



## Request for Application

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### California Community Colleges Adult Education Technical Assistance Provider

#### Workforce and Economic Development Division

##### Information Details

<b>Funding Period:</b>	January 2023 - December 2024
<b>Release Date:</b>	September 28, 2022
<b>Application Deadline:</b>	Applications must be received by <b>5:00 p.m. on Wednesday, November 2, 2022</b>
<b>Amount Available:</b>	Up to \$1,800,000
<b>Funding Source:</b>	Adult Education Program
<b>Bidders'</b>	October 12, 2022
<b>Conference:</b>	12:00 pm - 1:30 pm PDT <a href="https://cccconfer.zoom.us/webinar/register/WN_MwdNgpFjTzK7vCRz3Iuaeg">https://cccconfer.zoom.us/webinar/register/WN_MwdNgpFjTzK7vCRz3Iuaeg</a>
<b>Questions Deadline:</b>	Written questions concerning the specifications of this Request for Application must be submitted via email to <a href="mailto:caep@cccco.edu">caep@cccco.edu</a> , by 5:00 p.m. on Friday, October 14, 2022.
<b>Administered by:</b>	California Community Colleges Chancellor's Office Workforce and Economic Development Division 1102 Q Street Sacramento, CA 95814-5901

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## **I. Introduction**

The California Community Colleges Chancellor's Office (Chancellor's Office), in partnership with the California Department of Education (CDE), is seeking applications from California community college districts for a California Community Colleges Adult Education Technical Assistance Provider. This document contains general instructions, procedures, formats, and timelines for submitting applications to the Chancellor's Office.

Applicants will not be discriminated against on the grounds of race, national origin, color, religion, sexual orientation, age, disability, or any other characteristic protected by state or federal law.

All completed applications must be submitted no later than the due date noted in this Request for Application (RFA). No late applications will be accepted. The successful applicant, if any, will be chosen based upon the written proposal and any other relevant information available to the Chancellor's Office. The award will go to the applicant that will best serve the interests of the California Adult Education Program. The Chancellor's Office reserve its right to modify and/or suspend any and all aspects of this procurement, to obtain further information from any applicant responding to the RFA, to waive any informality or irregularity as to form or content of this RFA or any related response, to be the sole judge of the merits of the proposals received, and to reject any or all proposals.

## **II. Overview of Program, Funding, and Expected Outcomes**

### **BACKGROUND**

The California Community Colleges is the largest system of post-secondary education in the country. Annually, more than 1.8 million students are enrolled at the 116 community colleges, which are organized into 73 independent community college districts. 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. The California Community Colleges system is committed to improving student success outcomes, increasing transfer rates, and eliminating achievement gaps as outlined in the *Vision for Success* (<https://www.cccco.edu/About-Us/Vision-for-Success>), and the Governor's California Community Colleges Roadmap (<https://dof.ca.gov/wp-content/uploads/Programs/Education/CCC-Roadmap-May-2022.pdf>).

The California Adult Education Program (CAEP) was established by the Legislature under Assembly Bill (AB) 104 in 2015, and referred to at that time as the "Adult Education Block Grant." CAEP is administered by the Chancellor of the California Community Colleges and the Superintendent of Public Instruction and represents a unique collaboration among California community colleges and K12 adult schools to meet the needs of adult learners.

CAEP is divided into adult education regions comprised of 71 regional consortia across the state. There are close to 400 CAEP members and more than 1,000 community partners within the 71 regional consortia. California is home to a diverse regional economy and serves a diverse adult learner population that lives in and contributes to their communities. Because of this diversity, CAEP consortia design innovations and promising practices that align with the goals of adult learners. Each consortium is tasked with building better career and educational pathways, with the one common mission to work collaboratively with workforce and education partners, community stakeholders, and industry to ensure that students are prepared for life, for work and to support their families and strengthen communities no matter where they are in their education journey.

