



California Community Colleges Adult Education Technical Assistance Provider Request for Application (RFA)

Frequently Asked Questions

If you have any question not covered by this document, please email caep@cccco.edu.

General Questions

1. Can an adult regional occupational program, who provides a fee based Medical and Dental Assisting program for adults, 18+ still apply for this funding opportunity?

The funding opportunity made available through this RFA is specifically for California community college districts. In addition, the community college applicant should have the operational and physical capacity to implement, manage the project, and achieve the performance objectives and expected outcomes of the funding agreement.

2. When will the application be made available in NOVA? Where can we find it?

The California Community Colleges Technical Assistance Provider (CC TAP) application is presently available in NOVA (nova.cccco.edu). The deadline to submit applications is November 2, 2022.

3. Where can I access the Bidder's Conference webinar recording?

A webinar was conducted on the CC TAP RFA that provided an overview of the funding opportunity and live NOVA application walk-through on October 12, 2022. The webinar training is available on the [Chancellor's Office website](#).

4. Will the successful candidate in this RFA be expected to restructure the existing CAEP TAP initiative, or will they be implementing a new CCCCO Community College Only TAP initiative?

No, the successful applicant will be part of an integrated TAP Office. The goal is to expand the technical assistance and professional development capacity to expand the support for community colleges offering noncredit adult education programs offered by CAEP. In a collaborative effort with the current TAP (the Sacramento County Office of Education), the enhanced TAP Office will support and promote the CAEP State Leadership Office to increase student outcomes for all CAEP students, career mobility for adult learners, and provide equitable training and technical assistance services for the CAEP community. The two TAPs will work together in a collaborative effort, guided by the CAEP State Leadership Office, to support the CAEP initiative and its service providers.

5. Will the successful applicant be expected to absorb and continue the employment of the existing CAEP TAP staff?

This is not meant to replace but rather enhance the services currently being provided. The existing TAP staff will continue as before. The noncredit CC TAP and the K-12 Sacramento County Office of Education (SCOE) TAP will have independent agreements with the Chancellor's Office but together serve as a single TAP Office. It is expected that both entities will work together in a collaborative effort, guided by the CAEP State Leadership Office, to support CAEP's goals and mission.

6. How did the Chancellor's Office and the California Department of Education determine the need to restructure the CAEP TAP initiative?

To equitably serve the CAEP, the Chancellor's Office and the California Department of Education have discussed the need to provide expert tailored support to enhance the Adult Education Program at community colleges and the students it serves. As the pandemic had a great impact on all students, programs, and enrollment, CAEP State Leadership is acting to better provide noncredit community college programs with the technical support and professional development to create bridge programs, foster curriculum design and development and support non-credit faculty.

7. What changes, if any, will occur due to the restructuring of the CAEP TAP initiative and/or the implementation of the CC TAP initiative have on the fund allocation ratio?

There will be no changes to the fund allocation ratio. The state provides set aside dollars separate from the allocation to consortium to assist with technical assistance. The objective of the CAEP CC TAP initiative is to provide additional support needed by colleges offering noncredit courses and curriculum.

8. What role will the Chancellor's Office and the California Department of Education have in the ongoing implementation of the new CC TAP initiative, including the evaluation and monitoring of the CC TAP initiative?

The CAEP State Leadership Office will continue its collaborative efforts to oversee the CAEP TAP Office. The TAP Office, comprised of SCOE and a new community college provider, will have regular monthly meetings with the CAEP State Leadership and staff to jointly drive planning and implementation efforts.

9. What is the available funding and performance period for the CC CAEP TAP?

The maximum award available is up to \$1,800,000. This is an open competition and only one (1) agreement will be awarded for a period of twenty-four (24) months. An award will be based on the merit and reasonable cost for the anticipated outcomes and performance of the project. As Project Monitor of the agreement, the Chancellor's Office reserves the right to adjust the award based upon the availability of funds or fund the successful application at a lesser amount if it is determined that the application can be implemented with less funding.

10. Is the CC CAEP TAP funding considered one-time revenues, or will it be ongoing funding?

The CC TAP, like the SCOE TAP, will be funded by the set aside Technical Assistance and data and accountability dollars allocated by the Legislature for this purpose. Continued funding will be contingent upon the approved completion of the prior year's objectives, successful performance, and availability of funds provided by the Legislature. Ongoing contact with the CAEP State Leadership staff will be required. The awardee will be required to provide evidence of progress before seeking additional funding in succeeding years.

11. What is the source of funding for this work?

Since the enactment of AB 104 in 2015, the Legislature has appropriated \$5 million in funds in the annual budget bill to support and develop a unified dataset for adult learners participating in CAEP. Education Code Section 84920 lays out the data and accountability structure for CAEP and describes how the state will use data and accountability funding. Beginning in FY 2021-22, CAEP received an additional \$1M allocated for technical support and professional development.

12. The RFA asks applicants to describe their capacity to deliver technical assistance regarding CAEP to community colleges. Is the nature of the technical assistance focused on programmatic technical assistance or focused on data systems operations technical assistance? Or both?

The selected district/college, together with SCOE, will provide both types of support.

13. The RFA asks applicants to describe their experience as an adult education provider agency using the Launchboard? How do you envision applicants responding to that RFA question?

The question is asking applicants to describe their understanding and experience with using the Launchboard as a system comprised of other data systems. The selected college/district will need to provide technical assistance regarding how they will support other colleges in using the data to drive program improvements to better serve students and how they translate data from the Launchboard to inform planning. Refer to the scope of work that is outlined in the RFA for further details.

14. The RFA states in the scope of work that the successful candidate will design, plan and implement the CAEP Summit, Directors Event, and the annual Consortium Admin Onboarding training. How will the two CAEP TAPs collaborate on this effort?

The details of collaboration between the two TAPs remains to be worked out. The expectation is that there will be collaboration to ensure that all programs both K-12 and CC programs are served well by the TAP Office. The two will work together in a collaborative effort, guided by the CAEP State Leadership Office, to design, plan, and implement the CAEP professional development and training events to support CAEPs goals and mission.

15. The RFA states in the scope of work that the successful candidate will publish a CAEP Newsletter. Will this be an assumption of publishing the existing newsletter or will this be an additional newsletter?

The expectation is both entities will work collaboratively to publish a newsletter for the CAEP program. The two will work together in a collaborative effort, guided by the CAEP State Leadership Office, to publish the CAEP Newsletter to support CAEP's goals and mission, including content for noncredit community college and K-12 adult school programs.

16. The RFA states in the scope of work that the successful candidate will publish and maintain the CAEP website. Will this be an assumption of publishing and maintaining the current CAEP website or the creation of a new, second CAEP website?

The expectation is both entities will work collaboratively to maintain the existing website for the CAEP program. The two will work together in a collaborative effort, guided by the CAEP State Leadership Office, to publish and maintain the current CAEP website to support CAEP's goals and mission including content for noncredit community college and K-12 adult school programs.

17. The RFA states in the scope of work that the successful candidate will monitor and compile a report to the CAEP State Leadership Office on regional consortia members and consortia who have not submitted mandated deliverables. Who will this data and report be submitted to? And will the winner of the RFA be expected to engage in other compliance monitoring activities of CAEP funded agencies?

The TAP will provide the technical assistance needed by CAEP program providers to submit required reporting. Understanding who has not complied with required reporting informs where technical assistance is needed. As previously, the current report will continue to be developed and submitted by the integrated TAP Office. Moreover, the integrated TAP Office will continue to provide this report to the CAEP State Leadership Office.