



Chancellor's Office, California Community Colleges

**Division of Workforce and Economic Development**

# **Request for Applications**

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## **RFA Instructions, RFA Specification, and Terms & Conditions**

### **Program**

Technical Assistance Provider for Contract Education

### **RFA Specification Number**

14-320

### **Funding Fiscal Year**

2014-2015

### **Total Funds Available**

\$237,525

### **Funding Source**

Senate Bill 1402 (Lieu) California Community Colleges  
Economic and Workforce Development Program

**RFA Release Date: Tuesday, May 6, 2014**

### **Application Deadline**

Applications must be received electronically at the Chancellor's Office by  
**5:00 p.m., Monday, July 7, 2014** to [ngriffin@cccco.edu](mailto:ngriffin@cccco.edu), with the  
subject line reading: **2014-2015 TAP, Contract Education**

### **Questions Deadline**

Written questions concerning the specifications in this Request for  
Applications must be submitted by e-mail to [ngriffin@cccco.edu](mailto:ngriffin@cccco.edu).

**Bidder's Conference: Tuesday, June 10, 2014, 1:00 p.m.**

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# Table of Contents

## Instructions

This section MUST be followed in developing the applications and implementing the projects.

### Page

#### RFA Instructions

|    |  |    |
|----|--|----|
| A. | <b>Introduction</b> .....                              | 1  |
| B. | <b>Program Overview</b> .....                          | 1  |
| C. | <b>Categories for Which Funding is Available</b> ..... | 1  |
| D. | <b>Eligibility</b> .....                               | 2  |
| E. | <b>Performance Period</b> .....                        | 2  |
| F. | <b>RFA Clarification</b> .....                         | 2  |
| G. | <b>Bidder's Conference</b> .....                       | 2  |
| H. | <b>Application Format and Instructions</b> .....       | 3  |
| I. | <b>Rejection of Application</b> .....                  | 11 |
| J. | <b>Calendar of Key/Reporting Dates</b> .....           | 12 |

#### RFA Specification

|                                      |    |
|--------------------------------------|----|
| <b>Background</b> .....              | 13 |
| <b>Need</b> .....                    | 13 |
| <b>Response to Need</b> .....        | 14 |
| <b>Objectives</b> .....              | 14 |
| <b>Project Management Plan</b> ..... | 15 |
| <b>Reporting Requirements</b> .....  | 16 |
| <b>Reference Materials</b> .....     | 16 |
| <b>Terms and Conditions</b> .....    | 17 |

#### Appendix A

Article I: Program-Specific Legal Terms and Conditions

Article II: Standard Legal Terms and Conditions

#### Appendix B

Application Forms (*Excel Spreadsheet*)

#### Appendix C

Guidelines, Definitions and Allowable Expenditures

#### Appendix D

Common Metrics and Accountability Measures

## Chancellor's Office, California Community Colleges

### RFA Instructions

#### A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor's Office of the California Community Colleges.

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

#### B. Program Overview

##### ***SB 1402 California Economic and Workforce Development Program***

Existing law, up to January 1, 2013, established the California Community Colleges Economic and Workforce Development Program. Senate Bill 1402 (Lieu) reauthorized the program for another five years, effective January 1, 2013, with the following mission statement:

1. The program shall be responsive to the needs of employers, workers, and students.
2. The program shall collaborate with other public institutions, align resources to foster cooperation across workforce education and service delivery systems, and build well-articulated career pathways.
3. Program decisions shall be data-driven and evidence-based, investing resources and adopting practices on the basis of what works.
4. The program shall develop strong partnerships with the private sector, ensuring industry involvement in needs assessment, planning, and program evaluation.
5. The program shall be outcome oriented and accountable, measuring results for program participants, including students, employers, and workers.
6. The program shall be accessible to employers, workers, and students who may benefit from its operation.

#### C. Categories for Which Funding is Available

The Technical Assistance Provider (TAP) for Contract Education grant provides one-time funding, with eligibility for renewal depending on available funding for up to three years. The total budget for 2014-15 for this Request for Application is \$237,525. One (1) grant will be awarded.

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## **D. Eligibility**

Only California Community College districts are eligible to apply as the fiscal agent. If an application does not meet a minimum score of 75 points deemed to meet the performance and viability standards, it will not be funded, and the RFA can be reissued for competitive bid or sole sourced in the form of a capacity-building grant..

The Chancellor's Office will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore past performance of other state grants will be a consideration prior to final selection.

