning opportunities and activities for students.
- iv. Work with the Centers of Excellence to assist colleges within the region in aggregating and analyzing labor market data and develop and implement strategies to improve student employment outcomes.
- v. Assist colleges in developing and establishing appropriate student supports that drive toward student employment outcomes.
- vi. Convene and coordinate complex organizations and agendas toward a common goal.
- vii. Remove barriers to decision making and group progress to achieve common goals.
- viii. Conduct complex project management and budget management.
- ix. Deliver timely reports and data to the Chancellor’s Office.

7. FUNDING ALLOCATION AMOUNTS AND MATCHING REQUIREMENTS

Table 1 - Total WEDD Investment Per Region

| Regions | Regional Collaboration and Coordination | Employer Engagement | Total Funding Per Region |
|-----------------|---|---------------------|--------------------------|
| North/Far North | \$406,502 | \$2,197,717 | \$2,604,219 |
| Bay Area | \$531,890 | \$2,461,572 | \$2,993,462 |
| LA/OC | | | |



California Community Colleges

Regional Collaboration and Coordination Grant

| Regions | Regional Collaboration and Coordination | Employer Engagement | Total Funding Per Region |
|---------------------------------|---|---------------------|--------------------------|
| Los Angeles | \$378,372 | \$1,524,549 | \$1,902,921 |
| Orange County | \$245,353 | \$1,099,501 | \$1,344,854 |
| Central/ Mother Lode | \$286,875 | \$1,319,033 | \$1,605,908 |
| South Central | \$223,417 | \$1,112,602 | \$1,336,019 |
| Inland Empire/Desert | \$252,172 | \$1,176,322 | \$1,428,494 |
| San Diego/Imperial | \$245,419 | \$1,108,704 | \$1,354,123 |
| | \$2,570,000 | \$12,000,000 | \$14,570,000 |

a. Other Funding to be Managed Directly by Host District/College within the Region

Successful applicants will also be responsible for administering additional funding streams allocated to each region, outside of this funding opportunity, including K12 Strong Workforce Program Funds, Strong Workforce Programs Regional and Strong Workforce Program Regional 17% incentive Program Funds. The following table represent the funds within the regional portfolio for regional management. In some cases, the Host District/College will act as fiscal agent in managing and distribution of funds to other entities.



California Community Colleges

Regional Collaboration and Coordination Grant

Table 2 – Regional Consortia Portfolio

**Regional Fund Management
(Funds under the Management of the Regional Team as illustration)**

| Regions | SWP* Regional Share (40%) | SWP* Regional 17% Incentive (40%) | SWP* K12 (1%) | Regional Total |
|---------------------------------|--|--|--------------------------|---------------------------|
| North/ Far North | \$11,779,816 | \$1,851,658 | \$198,446 | \$13,829,920 |
| Bay Area | \$15,555,239 | \$3,198,567 | \$308,254 | \$19,062,060 |
| LA/OC | | | | |
| Los Angeles | \$13,030,228 | \$3,225,884 | \$253,399 | \$16,509,511 |
| Orange County | \$7,092,528 | \$1,648,969 | \$117,895 | \$8,859,392 |
| Central/ Mother Lode | \$10,365,714 | \$1,747,536 | \$192,577 | \$12,305,827 |
| South Central | \$5,953,554 | \$1,093,547 | \$99,868 | \$7,146,969 |
| Inland Empire | \$7,548,524 | \$1,263,501 | \$180,484 | \$8,992,509 |
| San Diego/ Imperial | \$7,207,729 | \$1,677,005 | \$133,184 | \$9,017,918 |
| | \$78,533,332 | \$15,706,667 | \$1,484,107 | \$95,724,106 |

*FY20-21 Award



California Community Colleges

Regional Collaboration and Coordination Grant

b. Matching Requirement (for Awarded Grant Funds Only)

Applicants are only required to provide cash match for the employer engagement portion of the grant funds. The required match amount for each region is reduced by the Collaboration and Coordination grant funds portion allocated for each region. For the balance of Employer Engagement funds match requirement, cash match in an amount not less than twenty-five (25) percent of the Employer Engagement portion is required, from regional Strong Workforce Program funds, with consent from the consortia member colleges.