Since the Legislature enacted AB 104 in 2015, it has appropriated \$5 million in funds in the annual budget bill to support and develop a unified dataset for adult learners participating in CAEP. The collected data is shared in the annual reports to the Legislature and is warehoused in the Chancellor's Office LaunchBoard for access by consortia to support program expansion, new program development, and data driven program improvement practices in the field. CAEP also utilizes a system called NOVA to support members and consortia with statewide budgeting, planning and expense reporting. NOVA connects the consortium financial reporting to key member strategies and to data points pulled through the Adult Education Program LaunchBoard Data Pipeline.

As described in more detail below, this RFA is seeking qualified California community college districts to act as a California Community Colleges Adult Education Technical Assistance Provider for CAEP.

Additional information regarding CAEP, can be found at the Chancellor's Office [website](#).

## KEY PROGRAM DATES

Below is a summary of key information and dates applicable to this RFA.

Information	Details
<b>Funding Agency:</b>	California Community Colleges Chancellor's Office
<b>Sponsoring Division:</b>	Workforce and Economic Development Division
<b>Funding Opportunity Title:</b>	California Community Colleges Adult Education Technical Assistance Provider
<b>Closing Date for Submissions:</b>	November 2, 2022
<b>Funding Period:</b>	January 2023 – December 2024
<b>Maximum Award Amount:</b>	\$1,800,000
<b>Number of Awards:</b>	One
<b>Project Start Date:</b>	January 2, 2023
<b>Questions:</b>	caep@cccco.edu

## **EXPECTED OUTCOMES (SCOPE OF WORK)**

The Chancellor's Office and CDE are charged with the responsibility of administering CAEP. In a continued effort to support the program, the Chancellor's Office is looking for a California community college district to serve as the California Community Colleges Adult Education Technical Assistance Provider. This RFA is seeking to enhance the current technical assistance capacity provided. The successful applicant will serve as a Technical Assistance Provider for the noncredit community colleges and the consortia to expand the support for community colleges with noncredit adult education programs. Together with the current K-12 Sacramento County Office of Education Technical Assistance Project (SCOE TAP), the California Community Colleges Adult Education Technical Assistance Provider will support and promote the CAEP Office efforts to increase student outcomes for CAEP noncredit students, career mobility for adult learners, and provide equitable training and technical assistance services for the CAEP community.

Under the direction of the Chancellor's Office, the California Community Colleges Adult Education Technical Assistance Provider will:

1. Provide Support and Technical Assistance
  - a. Triage and provide technical assistance to noncredit community college CAEP members on data and accountability-related field systems, and to support member effectiveness.
    - i. Provide quality and timely customer service to the CAEP noncredit community colleges.
    - ii. Provide technical support to CAEP noncredit community college members by telephone, email, webinars, and individualized web-based assistance (Zoom) to enhance the effectiveness of the local adult education program.
    - iii. Manage a support system (an online platform, via phone, email, and other means of request) to respond to college representatives' questions related to CAEP data and accountability reporting requirements.
      - Support requests may include and not limited to:
        - NOVA reporting
        - Three Year-Plan
        - Annual Plan
        - Data reporting
        - Fiscal reporting
        - Special events
        - Webinars
        - Use of funds
        - Consortia allocation
        - Portal Access
        - Launchboard

- iv. Review the support inquiry and research the answer utilizing a variety of resources such as the Q&A database, program guidance documents, collaboration with CAEP TAP, CAEP contractors, and the Chancellor's Office to provide prompt support.
- v. Identify and analyze trends related to data and accountability and contribute to the Q&A database.
- vi. Conduct 1x1 technical assistance meetings as requested by noncredit community college consortia members.
- vii. Conduct 1X1 targeted technical assistance for noncredit community college consortia members seeking to increase effectiveness and student outcomes. The California Community Colleges Adult Education Technical Assistance Provider will provide intensive targeted technical assistance and coaching to noncredit colleges requiring targeted support.
- viii. Coordinate with the Chancellor's Office in responding to field guidance questions.
- ix. Support the implementation of CAEP policies and procedures for financial and data reporting, as necessary, that support the Adult Education Program.
- x. Provide the Chancellor's Office with a quarterly summary of trending topics, identifying potential training opportunities, guidance updates, and reminders for the field.
- xi. Maintain a database of support requests to track, analyze, and identify trends and provide a summary report to the Chancellor's Office.
- xii. Provide a monthly report to the Chancellor's Office indicating who has not submitted their member and consortium deliverables.
- xiii. Collaborate with CAEP TAP in updating the Q&A for both the Educators and Administrators on the CAEP website (<https://caladulted.org>) to expand practitioner knowledge base independently.