## **E. Performance Period**

The application will be awarded for the time period July 9, 2014 through June 30, 2015. See listing of **key dates** for quarterly and final report deadlines. The applications may be renewed annually for up to an additional three years contingent on successful completion of required outcomes and availability of funding. SB 1402 requires an assessment of the past performance of a grantee that has been awarded other economic workforce development grants or other state grants, including an assessment of whether the grantee's previous awards produced project deliverables specified in the grant applications. The Chancellor's Office reserves the right to offer for competitive bids those grants that are in the bottom quartile (25%) of performers.

No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special circumstances.

## **F. 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.

Contact person for these Instructions and/or RFA Specification is:  
Njeri Griffin via e-mail at [ngriffin@cccco.edu](mailto:ngriffin@cccco.edu)

## **G. Bidder's Conference**

A Bidder's Conference will be held for this RFA as a Webinar. Webinars will be held at the Chancellor's Office on the date and time posted on the cover of this RFA. The Chancellor's Office requests that potential applicants register for this Webinar at [www.cccconfer.org](http://www.cccconfer.org). Failure to attend the Bidder's Conference will not preclude the submission of an application.

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## H. Application Format and Instructions

An Excel workbook (Appendix B) has been developed which contains a contact page, annual work plan, application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application and has been designed in order to save the applicant time in filling out redundant information. The workbook contains formulas that will also prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, abstract, need, response to need, the management section and intent-to-participate letters are not part of the workbook. The out-of-state travel form and the CEO cover letter template can be found with the online application materials.

The following instructions prescribe the format and order for the development and presentation of the application for both the workbook and the narrative sections of the application. In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied. Applicants are expected to follow these instructions while using the **RFA Specification**, the forms provided in Appendix B and the CEO cover letter template and out-of-state travel form found with the online application materials.

The Chancellor's Office may require the applicant to make adjustments in the budget, annual work plan, or other aspects of the application prior to funding the grant.

Grant applications are scored based on a 100-point scale as indicated in the list provided below.

**NOTE:** A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

|  | Maximum points |
|--|----------------|
| Need   | 15             |
| Response to Need   | 25             |
| Annual Work Plan   | 20             |
| Application Budget Summary/Application Budget Detail Sheet | 15             |
| Project Management   | 10             |
| Dissemination  | 5              |
| Project Feasibility  | 10             |
| <b>Total Points</b>  | <b>100</b>     |

### 1. Face Sheet

**NOTE:** The completed application will be submitted electronically therefore no face sheet will be required. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

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## 2. Cover Letter

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission process stating that the Community College District is willing to be the fiscal agent if funded and is submitting the attached application for Chancellor's Office review.

## 3. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- The community college district that is applying (click twice on the community college text box and choose the community college district from the provided drop down menu).
- If a college within the district is housing the project director then this college will be selected (click twice on the college text box and choose the college from the drop down menu provided). If the project director is working out of the district office (in a multi-college district) then click twice on the college text box and choose N/A out of the college menu.

After filling in the "Do First" tab, the District, applicable college, budget allocation, and regional name will auto fill within the contact page, application budget summary, application budget detail sheet and annual work plan. The contact page tab must be filled in second. After filling in the contact page, the Project Director and the Chief Business Officer name and title will auto fill within the application budget summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

## 4. Application Abstract *(Narrative – Limited to one page, 1" margins, single- or double-spaced, 12 pt. Arial font)*

The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA specifications, and deliverables (products/services/outcomes).

## 5. Table of Contents

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

## 6. Need *(Narrative – Limited to 3 pages, 1" margins, single- or double-spaced, 12 pt. Arial font)*

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The need section is a narrative that concisely describes the need for the projects as defined by five questions listed in the Needs section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

**7. Response to Need**

*(Narrative – Limited to 5 pages, 1" margins, single- or double-spaced, 12 pt. Arial font)*

This section is a narrative that at a minimum responds to all the required objectives listed in the 'Response to Need and Objective' section in the RFA Specification.

**8. Statement of Work (Annual Work Plan)**

**a. Objectives**

Objectives should be based on the scope of the proposed project while remaining consistent with the Objectives of the RFA Specification.

List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth. Up to ten objectives can be selected.

Additional copies of the form will be needed to address all of the project objectives.

**NOTE:** While each object must be on its own form that does not preclude a single objective having activities that cover more than one page.

**b. Metric Number(s)**

Identify which of the Common Metrics and Accountability Measures (see Appendix D) this objective affects and place the corresponding number(s) in the Metric No. type. Each objective must select a single Leading Indicator (LI) or Momentum Point (MP). It is not necessary to assign an accountability measure to each individual activity. Quality of Service (QS) measures is assumed for every objective; it is not necessary to select a QS measure.

