



California Community Colleges

## Request for Application

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### California Apprenticeship Initiative New and Innovative Grant Program Fiscal Year 2022-23 Request for Applications

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION

<b>Information</b>	<b>Details</b>
<b>Funding Years</b>	2022-23
<b>Release Date</b>	October 14, 2022
<b>Initial Application Deadline</b>	December 16, 2022 at 5:00 PM
<b>Funding Source</b>	California Apprenticeship Initiative New and Innovative Grant Program
<b>Bidders' Conference</b>	November 3, 2022 at 2:00 PM PDT <a href="https://cccconfer.zoom.us/webinar/register/WN_ZOrCtwZjQH6eiiLY4bXEdA">https://cccconfer.zoom.us/webinar/register/WN_ZOrCtwZjQH6eiiLY4bXEdA</a>
<b>Questions Deadline</b>	Written questions concerning the specifications of this Request for Applications must be submitted via email to <a href="mailto:apprenticeship@cccco.edu">apprenticeship@cccco.edu</a> by December 2, 2022 at 5:00 PM

## Table of Contents

INTRODUCTION..... 3

PROGRAM OVERVIEW ..... 4

BACKGROUND..... 5

GOALS, PURPOSE, AND PRIORITIES ..... 5

OUTCOMES ..... 6

GENERAL AWARD INFORMATION ..... 7

ELIGIBILITY ..... 8

APPLICATION DUE DATE ..... 10

Application Criteria ..... 10

APPLICATION SUBMISSION ..... 11

CALENDAR OF KEY DATES ..... 11

BIDDERS' CONFERENCE WEBINAR ..... 12

AWARD ADMINISTRATION ..... 12

AWARD APPEALS ..... 13

ACCESS AND EQUITY ..... 13

### 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 college and career education to all in achieving education and employment pathways through workforce training, certificates and degrees; transfer to four-year universities; 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. 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, California Apprenticeship Initiative, and Nursing Program Support, among others. Through these funds, WEDD aims to support colleges in closing the skills, employment and equity gaps, to enable wage and employment progression, to foster student success and completion, and to 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 target regional investments to serve greater numbers and diverse populations of Californians and the delivery of flexible workforce training and education for 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 individuals and employers.

# California Apprenticeship Initiative New and Innovative Grant Program

## PROGRAM OVERVIEW

This section provides a summary of key program attributes and dates. This information will be extrapolated further in subsequent sections of this document.

**Funding Agency:** California Community Colleges Chancellor's Office

**Sponsoring Division:** Workforce and Economic Development Division

**Funding Opportunity Title:** California Apprenticeship Initiative New and Innovative Grant Program

Fiscal Year 2022-23 Request for Applications

**Closing Date for Submissions:** December 16, 2022

**Funding Period:** July 1, 2023 – June 30, 2026

**Award Amount:** The maximum amount is \$1,500,000 per award

**Total Funds Available:** \$57,000,000

**Project Start Date:** July 1, 2023

**Intent to Award Announcement Date:** February 3, 2022

**Questions:** [apprenticeship@cccco.edu](mailto:apprenticeship@cccco.edu)

# California Apprenticeship Initiative New and Innovative Grant Program

## BACKGROUND

As part of the California Community Colleges ongoing efforts to meet the state's need for an educated and skilled workforce and the Governor's goal of serving 500,000 earn-and-learn apprenticeships by 2029, the Chancellor's Office is pleased to announce the availability of Proposition 98 funds for the California Apprenticeship Initiative (CAI) New & Innovative Pre-Apprenticeship and Apprenticeship Grant Programs (N&I). Apprenticeship is the model of the future as a mechanism to eliminate the barrier between education, training, and employment to create a seamless pathway. While the goal is to serve 500,000 apprentices, California has currently served roughly 100,000, and the state has a need to create innovative ways to scale the growth of registered apprenticeships. The CAI N&I seeks to create new and innovative apprenticeship opportunities in priority and emerging industry sectors or areas in which apprenticeship training is not fully established or does not exist.