Applicants are also encouraged to demonstrate how existing funding sources such as Economic and Workforce Development Program, Strong Workforce Program, K12 Strong Workforce Program, Student Equity and Achievement Program, Adult Education, Apprenticeship, General Fund, et al are leveraged and integrated as much as possible and as appropriate to support innovation in CTE programs particularly in the emerging technologies sectors requiring rapid workforce response, and establishment of new programs that support emerging and growth occupational sectors.

8. APPLICATION DETAILS

a. Application Due Date

The Regional Collaboration and Coordination Grant application, the required forms and all supporting documentations must be submitted and certified via the NOVA reporting system **on or before Tuesday, August 31, 2021, by 5:00 PM PDT**, at which time the application system will close. Only applications submitted via the NOVA reporting system will be accepted. No other forms of submission will be accepted.

b. Application Review

Eligible applications will be reviewed by a review team, which will also serve as the panel for the application interview presentations. The review team will evaluate the applications based on the following factors:

- i. Demonstrated qualifications and experience of the regional team to serve colleges and provide support to colleges in the region to



California Community Colleges

Regional Collaboration and Coordination Grant

ensure regional collaboration and coordination, and facilitate decision making process.

- ii. Evidence of regional employment and equity gaps, needs and issues related to workforce participation, including data and information from labor market and economic development reports.
- iii. A regional governance/operational structure that clearly articulates and how the region will ensure inclusion of all voices, including CEOs, CIOs, CSSOs, CTE administrators, faculty, staff, students, regional stakeholders, and partners; who is involved, how decisions will be made, who are key decision makers, how various stakeholder voices will be included (administrators, faculty, staff and students), how this structure supports and facilitates regional collaboration and coordination with key stakeholders, what feedback loop and evaluation that will be put in place for the regional team to manage continuous process and regional improvements.
- iv. A regional employer engagement plan that clearly articulates how resources will be structured and deployed in the region to ensure that districts/colleges are supported and assisted in expanding work-based learning, increasing student employment, and being responsive to employer workforce needs; how employer engagement will be evaluated by districts/colleges for effectiveness
- v. Addresses barriers to successful implementation.
- vi. Demonstrated ability to be forward-looking and creative in approach and design.
- vii. Demonstrated ability of the college and the key personnel to complete deliverables and properly manage the project.
- viii. Provided a financially viable budget that fits with the proposed approach.

For information on scoring, application format, and instructions, please see “Instructions for Preparing and Submitting the Application.”

c. Application Presentations

Applicants will be invited to present their proposal to WEDD via Zoom on



California Community Colleges

Regional Collaboration and Coordination Grant

Wednesday, September 8, 2021. Applicants should be prepared to provide a thirty (30) minute PowerPoint presentation on the key elements of their submission and be prepared to answer questions from WEDD staff for thirty (30) minutes immediately following the presentation.

d. Allowable and Non-Allowable Activities and Costs

Budgets and budget narratives for the use of grant funds will be reviewed and scored as part of the application process. Budgets without sufficient details or descriptions and/or that include items deemed non-allowable, excessive, or inappropriate will receive a lower score. Program funds are for direct services to the project only and are intended to supplement, not supplant, existing investments. Applicants should refer to “Appendix B: Guidelines, Definitions, and Allowable Expenditures” to determine specific allowable and non-allowable activities and costs.