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**c. Activities**

Project activities are the basic steps that are required to be taken to implement the stated goals of the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual work plan for each objective.

**d. Performance Outcomes**

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Statement of Work (Annual Work Plan).

**e. Timelines**

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed. Do not make activities “on going” or year long. An estimated completion date must be entered. ”

**f. Responsible Persons**

Identify specific individual(s), by role who are responsible for completing the stated activities.

**9. Application Budget Summary/  
Application Budget Detail Sheet**

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix C, Guidelines, Definitions and Allowable Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

**a. Completion of Application Budget Detail Sheet/  
Application Budget Summary**

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

*Application Budget Detail Sheet:* The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.



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The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the “Do First and Contact Sheet” tabs within the workbook because these sheets will auto fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

*Application Budget Summary:* After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black will be requested in hard copy).

When entering dollar amounts, round off to the nearest dollar, DO NOT INCLUDE CENTS.

**b. Indirect Administrative Costs**

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

**c. Travel**

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

This grant requires fall and spring travel to the California Community College Association for Occupational Education (CCCAOE) conference to receive professional development scheduled by the Chancellor’s Office including budgeting a pre-day to the conferences. These conferences are

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mandatory and so must be clearly budgeted within the application detail sheet.

**d. Equipment Purchases**

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Therefore any equipment budgeted will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

**e. Match**

Indicate on the forms provided the amount of investment in the project by partners, program income for services provided and matching resources contributed to funding the project by your district and/or other stake holders or donors.

The level and commitment from business and industry shown by cash or in-kind matching basis is required for subsidized internships and performance-improvement training activities. For all other activities, matching resources may come from various sources and may be cash or in-kind. In-kind resources include, but are not limited to, staff time (i.e., industry partners attending advisory committee meetings), facilities, and the use of equipment. Cash match may include monetary or equipment donations. All matches should offset real costs of the project.

Examples of match include, but are not limited to:

- District commitment such as supervision, rent, utilities, etc.
- Employment Training Panel (ETP) contracts
- Federal grants
- Other state grants (except other Economic and Workforce Development grants)
- Equipment donations
- Professional time donated to the project by individuals (outside of colleges)
- Donations of office space or meeting locations (at market rental value)
- In-kind services by outside organizations, e.g. mailings, advertisements in existing flyers, labor hours paid for during training, donations of booth space or conference attendance
- Indirect administrative overhead costs not to exceed 4% of the total grant amount.

**NOTE:** Grantees will be expected to include in their final report all match actually generated.

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Budget Detail Sheets must be prepared for each donor of matching resources. The budget detail must clearly delineate the proposed expenditures for both the requested Economic and Workforce Development Program funds and the matching funds. Budget detail sheets for match must have either the signature of the match donor, a written agreement, or an accompanying letter committing the specific resources identified in the budget detail sheet. The responsible person of the business or organization who has the authority to commit the matching resource shall sign this letter. Do not include general letters of support that do not specifically describe matching resources. Participation Agreements, Cooperative Agreements, and Partnership Agreements, as described earlier in the Project Management Plan section of this RFA Specification, can also act as a vehicle to provide evidence of fund/resource commitments.

**10. Project Management**

*(Narrative – Limited to five pages, 1" margins, single or double-spaced, 12 pt. Arial font)*

See the RFA Specification for a complete description of management plan requirements. At a minimum the management plan requires a narrative consisting of a response to questions, an organizational chart, and a governance chart. The organizational and governance charts, and letters do not count against the five page narrative limit.

**NOTE:** Only those applications that have a candidate for the TAP for Contract Education identified may apply. The TAP for Contract Education role is a key talent role for the system and expected to be a full-time position (no less than 80% but preferably 100%). For this reason no individual can hold more than one key talent role for the system nor hold multiple grants across the system that exceed full time.

**11. Dissemination**

*(Narrative – Limited to one page, 1" margins, single- or double-spaced, 12 pt. Arial font)*

Describe how the project director will distribute grant materials or products to all partner individuals and organizations. This narrative must not exceed one page. Project staff is encouraged to disseminate their findings and work products through State and regional venues.

**12. Overall Feasibility of the Project**

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.

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### 13. Application Procedures

- a. The application must be received in a single PDF document in the order specified above. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

- 1) The cover letter must be signed by the district's Chief Executive Officer or authorized designee;
  - 2) Application Budget Summary must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director;
- b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: **2014-2015 TAP, Contract Education** to [ngriffin@cccco.edu](mailto:ngriffin@cccco.edu) by **5:00 p.m. Monday, July 7, 2014**. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

Contact person for these Instructions and/or RFA Specification is:  
Njeri Griffin via e-mail at [ngriffin@cccco.edu](mailto:ngriffin@cccco.edu).