## GOALS, PURPOSE, AND PRIORITIES

### Goals

The goal of the CAI N&I Grants Program Fiscal Year 2022-23 Applications is to create new and innovative apprenticeship opportunities in priority and emerging industry sectors or areas in which apprenticeship training is not fully established or does not exist. Programs should tap into CAI funding throughout the life cycle of the program and use the different grant purposes to create stackable funding: planning grants, implementation grants, and then expansion grants.

### Purpose

Although applicants may submit any number of applications, Implementation and Expansion applications must be specific to one apprenticeship or pre-apprenticeship program, and all applications may only address one of the following purposes.

1. Program Planning Grant
  - a. Up to 1 year grant term
  - b. Up to \$120,000 per award
  - c. 80% advance payment, 20% upon final report and contingent upon actual costs
  - d. To be used to develop a plan to create new apprenticeship or pre-apprenticeship programs and register those programs with the Division of Apprenticeship Standards (DAS).
2. Program Implementation Grant
  - a. Up to 3 year grant term
  - b. Up to \$1,500,000 per award
  - c. 30% advance, quarterly payment thereafter contingent upon achieved outcomes and actual costs
  - d. To be used to start-up an already DAS registered pre-apprenticeship or apprenticeship program.
3. Program Expansion Grant
  - a. Up to 2 year grant term
  - b. Up to \$1,000,000 available per award
  - c. To be used to complete one-time activities that a program otherwise does not have funding to support and that will allow the program to permanently expand its annual capacity.

# California Apprenticeship Initiative New and Innovative Grant Program

## Priorities

Priority will be given as indicated in the Application Criteria Section. All CAI N&I Grant Program funds will be made available for award to applications received in the initial application deadline included in this RFA. If funding remains after the initial application deadline decisions, an additional application deadline will be determined and publicized in a MEMO disseminated to the WEDD MEMO list serve (registration is accessible here: [https://docs.google.com/forms/d/e/1FAIpQLScX6t\\_1fSGEtr4jvw7OgNuTCQz43CD9vu7CvUdQP\\_MysEfCsDg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScX6t_1fSGEtr4jvw7OgNuTCQz43CD9vu7CvUdQP_MysEfCsDg/viewform)).

If funding remains available after the second application deadline, additional application deadlines will be determined and publicized, one at a time throughout fiscal year 2022-23, until all available CAI funds are decided to be awarded.

## OUTCOMES

### Outcomes Measures

The degree of success of CAI N&I-funded programs will be evaluated on the series of metrics described below. Outcomes will be evaluated to guide future use of CAI funds in order to affect the greatest increase in apprenticeship opportunities.

1. Planning Grants
  - a. Whether the program acquires registration.
  - b. The number of initial apprenticeship opportunities employer partners agree to provide.
  - c. The annual number of apprenticeship opportunities the program can provide.
  - d. Proposed apprentice and journeyman salaries compared to local cost of living estimates.
2. Implementation Grant
  - a. The number of apprentices or pre-apprentices registered each quarter of the grant.
  - b. The number of apprentices or pre-apprentices that complete the program each quarter of the grant.
  - c. The number of apprentices that continue employment after completing the program or the number of pre-apprentices that continue into an apprenticeship program after completing the program.
  - d. Apprentice and journeyman salaries compared to local cost of living estimates.
3. Expansion Grant
  - a. The number of additional annual apprenticeship opportunities the program is able to provide.
  - b. Apprentice and journeyman salaries compared to local cost of living estimates.

### Expected Outcomes

CAI N&I-funded grants will be expected to achieve outcomes as described below.