2. Develop and Execute Data and Accountability Events and Training
  - a. Under the direction of the Chancellor's Office, and in a collaborative effort with the CAEP TAP, design, plan, and execute statewide events, workshops, and webinars related to data and accountability. Events include the annual CAEP Summit, annual Directors' Event, annual new Consortia Admin Onboarding, regional and data accountability workshops, and monthly webinars.
    - i. Collaborate in the design, planning, and execution of the CAEP annual Summit, annual Director's event, and the Consortia Admin Onboarding training.
    - ii. Develop and present training workshops on data and accountability reporting requirements to support member effectiveness.

- iii. Maintain records of all training registrations, surveys, and technical support communication log that will be included with monthly status reporting.
- iv. Assist with the development and dissemination of guidance documents and resources on CAEP data and accountability reporting requirements.
- b. Support CAEP statewide events, workshops, and webinars through promotion, oversight, and on-site operations. Coordinate with CAEP State Leadership, field practitioners, and contractors.
  - i. Participate in Chancellor's Office meetings to provide a status update on deliverables.
  - ii. Participate in meetings with the Chancellor's Office, CAEP State Leadership and CAEP TAP to collaborate on the planning and execution of events and trainings.
  - iii. Facilitate and host meetings for events, workshops, and webinars as requested by the Chancellor's Office.
  - iv. Ensure participant surveys are generated, promoted, and collected for each training and event that is executed. Provide the Chancellor's Office with survey responses to assess measurable outcomes of the training in a monthly status reporting.
  - i. Ensure that all documents produced for distribution to the field are fully 508 compliant.
- 3. Monitor and Collaborate in the Management of the CAEP Website
  - a. Provide oversight of the CAEP website for the CAEP community by ensuring information and documents are current and relevant to the noncredit community college CAEP programs.
    - i. Collaborate with the Sacramento County Office of Education Technical Assistance Project to post resources and documents in a timely manner upon remediation of materials to support data and accountability reporting requirements and member effectiveness.
    - ii. Produce and update programmatic guidance that is posted in the CAEP website.
- 4. Maintain a Field List Serve, Monthly Newsletter, and Communications
  - a. Update and maintain a current list of CAEP noncredit community college member representatives, consortia directors, leads and co-chairs, the newsletter listserv, and online district directory ("find a school") that resides on the CAEP website.
    - i. Produce and maintain a current list of CAEP noncredit community college members, districts, and programs.
    - ii. Provide updated lists and directories to the Chancellor's Office.
  - b. Work with CAEP staff and TAP to draft, edit, and release a monthly CAEP newsletter.

- i. Collaborate in the production of the CAEP Newsletter which includes CAEP deliverable due dates and contractor updates.
- ii. Research and produce informative and relevant content on noncredit community colleges to include in the CAEP newsletter.
- iii. Communicate CAEP highlights, trainings, deliverables, and deadlines through the CAEP newsletter and social media outlets.

### **III. General Applicant Information**

#### **FUNDING AND PERFORMANCE PERIOD**

The maximum award amount 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. The agreement will terminate in December 2024, and no extensions will be approved.

An award will 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 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, or if funding is not sufficient to fully fund the award.

#### **NOTIFICATION OF AWARDS**

Award notification will be made via email. Selection of an applicant as a recipient does not constitute approval of the agreement application. Before the actual funding agreement is awarded, the Chancellor's Office may request adjustment or modifications to the proposal and/or budget. Once notified of selection, work cannot begin until a formal agreement is signed and executed.

### **IV. Eligibility Requirements**

This opportunity is available to California community college districts. In addition, the 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.

#### **ELIGIBILITY REQUIREMENTS FOR APPLICANTS**

Applicants meeting the following requirements are invited to apply:

- i. The applicant is a California community college district.
- ii. The applicant has experience with noncredit community college adult education programs.

