California Apprenticeship Initiative (CAI)
New and Innovative Grant Program
RFA 16-191

Bidder's Conference
October 7, 2016

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Format of Webinar

- Muting of participants phones
- Overview of RFA Instructions, Terms & Conditions
- Questions

Introduction

- $9,000,000 New and Innovative Grant Program part of the overall $15,000,000 California Apprenticeship Initiative for FY 2016-17

- Up to $250,000 - $1,000,000 per grant award

- Applications Due 5:00 p.m. **November 14, 2016**

- Deadline for submitting questions October 28, 2016

- Earn and Learn & Learn by doing
- Employer driven participation

Important elements about California state registered apprenticeship programs:

(1) Employer paid training and employment from day one

(2) Minimum of 2000 hours or 1 year OJT

(3) Combined with 144 hours per year of post secondary classroom instruction

How California State Registered Apprenticeship Programs Operate

- Apprentices are employed while completing his/her training

- Firm commitment from employers to fully fund apprentices wages while training is occurring

- Apprentices attend classes of Related and Supplemental Instruction

- Training Period can range from 1 to 6 years depending on occupation

Division of Apprenticeship Standards

- DAS role is consultative and developmental

- Carries out regulations formulated by the California Apprenticeship Council

- DAS staff will be available to answer questions regarding your grant application

Program Overview

- Funding for California Apprenticeship Initiative is authorized through CA Education Code 79148

- Expand apprenticeship into non-traditional fields and in growing and emerging industries throughout California's Regional Economies

- Aligning with Strong Workforce Taskforce Recommendations

Area of Focus

- Provide one time funding to offset startup and implementation costs to create a long term DAS approved apprenticeship program.

- Develop the formation of an apprenticeship program resulting in new employers sponsoring apprentices, curriculum development, equipment purchase, apprentice recruitment and incentives for participation.

- New apprenticeship programs without DAS approval that desire to participate in this grant shall be required to obtain DAS approval by February 1, 2018.

Grant Objectives

1) Create a new state apprenticeship training program registered by the Division of Apprenticeship Standards.

2) Develop an Apprenticeship Training Committee and identify members of the committee.

3) Identify an education solution or curriculum for the Related and Supplemental Instruction (RSI) component of the apprenticeship training model.

4) Begin discussions with the DAS (or have approval granted since January 1, 2016) to outline the structure and standards of the apprenticeship.

5) Register one apprentices per $20,000 awarded in the grant i.e.

Expected Program Outcomes

- Obtain approved status through DAS between January 18, 2017 and February 1, 2018.

- Participate in evaluation, technical assistance and outreach efforts as part of the greater California Apprenticeship Initiative (CAI)

- Develop and recruit members for your program's Apprenticeship Training Committee, (Joint Apprenticeship Training Committee or Unilateral Training Committee)

- Provide employer match equal to 10% of the total grant award.

Expected Program Outcomes Continued

- Create partnerships with other local support agencies [Workforce Development Boards (WDBs), community colleges, K-12 educational agencies, etc.

- Create a sustainability plan that identifies potential funding sources (Years 3-5) and coordinates with other agencies (Employment Training Panel, California Workforce Development Board, Division of Apprenticeship Standards)

- Utilize Cal-PASS Plus to adopt and track the Strong Workforce Taskforce metrics.

Increase employer participation in priority and emerging Sectors as defined by "Doing What Matters for Jobs and the Economy Framework." **http://doingwhatmatters.cccco.edu/**

Centers of Excellence for Labor Market Research

- Search the LMI Library for reports or research related to your program: **http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx**

- Contact the Centers of Excellence Director for your region: **http://www.coeccc.net/contact**

Grant Expenditures

- 20% of total grant funding shall be allocated to offset Related and Supplemental Instruction (RSI).

- Develop and recruit members for your programs Apprenticeship Training Committee.

- Tools, equipment, and uniforms where necessary <u>for indentured apprentices</u>

- Curriculum development, revision, and approval.

- Educational expenses (tuition, fees, books, instructor salary, etc.)