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is 10 mb. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

**NOTE:** Within two business days after receiving an application via e-mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact **Njeri Griffin** at the e-mail address above to confirm receipt of their application.

#### I. 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:

1. It is received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Monday, July 7, 2014** or sent to the wrong e-mail address.
2. The RFA Specification Number is not correct on all the documents.

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3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.
  4. The key talent has not been identified for the Technical Assistance Provider for Contract Education position.
  5. The Technical Assistance Provider for Contract Education position does not meet the minimum 80 percent time requirement within the application budget detail sheet.
  6. The Annual Work Plan and/or Application Budget Detail Sheets do not show attendance at CCCAOE meetings.
  7. All required application documents submitted in a single e-mail including:
    - a. A cover letter signed by the CEO or designee of the Community College District
    - b. Contact Page
    - c. Application Abstract (narrative does not exceed page limit)
    - d. Table of Contents
    - e. Need (narrative does not exceed page limit)
    - f. Response to Need (narrative does not exceed page limit)
    - g. Annual Work Plan
    - h. Application Budget Summary  
(*Project Director's signature*)  
(*Chief Business Officer's/Designee's signature*)
    - i. Application Budget Detail Sheet
    - j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
    - k. Project Management (narrative does not exceed page limit, plus an organizational chart and governance chart)
    - l. Dissemination (narrative does not exceed page limit)
  8. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).
  9. Narrative sections of the application exceed the maximum page limit specified.

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## **J. Calendar of Key/Reporting Dates**

### ***Key Dates***

|                     |   |
|---------------------|---|
| May 6, 2014         | RFA Released  |
| June 10, 2014       | Bidder's Conference                                 |
| July 7, 2014        | Deadline for Submitting Application                 |
| July 21, 2014       | Notification of Intent to Award                     |
| August 8, 2014      | Appeal Deadline                                     |
| September 8-9, 2014 | Board of Governors Approval (grants over \$100,000) |
| September 10, 2014  | Grant Commencement                                  |
| June 30, 2015       | Grant End Date                                      |

### ***Reporting Dates***

|                  |  |
|------------------|--|
| October 25, 2014 | 1st Quarter Year-to-Date Expenditure and Progress Report due             |
| January 25, 2015 | 2 <sup>nd</sup> Quarter Year-to-Date Expenditure and Progress report due |
| April 25, 2015   | 3 <sup>rd</sup> Quarter Year-to-Date Expenditure and Progress Report due |
| July 25, 2015    | 4 <sup>th</sup> Quarter Year-to-Date Expenditure and Progress Report due |
| August 31, 2015  | Final Claim of Expenditures and Final Report                             |

## Chancellor's Office, California Community Colleges

### RFA Specification

|                               |  |
|-------------------------------|--|
| <b>RFA Title:</b>             | Technical Assistance Provider for Contract Education |
| <b>Funding Source:</b>        | SB 1402 – Economic and Workforce Development Program |
| <b>Funding Period:</b>        | July 9, 2014 through June 30, 2015                   |
| <b>Total Funds Available:</b> | \$237,525  |
| <b>Number of Awards:</b>      | One  |
| <b>Match:</b>                 | 20% or In-Kind                                       |

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### BACKGROUND

#### Framework for Doing What Matters for Jobs and the Economy

Within the reference materials section at the end of the RFA are links to the Doing What Matters for Jobs and the Economy Framework website and Senate Bill 1402 for those that wish to research these documents for a full understanding of the system goals and or legal requirements for this RFA.

### INTRODUCTION

This grant supports technical assistance for contract education. This position represents the Chancellor's Office serving as the statewide liaison for contract education recommending legislative and regulatory policies and procedures, and identifying and disseminating best practices that will improve contract education statewide. The primary focus of this leadership position is to provide guidance and technical assistance at the local, regional, and statewide level in order to expand and improve contract education for employers and promote student success.

### NEED

1. Describe the local, regional, and statewide landscape for contract education in the California Community Colleges including shortcomings of current regulation/practices that inhibit responsiveness and timeliness by colleges and the system
2. Identify interests and need for contract education in relationship to working adults, employers, industry sectors, and the public workforce system.
3. Identify interests and need for contract education unique to instructional programs in the California Community Colleges.

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4. Analyze opportunities associated with developing and implementing contract education programs consider also the impact of regionalization.
  5. Discuss the linkage between contract education measures of effectiveness and the Launchboard. Provide and assess available quantitative and qualitative data that demonstrates the need for effective contract education programs.