- i. The applicant has experience with CAEP data and accountability reporting processes and systems, including MIS, TOPSpro Enterprise, NOVA, and the Launchboard, and understands how they inform planning.
- iii. The applicant has the operational and physical capacity to implement, manage, and achieve the project performance objectives of the agreement.
- iv. The applicant is able to establish and maintain collaborative relationships with CAEP partners including but not limited to Chancellor's Office leadership and staff, CDE, community colleges, adult schools, additional adult education agencies, and CAEP contractors.

## **V. Application and Submission**

### **APPLICATION DUE DATE**

The California Community Colleges Adult Education Technical Assistance Provider application, the required forms, and all supporting documents must be submitted and certified via the NOVA reporting system on or before **November 2, 2022**, by 5:00pm, at which time the application system will close.

### **FORMAT AND SUBMITTAL REQUIREMENTS**

This application will be submitted via NOVA (nova.cccco.edu). The NOVA system will prompt the applicant to complete all required components of the application. Awardee may be required to make adjustments in the budget, work plan, or other aspects of the application. Prior to distribution of funds, the Awardee will be required to enter into an Agreement with the Chancellor's Office. Printed or faxed copies of the application will not be accepted. Only applications submitted via the NOVA reporting system will be accepted.

### **INCOMPLETE AND LATE APPLICATIONS**

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

1. The application is received at the Chancellor's Office via electronic submittal in NOVA later than 5:00 p.m. on **November 2, 2022**, or is incorrectly submitted.
2. The budget exceeds the maximum amount allowed as specified in the Application instructions.
3. Any of the required components of the application are incomplete or not submitted.

## APPLICATION CRITERIA

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.

## APPLICATION SECTIONS

Applications are competitively scored, based on a 100-point scale, as indicated in the table provided below. A minimum average score of 75 must be obtained during the review process in order to be considered for funding.

Application Sections	Maximum Points
Application Narrative with clear problem statement	30
Workplan	25
Project Management	20
Budget and Budget Narrative	15
Overall Project Feasibility	10
<b>Total</b>	<b>100</b>

### Application Narrative (30 points)

The Chancellor's Office is soliciting applicants that are interested in serving as the California Community Colleges Adult Education Technical Assistance Provider. Interested applicants must provide a response to the following questions to be considered:

- 1) Address the qualifications and experience that you have to successfully serve as a Technical Assistance Provider for noncredit community colleges offering Adult Education programs. Describe how the progress was tracked and monitored.
- 2) Discuss your ability to navigate internal processes and troubleshoot issues in order to ensure the provision of a timely, responsive, and quality service.
- 3) Detail your experience with developing and executing data and accountability events and trainings.

- 4) Explain your experience and knowledge of NOVA and reporting of CAEP deliverables (ex. 3-year plan, annual plan, fiscal reports, program hours and expenditures, etc.).
- 5) Describe your experience with the CAEP and noncredit community college programs.
- 6) Explain if you have any relevant experience with navigating MIS and TOPSpro Enterprise data collection systems and provide your understanding of how they inform planning.
- 7) Describe your understanding and experience with the Launchboard Adult Education Pipeline and reporting of CAEP outcomes.
- 8) Describe the applicant's ability to collaborate with various partners, including but not limited to CAEP members, consortia lead, state and local leadership, and contractors to achieve expected outcomes.
- 9) Describe your planned process for a rapid start up, implementation, and fulfillment of responsibilities of the California Community Colleges Adult Education Technical Assistance Provider.
- 10) Describe how your district would staff the project and determine best fit (for example experience, knowledge, interest, and commitment) to ensure its responsiveness and effective implementation of a Technical Assistance Provider to achieve the expected outcomes.
- 11) Identify proposed objectives and any relevant experience in increasing noncredit student enrollment, engagement, and retention to support the CAEP statewide priorities.
- 12) Describe the organization and structures in place to accomplish the outcomes, or the structure you will put in place to take on these activities.

**Workplan: Objectives, Activities, & Outcomes (25 points)**

The workplan is the most important document in the proposal. The workplan provides a 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.

The workplan should address the 4 key areas cited in the scope of work. In building the workplan, which is essentially a project implementation roadmap, the following must be clearly explained:

- **Project Goals** –Are limited to what is in the Scope of Work and are intended to procure a noncredit adult education technical assistance provider that will be responsible for providing:
  - a. Support and Technical Assistance
  - b. Develop and Execute Data and Accountability Events and Training
  - c. Monitor and Collaborate in the Management of the CAEP Website
  - d. Maintain a Field List Serve, Monthly Newsletter, and Communications
- **Activities** – Describe the activities that would need to be undertaken in order to successfully establish a noncredit adult education technical assistance provider and to provide support for the noncredit community colleges in meeting CAEP deliverables and reporting requirements.
- **Measurable Outcomes and Deliverables** – Describe measurements that will be used to outline if activities are producing the intended results.
- **Timeline** – Provide the projected completion date for key activities within the term of the agreement. Identify the month and year in which activities are scheduled to be completed.
- **Responsible Persons** – Identify specific individual(s) by roles that are responsible for completing the stated activities.

### **Project Management (20 Points)**

At a minimum, the Management Plan requires a narrative consisting of a response to questions, an organization chart, and any Intent-to-Participate form letter from participating community colleges or subcontracts that are identified within this agreement.

Management is an important part of the success of any project. It is therefore necessary that the following be included as part of the Management Plan within the application:

1. Describe the team of staff and individuals who will be responsible for this project working on the day-to-day activities, including but not limited to providing technical support, developing, and executing trainings and presentations, coordinating with partners and state leadership, monitoring and tracking agreement objectives and measurable outcomes, and submitting required reports and data to the Chancellor's Office.

2. Describe what existing college capacity and resources will be effectively utilized and integrated with this project to ensure project success.
3. Describe who will be the executive/administration level sponsor for the project, and college resources and personnel that will be available to support the project and ensure success.
4. Designated awardee will be required to report expenditure information and provide monthly status reports to the Chancellor's Office. Discuss the District's readiness to undertake that responsibility.
5. Provide an organizational chart for operating the project.

### **Budget and Budget Narrative (15 Points)**

The purpose of the budget is to indicate whether the project is well planned and reasonable in scope. Applicants must submit a budget for each year of funding by object code (1000 to 6000) and provide clear narrative of each expenditure line item. The budget narrative must include purpose of any services, materials, salaries, etc. included in the budget.

Match by line item must also be entered into the budget. Budgets and budget narratives for the use of 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.

### **Workplan and Budget Artifacts**

- i. Within the RFA response, and all associated performance reporting, thereafter, must be a represented level of detail that allows Chancellor's Office representatives to draw alignment to the Project and Product Roadmaps, the budget assumptions as well as the project organization.
- ii. Any workplan and budget submitted by an awardee to the program monitor without completing the strategic planning process and obtaining the Chancellor's Office sponsors' sign-off will be deemed invalid and will be returned to the awardee to properly complete the process.
- iii. Awardee is required to submit a detailed budget, providing context about planned and actual expenditures. Details may include, but are not limited to, software, vendor name, employee and subcontractor names, project roles (e.g., project mgr.), project alignment, % allocation for shared resources, etc.
- iv. When reporting budget performance, awardee and subgrantees will provide visibility to original budget, actual expenditures, and will outline explainable variance (+/-).
- v. For all software/product/tools, vendor/contractor, subscription services, and other contracts, please include contractual payment terms.

## **Overall Project Feasibility (10 Points)**

The reviewers have an opportunity to consider whether the project is realistically capable of attaining the required and proposed outcomes. Reviewers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal. The intent is to judge the cohesiveness and viability of the project.