## California Apprenticeship Initiative New and Innovative Grant Program

1. Planning Grant
  - a. Obtain DAS registration for one or multiple apprenticeship or pre-apprenticeship programs.
    1. For Apprenticeship Program: Obtain Employer MOUs that guarantee hiring a specific number of apprentices and that identify apprentice and journeyman wages.
2. Implementation Grant
  - a. At least one apprentice is registered for every \$15,000 awarded or one pre-apprentice for every \$2,500 awarded.
  - b. At least 80% of participants will complete apprenticeship programs, and at least 80% of participants in pre-apprenticeship programs will transition to an apprenticeship program.
  - c. Participants who complete apprenticeship programs receive living wages as compared to local cost of living.
  - d. A five-year plan, starting at the culmination of the grant, which demonstrates the program's long-term sustainability.
  - e. An active system to provide—or direct participants to—accessible, comprehensive, academic, and nonacademic student support services (including, but not limited to, job readiness coaching and career guidance, case management, success coaching, and financial aid) which should remove barriers to entry and completion for any program participants.
3. Expansion Grant
  - a. The program can register at least one additional apprentice annually, beyond what it was previously capable to register, for every \$15,000 awarded.
  - b. A five-year plan, starting the year after the culmination of the Apprenticeship Program Expansion Grant, which demonstrates the program's long-term sustainability.
  - c. An active system to provide—or direct participants to—accessible, comprehensive, academic, and nonacademic student support services (including, but not limited to, job readiness coaching and career guidance, case management, success coaching, and financial aid) which should remove barriers to entry and completion for any program participants.

## GENERAL AWARD INFORMATION

### Funding and Performance Period

The maximum award amount is \$1,500,000 per award, but varies per grant purpose. This is an open competition and there is no limit to the number of applications one single entity may submit per submission deadline.

Grants will be awarded for up to (36) months, depending on the grant purpose. Grant terms will be specified on the grant agreement. Extensions beyond the initial grant term will not be provided. All performance under this allocation shall be completed by June 30, 2026. All grant invoices must be submitted no later than August 31, 2026 to be processed for payment. Invoices submitted after August 31, 2026, are ineligible for payment and may be rejected by the Chancellor's Office if submitted.

## California Apprenticeship Initiative New and Innovative Grant Program

Awards shall be based on the merit and reasonable cost for the anticipated outcomes and performance of the project. The Chancellor's Office reserves the right to adjust awards based upon the availability of funds, or fund applications at a lesser amount than requested if it is determined that the application can be implemented with less funding, or if funding is not sufficient to fully fund awards.

### Notification of Awards

Intent to award notification will be made via an official Intent to Award Memo. All award notifications will be posted on the WEDD website. Selection of an applicant to be awarded does not constitute approval of the grant application as was submitted. Before the actual grant is awarded, the Chancellor's Office may request adjustments or modifications to the proposal and/or budget to be reflected in the grant NOVA work plan and agreement as necessary. The Chancellor's Office reserves the right not to fund any application related to this RFA. Chancellor's Office Board of Governors' approval is required before any grant may be awarded. No applicant may make a public statement regarding the award of grant funds until after the Board of Governors' approval.

### Certain Awards Exclude Awardee's Receipt of RSI Reimbursement Funding

Programs that are receiving CAI funding through Implementation grants may not also receive reimbursement for RSI hours that program reports through NOVA RSI reporting.

## ELIGIBILITY

Entities are eligible to apply for CAI N&I-funded grants as described below. An entity may be found ineligible for a grant award based on its history utilizing CAI N&I funding, or because of history may be held to additional unique reporting and planning requirements. All applications are required to demonstrate an innovative means to scale registered apprenticeship programs in order to support progress toward serving 500,000 apprentices by 2029, as set by the Governor.

1. Planning Grants
  - a. Eligible Entities
    - i. Community Colleges (CCs)
    - ii. Community College Districts (CCDs)
    - iii. Regional Consortia (RCs)
    - iv. County Offices of Education (COEs)
    - v. K-12 Local Education Agencies (K-12 LEAs)
    - vi. Regional Occupation Centers and Programs (ROCPs)
  - b. Required Eligible Application Content
    1. Responses to all questions within the NOVA Planning Grant Application.
    2. All documents requested within the NOVA Planning Grant Application.
2. Program Implementation Grant



## California Apprenticeship Initiative New and Innovative Grant Program

- a. Eligible Institutions – Only the lead LEA of a DAS Registered Apprenticeship or Pre-Apprenticeship Program is eligible to apply
  - i. Community College Districts (CCDs)
  - ii. County Offices of Education (COEs)
  - iii. K-12 LEAs
- b. Required Eligible Application Content
  - i. Demonstration of DAS registration.
  - ii. Documentation supporting when the program initially became registered with DAS.
  - iii. Anticipated annual number of program participants during the grant period.
  - iv. Responses to all the questions within the NOVA application.
  - v. All documents requested within the NOVA application.
  - vi. A plan to provide—or direct participants to—accessible, comprehensive, academic, and nonacademic student support services (including, but not limited to, job readiness coaching and career guidance, case management, success coaching, and financial aid) which should remove barriers to entry and completion for any program participants.
3. Expansion Grant – Only the lead LEA of a DAS registered Apprenticeship Program is eligible to apply
  - a. Eligible Institutions
    - i. Community College Districts (CCDs)
    - ii. County Offices of Education (COEs)
    - iii. K-12 LEAs
  - b. Required Eligible Application Content
    - i. Demonstration of DAS registration.
    - ii. Letters of commitment from employer partners that demonstrate identified demand for additional apprentices.
    - iii. Anticipated annual number of additional program participants the program will be able to serve in the first three years after the completion of the program expansion.
    - iv. A plan to provide—or direct participants to—accessible, comprehensive, academic, and nonacademic student support services (including, but not limited to, job readiness coaching and career guidance, case management, success coaching, and financial aid) which should remove barriers to entry and completion for any program participants.
    - v. A grant work plan that does not include activities that result in ongoing costs beyond the grant term.
    - vi. The application must demonstrate that the program does not have an alternate funding source to use to support the work plan, for example, an approved program annual budget that does not include the costs of the work plan.
    - vii. Responses to all questions within the NOVA application.
    - viii. All documents requested within the NOVA application.

### APPLICATION DUE DATE

The complete application, including any required forms and supporting documentations, must be submitted via the Chancellor's Office NOVA system **on or before December 16, 2022 by 5:00 PM PDT**, at which time the application system will close. No other forms of submission will be accepted. Incomplete and late applications will not be accepted.

### Application Criteria

Below is the criteria that will be used to competitively evaluate grant applications, broken down by each grant purpose. 100 points are available to be earned for each application purpose based on the below criteria. Applications will be selected to be awarded in the order of highest review score to lowest review score, until available funding is depleted. The Chancellor's Office may choose to offer an award to a specific application regardless of the application's rank in highest to lowest review score. Applications must receive at least 75 points to be eligible to be decided to be awarded.

- a. Planning Grant
  - i. RFA Requirements (80 Points)
    1. The RFA requirements are all the details and qualities required by this RFA, for this grant purpose. The application will receive either all 80 points if it addresses all RFA requirements or zero points if it does not.
    2. Occupation Proportion of Regional Labor Market Demand (20 Points)
      - a. If you identify a primary occupation that you will focus on registering, you may receive up to an additional 20 points based on the labor market demand in your region for the program occupation.
  - b. Implementation Grant
    - i. RFA Requirements (75 Points)
      1. The RFA requirements are all the details and qualities required by this RFA, for this grant purpose. The application will receive either all 75 points if it addresses all RFA requirements or zero points if it does not.
    - ii. Occupation Proportion of Regional Labor Market Demand (15 Points)
      1. You may receive up to 15 additional points based on the labor market demand in your region for the program occupation.
    - iii. Cost per Apprentice or Pre-Apprentice (10 Points)
      1. You may receive up to 10 additional points based on the cost of your work plan compared to the number of apprentices or pre-apprentices you will register throughout the term of the grant.
  - c. Expansion Grant
    - i. RFA Requirements (75 Points)
      1. The RFA requirements are all the details and qualities required by this RFA, of this grant purpose. The application will receive either all 75 points if it addresses all RFA requirements or zero points if it does not.
    - ii. Occupation Proportion of Regional Labor Market Demand (15 Points)
      1. You may receive up to 15 additional points based on the labor market demand in your region for the program occupation.