## RESPONSE TO NEED

Within this section it is the expectation that the narrative section will respond to the issues, barriers, opportunities, and concerns identified in the **Need Section**, and will also respond to the questions identified within this section.

1. Describe your approach to systematically building field knowledge in the domain of contract education.
2. Describe the two to five title 5 regulations that you would refine/update to enable colleges and regions to be more timely and responsive to industry needs.
3. List the five to 10 guidance documents you would author to assist the field in navigating the execution of contract education.
4. List the five to 10 promising practices in colleges that, if highlighted, would help the field better understand possible practices.
5. Describe your familiarity with existing resources (e.g. contract education handbook, corporate college) and how you plan to integrate or not.

## OBJECTIVES

The Technical Assistance Provider (TAP) for Contract Education will support contract education development by understanding the latest trends as they relate to contract education on the local, regional, statewide, and national level. This position will provide technical assistance to the California Community Colleges by promoting, supporting, and implementing contract education statewide. Additionally the contract education Technical Assistance Provider will:

1. Serve as the first point of contact for contract education with the intent of assisting California community colleges and districts to develop, expand, and/or improve contract education programs.
2. Provide contract education technical assistance and logistical support to local, regional, and statewide employers, industries, and businesses.
3. Align California contract education programs with the Doing What Matters for Jobs and the Economy Framework, including recommendations on policy and process changes.



4. Serve as the technical assistance expert staying current with industry contract education needs, trends, and funding opportunities in order to provide guidance to the Chancellor's Office and the California Community Colleges.
5. Identify and provide a rationale for the common metrics and accountability measures that relate to contract education and will provide measurable outcomes for this grant.
6. Identify professional development opportunities for the TAP for Contract Education, Chancellor's Office staff, and California Community College faculty and staff.
7. Attend CCCAOE conference, Deep Dive, and extended operations quarterly meetings so that the TAP for Contract Education can interact with Sector Navigators and Deputy Sector Navigators to stay on top with what local, regional, and statewide needs in contract education are.

## PROJECT MANAGEMENT PLAN

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:

**NOTE:** The Contract Education TAP role is a key talent role for the system and is expected to be minimally 80% of a position preferably 100% time. For this reason no individual can hold more than one key talent role for the system nor hold multiple grants across the system that exceed full time.

1. Explain the key talent's professional experience including direct work experience, specific expertise, existing networks and partnerships, major accomplishments in both the public and private sector work, and recognition or awards that serve as a testimony to subject matter expertise.
2. Describe the key talent's past successes in promoting, supporting, and implementing contract education and policy modifications or practice modifications to enable better performances.
3. Describe how the key talent has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to organize cross-organizational and cross-functional teams to achieve a common set of goals.
4. Describe the key talent's experience in outcome-centric environments/projects with strong emphasis on data collection, performance baselining, measurement, reporting, and analysis.

### Management (Misc.)

*(The following does not count as part of the narrative page count.)*

1. Provide an organizational chart for operating the project.
2. Provide intent-to-participate letters from partners if any. The RFA does not require the participation of other colleges; however, it is encouraged where appropriate.

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## REPORTING REQUIREMENTS

### ***Year-to-Date Expenditures and Progress Report***

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via an online reporting system (see **Calendar of Key Dates, Section J** or, or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

### ***Accountability Reporting***

The accountability for and measurement of grant activities administered through CCCCO's Workforce and Economic Development Division is integral to a successful project. Three categories of measures have been included:

- Quality of service (applies to key talent roles)
- Leading indicators of curriculum alignment to labor market needs; and
- Student momentum points.

Depending on the performance requirements of the funding stream from which the grant originated, certain measures within these three categories will become more relevant, but the overriding objective of moving the needle on outcomes remains, rather than the prior practice of monitoring activities and outputs.

With this unified framework of common metrics and accountability measures, funding and program decisions can be more data-driven and evidence-based given what works in moving students towards success.

## REFERENCE MATERIALS

**Appendix A** Legal Terms and Conditions, Articles I and II

**Appendix B** Application Forms

**Appendix C** Guidelines, Definitions and Allowable Expenditures

**Appendix D** Common Metrics and Accountability Measures

SB 1402 bill text:

[http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb\\_1401-1450/sb\\_1402\\_bill\\_20120917\\_chaptered.html](http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1401-1450/sb_1402_bill_20120917_chaptered.html)

The Chancellor's Office Doing What Matters for Jobs & the Economy website contains a variety of documents and input from the field used to design RFAs. These documents may be found at:

<http://doingwhatmatters.cccco.edu/PromoteStudentSuccess/RFAProcess.aspx>

## **TERMS AND CONDITIONS**

The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference.