

November 16, 2017

TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
Administrators of Occupational
Education
Public Information Officers

CC: Sector
Navigators
Deputy
Sector
Navigators
Regional
Consortia
Chairs
Division of Workforce and Economic Development staff

FROM: Van Ton-Quinlivan, Vice Chancellor
Division of Workforce and Economic Development

SUBJECT: New Grant Opportunities - RFA No. 17-177: Proposition 39 Clean Energy
Workforce Program

Addendum No 1

RFA No. 17-177

Prop 39 Clean Energy Workforce

Addendums have been made to the following sections of the RFA No. 17-177, Prop 39 Clean Energy Workforce

1. Project Management Plan
2. GRANT AGREEMENT; ARTICLE I Proposition 39: Clean Energy Workforce Program Grant
3. Additional pages and sections as noted

Addendums to RFA Specification to read as follows:

Applications must be received electronically at the Chancellor's Office by 5:00 p.m. on December 1, 2017; **Prop39Workforce@cccco.edu**

Applications must be received electronically at the Chancellor's Office by 5:00 p.m. on ~~November 16, 2017~~; **Prop39Workforce@cccco.edu**

Addendums to RFA Specification to read as follows:

- a. Applications must be submitted electronically in a single PDF to the Chancellor's Office by 5:00 p.m. on Tuesday December 1, 2017 to **Prop39Workforce@cccco.edu** with the subject line reading: Prop39WorkforceApplication_District Name. No separate e-mails with pieces of applications will be accepted. The single PDF of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted. No phone calls will be accepted.
- a. Applications must be submitted electronically in a single PDF to the Chancellor's Office by 5:00 p.m. on ~~Thursday November 16, 2017~~ to **Prop39Workforce@cccco.edu** with the subject line reading: Prop39WorkforceApplication_District Name. No separate e-mails with pieces of applications will be accepted. The single PDF of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted. No phone calls will be accepted.

Addendums to RFA Specification to read as follows:

A grant application shall be rejected prior to scoring if:

It is not received at the Chancellor's Office via electronic submittal on or before 5:00 p.m. on December 1, 2017 or sent to the wrong e-mail address

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It is not received at the Chancellor's Office via electronic submittal on or before 5:00 p.m. on ~~November 16, 2017~~ or sent to the wrong e-mail address

Addendums to RFA Specification to read as follows:

- A. Calendar of Key/Reporting Dates
Key Dates

October 3, 2017 RFA Released
October 23, 2017 Bidder's Conference (Webinar)
October 30, 2017 Deadline for Submitting Questions
December 1, 2017 Deadline for Submitting Application
December 7, 2017 Notification of Intent to Award
December 21, 2017 Appeal Deadline
January 17, 2018 Board of Governors Approval (grants over \$100,000)
January 18, 2018 Grant Commencement
January 31, 2019 Grant End Date

- A. Calendar of Key/Reporting Dates
Key Dates

October 3, 2017 RFA Released
October 23, 2017 Bidder's Conference (Webinar)

October 30, 2017 Deadline for Submitting Questions
~~November 16, 2017~~ Deadline for Submitting Application
December 7, 2017 Notification of Intent to Award
December 21, 2017 Appeal Deadline
January 17, 2018 Board of Governors Approval (grants over \$100,000)
January 18, 2018 Grant Commencement
January 31, 2019 Grant End Date

Addendums to RFA Specification to read as follows:

Grant recipients for Categories 1 and 2 are expected to deliver these outcomes during the 12-month grant period through execution of the following:

Grant recipients for Categories 1 and 2 are expected to deliver these outcomes during the ~~24-month~~ grant period through execution of the following:

Addendums to RFA Specification to read as follows:

c.Travel

For Travel (Object 5000), district travel and reimbursement

c.Travel

For Travel (Object 5000), district ~~and LEA~~ travel and reimbursement

Addendums to RFA Specification to read as follows:

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, a governance chart, and Intent-to-Participate form letters from the California community college within the network identified when the grant is written. The organizational/governance charts and letters do not count against the five page narrative limit.

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, a governance chart, and Intent-to-Participate form letters from the California community college ~~or LEA~~ within the network identified when the grant is written. The organizational/governance charts and letters do not count against the five page narrative limit.

Addendums to RFA Specification to read as follows:

As part of this grant, it is required that the Project Director of this application attend all CCCAOE conferences during the grant in order to stay connected with the statewide Career Technical Education community. Applicants are also encouraged

to participate in Adult Education, CTE and other conferences as needed to be successful.

As part of this grant, it is required that the Project Director of this application attend all CCCAOE conferences during the grant in order to stay connected with the statewide Career Technical Education community. ~~This may/should include the semi-annual California Conference on Apprenticeship.~~ Applicants are also encouraged to participate in Adult Education, CTE and other conferences as needed to be successful.

Addendums to RFA Specification to read as follows:

4.The Annual Work plan and/or Application Budget Detail Sheets do not show required attendance at Chancellors Office required meetings (to be determined).

4.The Annual Work plan and/or Application Budget Detail Sheets do not show required attendance at Chancellors Office required meetings (to be determined), ~~California Apprenticeship Council Meetings and or the bi-annual California Conference on Apprenticeships.~~

Addendums to RFA Specification to read as follows:

Management Narrative

(Narrative – Limited to 3 pages 1” margins, single or double-spaced, 12 pt. Arial font)

1. 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 regional consortia or collaborative governance chart. The organizational chart does not count against the page narrative limit.

Management Narrative

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

- ~~1. Explain the applicants existing networks and partnerships; experience in apprenticeship training programs or other Career Technical Education programs; major accomplishments, especially in bringing educational systems and/or industry/employer groups into alignment; leadership in the region; and major accomplishments in aligning and articulating curriculum with the needs of the industry sector associated with the proposed apprenticeship training program.~~
- ~~2. Describe the applicant’s past successes in convening stakeholders towards the purpose of collaborating regionally, creating or supporting programs, curriculum~~

~~development and approval (where needed), bringing employers together for common training purposes, and workforce preparation.~~

- ~~3. Describe how the applicant has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop educational and/or training programs and how that experience supports creation of new pre-apprenticeship programs.~~
- ~~4. Describe the applicant's experience in data-driven, evidenced-based decision making and managing projects with strong emphasis on data collection, performance baseline, measurement, reporting and analysis.~~

Addendums to RFA Specification to read as follows:

~~In addition, the Project Director shall attend meetings (via conference call) coordinated by the organization designated to provide Technical Assistance for the California Apprenticeship Initiative to develop a Community of Practice (CoP).~~

Addendums to RFA Specification to read as follows:

A Statewide Fund to implement Projects-in-Common across the ECU Sector will be established. Grantee will be expected to develop an Annual Plan for the term of the grant. Grantee will accept plans from other Regional Directors, and participate in a collaborative process through which the SN facilitates consensus on funding with Regional Directors and DSNs to allocate funds among these plans. Funds must be allocated and spent according to the following timeline:

A Statewide Fund to implement Projects-in-Common across the ECU Sector will be established. ~~Two Annual Plans will be developed by the Grantee, allocating 50% of the two-year Fund to each Annual Plan.~~ Grantee will accept plans from other Regional Directors, and participate in a collaborative process through which the SN facilitates consensus on funding with Regional Directors and DSNs to allocate funds among these plans. Funds must be allocated and spent according to the following timeline:

Addendums to RFA Specification to read as follows:

Projects-in-Common may be modified by consensus of the Sector Navigator, Regional Directors, and Deputy Sector Navigators in January and implemented via contracts in place by March 31 of that year.

Projects-in-Common may be modified by consensus of the Sector Navigator, Regional Directors, and Deputy Sector Navigators in January ~~of each year~~ and implemented via contracts in place by March 31 of that year.

Addendums to RFA Specification to read as follows:

Effectively engage with constituencies

- Attend and present at each regularly scheduled Regional Consortia and Deans meetings within the Bay Region
- Expand Sector communications through the Regional Consortia, Sector Navigator and Deputy Sector Navigator Partners
- Proactively capture the voice of the customer – colleges, industry, students, WDBs, economic development agencies
- At least one planning session with each college in the region during half of the grant year
- At least two meetings with each participating college during half of the grant year

Effectively engage with constituencies

- Attend and present at each regularly scheduled Regional Consortia and Deans meetings within the Bay Region
- ~~• Attend California Apprenticeship Council meetings~~
- Expand Sector communications through the Regional Consortia, Sector Navigator and Deputy Sector Navigator Partners
- Proactively capture the voice of the customer – colleges, industry, students, WDBs, economic development agencies
- At least one planning session with each college in the region during the first six months of each year
- At least two meetings with each participating college during the second half of each year

Addendums to RFA Specification to read as follows:

Allowable Expenditures: Funding for Categories 1 and 2 can be used for the following:

- Capital equipment
- Tools
- Curriculum development, revision, approval
- Supportive, wrap around services
- Educational expenses (tuition, fees, books, instructor salary, etc.)
- Employer and student outreach and recruitment
- Travel, conference expenses, etc.
- Development of evidence-based models
- Replication and scaling of best practices
- No out of state travel will be permitted for this grant
- 4% for indirect costs to CCD fiscal agent
- Salaries and benefits for Program Director, Project Coordinator, and admin assistance

Other expenses as approved by grant monitor

Allowable Expenditures: Funding for Categories 1 and 2 can be used for the following:

- Capital equipment
- Tools
- Curriculum development, revision, approval
- Supportive, wrap around services
- Educational expenses (tuition, fees, books, instructor salary, etc.)
- Employer and student outreach and recruitment
- Travel, conference expenses, etc.
- Development of evidence-based models
- Replication and scaling of best practices
- No out of state travel will be permitted for this grant
- 4% for indirect costs to CCD/LEA fiscal agent
- Salaries for Program Director, Project Coordinator, and admin assistance

Other expenses as approved by grant monitor

Addendums to RFA Specification to read as follows:

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. The applicant shall use the proper workbook when submitting an application and, in order to save the applicant time in filling out redundant information, the workbook is prepopulated and contains formulas to prevent errors in allocation amount, indirect costs, etc.

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. The applicant shall use the proper ~~(College or CDE-LEA)~~ workbook when submitting an application and, in order to save the applicant time in filling out redundant information, the workbook is prepopulated and contains formulas to prevent errors in allocation amount, indirect costs, etc.

Addendums to RFA Specification to read as follows:

The Chief Executive Officer of the applying Community College District (CCD) will submit a cover letter with signature within the electronic submission stating that the District is willing to be fiscal agent and is submitting the application for CCCCCO review.

The Chief Executive Officer/~~Superintendent/Designee~~ of the applying Community College District (CCD) ~~or California Department of Education Local Education Agency (LEA), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts per Proposition 98 guidelines,~~ will submit a cover letter with signature within the electronic submission stating that the District

is willing to be fiscal agent and is submitting the application for CCCCCO review.

Addendums to RFA Specification to read as follows:

1. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. Please use the appropriate workbook. Failure to do so may result in disqualification of the application, as determined by the Chancellor's Office. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- District – Select the CCD that is applying (click twice in the district text box to make the selection within the drop down menu).

2. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. ~~There are separate workbooks for colleges or K12 LEAs.~~ Please use the appropriate workbook. Failure to do so may result in disqualification of the application, as determined by the Chancellor's Office. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- District – Select the CCD ~~or fill in the name of the LEA~~ that is applying (click twice in the district text box to make the selection within the drop down menu).

Addendums to RFA Specification to read as follows:

a. Equipment Purchases

It is the intent of this grant funding equipment purchases, effective and sustainable beyond the grant performance period. Therefore, any equipment budgeted will be closely scrutinized to determine if the proposed purchases meet the intent of the funding and demonstrate long-term sustainability.

b. Equipment Purchases

It is the intent of this grant funding ~~to design and implement a pre-apprenticeship program that is long-term~~, effective and sustainable beyond the grant performance period. Therefore, any equipment budgeted will be closely scrutinized to determine if the proposed purchases meet the intent of the funding and demonstrate long-term sustainability.

Addendums to RFA Specification to read as follows:

3. Application Procedures

- a. The application must be received in a single PDF document in the order specified above. Instructions for submittal may also be found in Appendix C, Application Templates (Application Checklist). 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) to attach to an e-mail and submit 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 applicant's Chief Executive Officer or authorized designee;
- 2) Application Budget Summary must be signed by the applicant's Chief Business Officer (or authorized designee) and the Project Director;

4. Application Procedures

- a. The application must be received in a single PDF document in the order specified above. Instructions for submittal may also be found in Appendix C, Application Templates (Application Checklist). 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) to attach to an e-mail and submit electronically. ~~Two additional pages may be attached for applicants to graphically explain how the apprenticeship program will be organized and succeed.~~

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

- 3) The cover letter must be signed by the applicant's Chief Executive Officer, ~~Superintendent~~ or authorized designee;
- 4) Application Budget Summary must be signed by the applicant's Chief Business Officer, ~~Superintendent~~ (or authorized designee) and the Project Director;

Addendums to RFA Specification to read as follows:

To this end the CAI will be utilizing the Strong Workforce Program Metrics (Appendix D). This initiative will require the grant awardees to collect information on various performance indicators to enable the California Community College Chancellor's Office (CCCCO) to evaluate the effectiveness of the project, which will entail providing files with the Social Security Numbers. Research-based indicators and measurable student outcomes for the number of certificates granted to, and wage increases of, students who have completed a career technical education program. The outcome-based data shall specifically identify the impact of the Prop 39 Clean Energy Grant funding. In addition, as with all other CCCCCO grants funded under the Doing What Matters for Jobs and the Economy, Strong Workforce Program Measures (Appendix D) must be collected for the CAL-PASSPLUS and utilized for accountability. Data collection, performance reporting and analysis will be included as part of the plan.

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