Administrative Indirect Cost Rate

The host district/college may take a maximum of 4% administrative indirect costs for the term of the grant.

e. Incomplete and Late Applications

Incomplete or late applications will not be considered. The WEDD Selection Committees reserve the right to reject any and all applications received prior to scoring should the following occur:

- i. The application is not received and certified via submission through the NOVA reporting system by 5:00 pm on Tuesday, August 31, 2021. NOVA will not accept applications after the deadline.
- ii. The budget exceeds the maximum amount allowed as specified in the Application instructions.
- iii. The application does not meet the match requirement funding levels and/or indicates that the match comes from non-allowable sources.
- iv. The application is incomplete and/or missing any required documents.



California Community Colleges

Regional Collaboration and Coordination Grant

f. Performance Period

The period of performance is three (3) years, with an option for a two-year renewal based on performance outcomes and regional innovation.

9. CALENDAR OF KEY DATES

| Date | Event |
|-------------------|--|
| June 1, 2021 | Release of Request for Funding Application |
| June 21, 2021 | Bidders' Conference |
| June 28, 2021 | Training Webinar- How to Apply in NOVA |
| July 1, 2021 | RFA Questions Submission Deadline |
| July 1, 2021 | Applications Open in NOVA |
| August 31, 2021 | Applications Due |
| September 8, 2021 | Applicant Presentations |
| October 8, 2021 | Intent to Award Announcement |
| October 15, 2021 | Deadline for Process Appeals |
| January 1, 2022 | Project Term Begins |

10. TECHNICAL ASSISTANCE

a. Bidders' Conference Webinar

WEDD staff will host an informational Bidders' Conference Webinar to provide an overview of the project submission process and offer potential applicants an opportunity to ask additional clarifying questions. Failure to attend the webinar will not preclude the submission of an application. The webinar will be recorded for posting [on the WEDD website](#).



California Community Colleges

Regional Collaboration and Coordination Grant

Date and Time: Monday, June 21, 2021 10:00AM – Noon PDT

[Webinar Registration:](#)

https://cccconfer.zoom.us/webinar/register/WN_P6mh1GCASG-x5tnjmH8XNQ

After registering, you will receive a confirmation email containing information about joining the webinar.

b. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify WEDD and request a written clarification. Any addendum to the RFA will be posted on the [WEDD RFA website](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA) <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA>. Applicants are responsible for checking the WEDD RFA website for any updates to the RFA or FAQ. Applicants will be not notified via any other manner.

Written questions concerning the specifications and instructions in this RFA must be submitted by email to perkinssupport@cccoco.edu **no later than Thursday, July 1, 2021 at 5:00 pm**. Questions submitted by that time will be addressed at the Bidders' Conference Webinar and/or in a subsequent Frequently Asked Questions (FAQs) document posted on the [Chancellor's Office website](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA) at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA>.

Following the question deadline of July 1, 2021, only technical questions (e.g., questions about accessing the NOVA system, logistical challenges using NOVA or the RFA online application, etc.) will be answered. No response will be provided to content questions submitted to perkinssupport@cccoco.edu after that date.

Appeals Process

Applicants who wish to appeal a grant award decision must submit a letter of appeal to the Chancellor's office. The Chancellor's Office must receive the letter of appeal, with a signature by the authorized person, no later than 5:00 pm on October 15, 2021. Only e-mailed letters will be accepted. The final decision will be provided in writing within two weeks from the



California Community Colleges

Regional Collaboration and Coordination Grant

date that appeals are due or by November 1, 2021. The Chancellor's Office decision shall be the final administrative action afforded the appeal.

Appeals shall be limited to the grounds that the Review Committee failed to correctly follow the specified processes for reviewing the application. The applicant must file a full and complete written appeal, including the process(s) in dispute. Incomplete or late appeals will not be considered. The applicant may not supply any new information that was not contained in the original application.

Appeals should be submitted to the Chancellor's Office at the following email address perkinssupport@cccco.edu.

INSTRUCTIONS FOR PREPARING AND SUBMITTING THE APPLICATION

11. ACCESSING YOUR NOVA ACCOUNT

All applications, with required attachments, must be submitted electronically through NOVA web portal – <https://nova.cccco.edu/>.

NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED.

To access the Application, please login using your existing account at nova.cccco.edu.

If you are new to NOVA and would like to have an account created for you, please use the Access Request Wizard (<https://nova.cccco.edu/request-access>) wizard to provide your contact information and details for the access you need. If you already have a NOVA account and require a modification to your access permissions, please submit a NOVA Support Request through the support portal. For additional support please visit: <https://nova.cccco.edu/help>.

12. NOVA TECHNICAL ASSISTANCE

For questions related to the NOVA system, please visit <https://support.cccco.edu/csm> and choose NOVA Support Request" to contact the help desk.



California Community Colleges

Regional Collaboration and Coordination Grant

13. SUBMITTING THE APPLICATION

Once you have a NOVA account, you can create an application. In NOVA, go to the sidebar menu; click “Programs” then “RC Management” and “Applications.” Click “Create Application” button to begin.

You will be directed to choose your region and institution in order to create the application.

14. APPLICATION FORMAT AND INSTRUCTIONS

The following instructions describe the content and format of the application. Only applications submitted via the NOVA system will be accepted. In order to receive the highest possible score and to prevent disqualification, the application instructions in NOVA must be followed, all questions must be answered, and all requested information must be supplied.

Applicants may be required to make adjustments in the budget, work plan, or other aspects of the application prior to distribution of funds.

NOTE: Grant applications are scored based on a 100-point scale as indicated in the list provided below. A minimum average score of 75 must be obtained during the review process rubric, in order to be considered for funding.

Application Sections (REQUIRED)

- i. Details and Assurances (Not Scored)
Details

Details are set when the Application is created. The only editable detail will be the Application Name.

1. Assurances

A duly authorized representative for the Applicant district/college should review all assurances, certifications, and terms and conditions to be familiar with the grant



California Community Colleges

Regional Collaboration and Coordination Grant

expectations. Please attest to the assurances that the Project Workplan is:

- a. Informed by, aligned with, and expands upon your region's Regional Plan and planning efforts occurring through the Strong Workforce Program.
- b. Informed by Labor Market Information and regional priorities.
- c. Utilizing data that can be used by policymakers, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.

ii. Qualifications (Maximum Points Value: 15)

1. Relevant Qualifications and Capacity

Provide a description of why applicant is best suited to serve as Host District/College for Regional Collaboration and Coordination grant. Be sure to include:

- a. Previous demonstrated experience related to regional collaboration roles that applicant has administered.
- b. Demonstrated understanding and capability of meeting the strategic goals as identified by the California Community Colleges Chancellor's Office and WEDD, specifically in supporting efforts related to learn and earn, comprehensive supports, credit for prior learning, resilient 21st century digital skills and literacy and targeted regional investment informed by data. In addition, the ability to help drive the region towards prioritization of key occupational sectors such as within the Five Economies: Logistics, Green, Remote, Automated and Readiness.
- c. Demonstrated ability to facilitate planning, discussions, and action of colleges in the region to set and achieve benchmarks pertaining to 1) the expansion of work-based learning for students, 2) the



California Community Colleges

Regional Collaboration and Coordination Grant

increase of student employment outcomes and 3) the responsiveness of colleges to the training needs of employers.

- d. Demonstrated operational capability to administer the grant including having sufficient physical space and administrative capacity to manage the Human Resources, fiscal, and organizational demands of the grant.
- e. Demonstrated financial capability to act a fiscal agent of other entities and to administer complex contracts and meet financial requirements of the grant.
- f. Key outcomes from previous relevant projects and experience.
- g. Brief case studies on new and innovative programs established by applicant college employers partners, including key outcomes, number of students served, wages and other pertinent information.
- h. Support letters from colleges in the region.

iii. Contacts (Not Scored)

Enter the following contacts. All contacts must have a NOVA account.

- 1. Project Director
- 2. Alternative Project Director
- 3. Fiscal Reporter – Optional. This role may also be filled by the Project Director or Alternative Project Director.
- 4. Alternative Contacts – Optional

iv. Priority Sectors (Not Scored)

Designate the top five priority sectors targeted by this application and provide the following details:

- 1. Related Top Codes
- 2. Related SOC Codes



California Community Colleges

Regional Collaboration and Coordination Grant

3. Description of objectives, strategies and outcomes for the chosen Priority Sector

v. Problem Statement (Maximum Points Value: 10)

Provide a brief problem statement that is concise, clear, and evidence-based supporting the need that applicant's Regional Collaboration and Coordination efforts will address. Be sure to include:

1. A brief description of the region, including key industries and population demographics.
2. Description of the current workforce training and employer engagement and equity gaps for your region, including data and information from labor marketing and other sources

vi. Goals and Metrics (Not Scored)

1. Vision for Success Goals and Student Success Metrics

Select Vision or Success Goals and Student Success Metrics which will be impacted.

vii. Response to Problem Statement (Points: 20)

Provide a clear and concrete description of what applicant's Regional Collaboration and Coordination efforts aim to achieve in order to address the issues in the problem statement. Clearly describe applicant's project management approach and methodology for achieving regional collaboration and alignments with the Vision for Success goals. Be sure to include:

- a. Philosophy and approach towards regional collaboration to meet the stated objectives of the funding opportunity and to achieve regional accountability.
- b. Methodology for resource distribution to colleges and supporting the colleges in the region.



California Community Colleges

Regional Collaboration and Coordination Grant

- c. Describe the regional governance/operational structure that clearly articulates and how the region will ensure inclusion of all voices, including CEOs, CIOs, CSSOs, CTE administrators, faculty, staff, students, regional stakeholders, and partners; who is involved, how decisions will be made, who are key decision makers, how various stakeholder voices will be included (administrators, faculty, staff and students), how this structure supports and facilitates regional collaboration and coordination with key stakeholders, what feedback loop and evaluation that will be put in place for the regional team to manage continuous process and regional improvements.
- d. Describe the regional employer engagement plan and how resources will be structured and deployed in the region to ensure that districts/colleges are supported and assisted in expanding work-based learning, increasing student employment, and being responsive to employer workforce needs; how employer engagement will be evaluated by districts/colleges for effectiveness
- e. Description of major regional collaboration objectives.
- f. Description of how the region will align with Vision for Success goals and priorities, specifically in supporting and advancing:
 - i. Efforts related to workbased learning including learn and earn, comprehensive student supports, competency-based learning approaches, credit for prior learning, resilient 21st century digital skills and literacy and targeted regional investment informed by data.
 - ii. Prioritization of occupational sectors within the Five Economies - Logistics, Green, Remote, Automated and Readiness, mapped to current industry sectors.



California Community Colleges

Regional Collaboration and Coordination Grant

- g. Description of how the region will utilize the Centers of Excellence to guide and inform its work.
 - h. Description of how the region will engage and/or deepen its relationships with key employers to expand work-based learning for students. Description of how you will support colleges in your region to build capacity/ infrastructure to better engage with employers. Work-based learning can include career mentorship, paid and non-paid internships, among other services.
 - i. Description of anticipated barriers and how the region will overcome those barriers.
 - j. Description of the innovations that you will bring under this grant.
 - k. Description of how the region will build in a continuous improvement and feedback loop to ensure cohesion and shared goals.
 - l. Demonstrated qualifications and experience of the regional team to serve colleges in the region, facilitate, and deliver on grant requirements. Description should include names, titles, experience and qualifications, of key personnel and identification of the regional team members, including who is responsible for leading and overseeing the daily operations of this team, and name and title of the responsible administrator at the host district/college.
- viii. Workplan: Objectives, Activities & Outcomes (Maximum Points Value: 35 Points)