## California Apprenticeship Initiative New and Innovative Grant Program

### iii. Cost per Apprentice or Pre-Apprentice (10 Points)

1. You may receive up to 10 additional points based on the cost of your work plan compared to the number of apprentices or pre-apprentices you will register throughout the term of the grant.

## APPLICATION SUBMISSION

### Submitting the Application In NOVA

To submit the application, please login using your existing NOVA account at <https://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>) 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 and technical assistance, please visit: <https://nova.cccco.edu/help> to submit a NOVA Support Request ticket.

After logging into NOVA: Go to the sidebar menu; select “Programs” then “CAI New & innovative” and “Applications.”

Click “Create Application” button to begin. You will be directed to choose your purpose in order to create the application.

### Rejection of Application

The Chancellor’s Office reserves the right to reject any and all applications received. A grant application shall be rejected prior to scoring if:

- It is received late or incomplete.
- The Chancellor’s Office determines the application is otherwise ineligible.

## CALENDAR OF KEY DATES

### Information Details

**RFA Released:** October 14, 2022

**Bidders’ Conference:** November 3, 2022

**Deadline for Submitting questions:** December 16, 2022

**Notification of Intent to Award:** February 3, 2022

**Appeal Deadline:** February 10, 2022

**Board of Governors Approval of Award:** To Be Determined

**Grant Commencement:** July 1, 2023

**Grant Work Plan End:** June 30, 2026

## BIDDERS' CONFERENCE WEBINAR

The Chancellor's Office staff will host an informational Bidders' Conference Webinar on November 3, 2022 from 2:00 PM to 3:00 PM to provide an overview of the application 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 Chancellor's Office website. Only one webinar will be provided for the funding year.

Date and Time: November 3, 2022, 2:00 PM PDT

Webinar Registration:

[https://cccconfer.zoom.us/webinar/register/WN\\_ZOrCtwZiQH6eiILY4bXEdA](https://cccconfer.zoom.us/webinar/register/WN_ZOrCtwZiQH6eiILY4bXEdA)

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

## 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 at <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 [apprenticeship@cccoco.edu](mailto:apprenticeship@cccoco.edu).

A Frequently Asked Questions (FAQs) document will be posted on the WEDD RFA website at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA>

## AWARD ADMINISTRATION

### General

All funds granted by the CCCCO under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable cost principles, CCCCO assistance regulations, and other relevant provisions.

### Reporting

Grantees will be required to report on performance metrics and expenditures bi-annually in NOVA. Reporting dates are as follows:

## California Apprenticeship Initiative New and Innovative Grant Program

Date	Details
January 15, 2024	1 <sup>st</sup> Bi-Annual Expenditure and Progress Report due <i>Expenditures and outcomes between July 1, 2023 and December 31, 2023</i>
August 15, 2024	2 <sup>nd</sup> Bi-Annual Expenditure and Progress Report due <i>Expenditures and outcomes between July 1, 2023 and June 30, 2024</i>
January 15, 2025	3 <sup>rd</sup> Bi-Annual Expenditure and Progress Report due <i>Expenditures and outcomes between July 1, 2023 and December 31, 2024</i>
August 15, 2025	4 <sup>th</sup> Bi-Annual Expenditure and Progress Report due <i>Expenditures and outcomes between July 1, 2023 and June 30, 2025</i>
January 15, 2026	5 <sup>th</sup> Bi-Annual Expenditure and Progress Report due <i>Expenditures and outcomes between July 1, 2023 and December 31, 2025</i>
August 15, 2026	Final report and expenditures due <i>Expenditures and outcomes between July 1, 2023 and June 30, 2026</i>

Grantees will also be able to report quarterly between required reports, to accommodate quarterly invoicing if desired.

### AWARD APPEALS

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 seven (7) days after the publication of the awardees. The final decision will be provided in writing within two weeks from the date that appeals are due. 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 [apprenticeship@cccco.edu](mailto:apprenticeship@cccco.edu)

### ACCESS AND EQUITY

The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR 635.10 (c)(1), which prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.)