The following factors will be considered in review of an application:

- 1) Significance.
  - a) The extent to which the proposed project utilizes evidence-based strategies and methods or involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies in addressing project.
  - b) The likelihood that the proposed project will result in system change or improvement.
- 2) Quality of the Workplan
  - a) Are the proposed goals reasonable and would result in achieving overall project outcomes?
  - b) Do the activities support the goal?
  - c) Are measurable outcomes and deliverables clearly identified for each activity and realistic based on the proposed activities?
- 3) Project Design and Management Plan.
  - a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (2) The methodology and approach for the project is based on data and evidence that it is likely to achieve the expected outcomes. (3) The capability of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks; (4) The sustainability of project purposes, activities, or benefits of the planned work of the applicant beyond the end of the agreement.
- 4) Adequacy of Resources. In determining the adequacy of resources for the proposed project, WEDD considers (1) The extent to which the budget is adequate to support the proposed project; and (2) The relevance and demonstrated commitment of the College District in the proposed project to the implementation and success of the project.

In reviewing applications, the Chancellor's Office may consider the past performance of the applicant in carrying out previous grants, such as the applicant's use of funds, achievement of project objectives, compliance with grant conditions, whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

The Chancellor's Office also requires assurance applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23) prior to making awards.

## **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>) 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 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 “CC TAP” and “Applications.”

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

## **PURPOSE/USE OF FUNDS**

Under the direction of the Chancellor's Office, the funds must be used to support the proposed and allowable activities for the California Community Colleges Adult Education Technical Assistance Provider. The Program Staff will monitor the activities commissioned under this agreement.

## **ALLOWABLE AND NON-ALLOWABLE ACTIVITIES AND COSTS**

Budgets and budget narratives for the use of 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. Project funds are for direct services to the project only and are intended to supplement, not supplant, existing investments.

### **Travel**

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed.

**Out-of-State Travel**

- Out-of-state travel costs are not permissible under this project agreement.

**In-state travel**

- In-state travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by district employees on official business relevant to accomplishing the goals and outcomes of this project. For Travel (Object 5000), District travel and reimbursement policies apply

## **ADMINISTRATIVE INDIRECT COST RATE**

Per statute limits, awardee institution may take a maximum of 5 percent administrative indirect costs of the total agreement awarded.

## **RFA CLARIFICATION**

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the Chancellor's Office will give such notice to other interested parties, but the Chancellor's Office shall not be responsible for failure to do so.

Written questions concerning the specifications and instructions in this Request for Applications must be submitted to [caep@cccco.edu](mailto:caep@cccco.edu) no later than 5:00 P.M. on Friday, October 14, 2022. Please allow for up to 10 business days for a response to your questions.

## **CALENDAR OF KEY DATES**

<b>Information</b>	<b>Details</b>
<b>RFA Released:</b>	September 28, 2022
<b>Bidders' Conference:</b>	October 12, 2022
<b>Deadline for Submitting Questions:</b>	October 14, 2022
<b>Deadline for Submitting Application:</b>	November 2, 2022
<b>Notification of Award:</b>	December 5, 2022
<b>Agreement Commencement:</b>	January 2, 2023
<b>Agreement Period End:</b>	December 31, 2024

## **BIDDERS' CONFERENCE WEBINAR**

The Chancellor's Office staff will host an informational Bidders' Conference Webinar on October 12, 2022, from 12:00 PM to 1:30 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.

Date and Time: October 12, 2022, 12:00 PM to 1:30 PM

Webinar Registration:

[https://ccconfer.zoom.us/webinar/register/WN\\_MwdNgpFjTzK7vCRz3luae](https://ccconfer.zoom.us/webinar/register/WN_MwdNgpFjTzK7vCRz3luae)

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

## **VI. Award Administration**

### **GENERAL**

All funds awarded by the Chancellor's Office under this RFA may be used only for the purpose for which they are granted in accordance with the executed Agreement between the Chancellor's Office and the district.

### **REPORTING**

The awardee will be required to submit regular reporting on performance metrics and expenditures, including an end-of-project final report in the NOVA system. The required report will demonstrate the awardee provided program deliverables pursuant to the Agreement. The Chancellor's Office may, at its discretion, institute additional reporting requirements or frequency as needed for the improvement of the program.

Ongoing contact with the Program Staff will be required. The awardee will be required to provide evidence of progress before seeking additional funding in succeeding years. Continued funding is contingent upon the approved completion of the prior year's objectives and the submittal of an application renewal.

## **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.)