The workplan is the most important document in the proposal, in that it provides detailed description of the annual activities, timeline and expected measurable outcomes, deliverables and responsible individuals for the tasks or activities for the proposed project. The workplan serves as the major foundation for linking the various pieces of the proposal together, to show how work will be conducted to achieve what is laid out in the proposal. **(See Appendix B for detail descriptions)**



California Community Colleges

Regional Collaboration and Coordination Grant

Describe the activities and strategies that will be implemented to address the Problem Statement and to achieve the Project Objectives. NOVA will require you to detail:

1. Activities/Tasks/Milestones
2. Measurable Outcomes and Deliverables
3. Timeline
4. Target metric that applies to the specified activity
5. Responsible Persons

ix. Budget (Maximum Points Value: 20 Points)

Each Applicant must prepare a budget by object code, provide descriptions, and identify match funds.

1. Budget items entered will be specific to each funding source identified in Section 7 of this RFA.
2. NOVA allows for expenditure object code 1000–7000.

1000 – Instructional Salaries

2000 – Non instructional Salaries

3000 – Employee Benefits

4000 – Supplies and Materials

5000 – Other Operating Expenses and Services

6000 – Capital Outlay

7000 – Other Outgo

Indirect Costs- (in NOVA indirect costs are a separate object code)

The total budget will populate based on the amounts entered.

Please see “General Information” as well as “**Appendix A: Guidelines, Definitions, and Allowable Expenditures**” for information about allowable costs and administrative indirect cost rates.

Budget worksheets are provided as Appendix C and D. All budgets must be submitted via the NOVA application.

x. Budget Forecast



California Community Colleges

Regional Collaboration and Coordination Grant

Applicants must estimate the rate of expenditure for funds budgeted from each funding source.

xi. Supporting Documents (Required)

Applicants **must** upload the following documents:

- Regional Team Organization Chart
- Most recent Comprehensive Local Needs Assessment
- Most recent Regional Plan
- Letters of Support from at least 100% of the colleges in Applicant’s region signed by both the Chief Executive Office and Chief Instructional Officer. Letters should be bundled into one combined PDF. Please provide an explanation for any letters that are missing or unable to obtain from a college in a region.

Do not upload any other types of documents, as they will not be reviewed or considered in the scoring process.

Table 3 - Application Sections Scoring Rubric

| Application Section | Maximum Points |
|---|----------------|
| Details and Assurances | Not Scored |
| Qualifications and Support Letters | 15 |
| Contacts | Not Scored |
| Problem Statement | 10 |
| Goals and Metrics | Not Scored |
| Priority Sectors | Not Scored |
| Response to Problem Statement | 20 |
| Workplan: Objectives, Activities and Outcomes | 35 |
| Budget | 20 |
| Budget Forecast | Not Scored |
| Supporting Documents (Required) | Not Scored |



California Community Colleges

Regional Collaboration and Coordination Grant

15. REPORTING REQUIREMENTS

Quarterly Expenditure and Progress Reports

Applicants are required to provide Quarterly Expenditure and Progress Reports through NOVA. WEDD may, at its discretion, institute additional reporting requirements or frequency as needed for the improvement of the grant. As part of the progress reports, host district/colleges will be required to provide data on the following metrics:

- i. Expansion of Workbased Learning for Students
 1. # of employers offering work-based learning programs to college students
 2. # of work-based learning program completions
- ii. Increase of Student Employment Outcomes
 1. % of students reporting on employment outcomes upon graduation
 2. # of students receiving part-time employment upon graduation
 3. # of students receiving full-time employment upon graduation
 4. # of economically disadvantaged students receiving part-time and full-time employment upon graduation
- iii. Increase in Responsiveness to Training Needs of Employers
 1. # of employers participating in employee training programs offered by the college
 2. # of training programs approved by the college



California Community Colleges

Regional Collaboration and Coordination Grant

3. # of student completion of the employer training program

Additional reporting guidelines will be provided as part of the grant agreement packet.