- <u>No more than 20%</u> of the total grant award shall be made available for employer incentives or other means to encourage participation and reduce initial monetary risk to the employer.

- Incentives shall lead to successful completion of the program and encourage participation by the employer

Eligible Applicants

- California Community College Districts
- California Department of Education
  - Local Educational Agencies
  - Unified School Districts
  - County Offices of Education
  - Regional Occupational Programs/Centers (ROP/C)
  - Adult Schools

Not-Eligible

- No apprenticeship program may receive or have received DAS approval prior to January 1, 2016.

- Must be in new industries and occupations.

- Applicants currently serving as a fiscal agent for the first round of New and Innovative Grant Program funding are not eligible to apply as a fiscal agent in this second round of funding for the same apprenticeship program or sector.

- An applicant that was funded as the fiscal agent in the first round of CAI New and Innovative Grant Program is eligible for funding through this RFA for a new apprenticeship training program in an industry sector that is **different** from the industry of focus in the first round.

Performance Period

- January 18, 2017 Grant Awards will be sent to the California Community College – Board of Governor's for final review and approval.

- This timeframe does not include local approval by respective Board's of Trustees, School Boards etc.

- Grant ends January 31, 2019

- If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the CCCCO of the error and request a written modification or clarification of the document.

- Written questions concerning this RFA must be submitted by email to Apprenticeship@cccco.edu

Application Format and Instructions

- Appendix B

- Utilize Community College District of California Department of Education LEA format where applicable

- Chancellor's Office may adjust budget, annual work plan or other aspects of the application prior to funding

Scoring Criteria

- Applications are scored based on a maximum of 100 points
- The application must receive a minimum score of 75 to receive consideration for funding.

Need	15
Response to Need	30
Annual Workplan	10
Application Budget Summary/Budget Detail	10
Project Management	20
Dissemination	5
Feasibility of Project	10
Total Points Possible	**100**

Application Components

- **Cover Letter:** CEO/Superintendent/Designee

- **Contact Page:** Appendix B

- **Application Abstract:** Narrative limited to 1 page, 1" margins single or double spaced, 12 pt. Arial font

- **Table of Contents**

- **Need:** Narrative limited to 3 pages, 1" margins single or double spaced, 12 pt. Arial font

- **Response to Need:** Limited to 9 pages, 1" margins, single or double spaced

- **Annual Workplan:** Appendix B - List one objective per form along with corresponding Strong Workforce Program Metric, Procedures/Activities, Timelines, Responsible Persons, Performance Outcomes, and Metric Number

- **Application Budget Summary/Application Budget Detail Sheet:** Appendix B

- **Project Management:** Limited to 5 pages, 1" margins, single or double spaced

- **Dissemination:** Narrative limited to 3 pages, 1" margins single or double spaced, 12 pt. Arial font

Need - 15 Points

- Make a case, using Labor Market Information about supply and demand, for why the program that you are applying to fund is critical in your region and to your employer partners.

- Address unique aspects of your region, proposed industry sector, its occupational history and regional economic projections that will influence the economic and educational imperative for this apprenticeship program in your region.

Response to Need – 30 Points

- Project Director will be responsible for implementing and monitoring new program standards commissioned under this grant.

- Applicants shall answer questions (1–21) to the greatest extent possible

- Should an applicant not yet determine any of the 21 elements, provide your plan to develop and implement them in-order to attain DAS approval by February 1, 2018.

- Highly recommend contacting a DAS field office for this section.

Annual Workplan – 10 Points

- The annual workplan is found in Appendix B, Application Forms

- 5 tabs have been provided within the Excel workbook, numbered Annual Workplan-1 to 5 as templates for up to the first five objectives.

- If additional pages are needed for a single objective, the Excel workbook allows you to make more copies of any Annual Workplan tab.

Application Budget Summary/Application Detail - 10 Points

- Completion of Application Budget Detail Sheet/Application Budget Summary
- Staff salaries
- Indirect Administrative Costs
- Travel
- Equipment Purchases
- Annual Meetings

Project Management Plan – 20 Points

- See the RFA Specification for a complete description of management plan requirements.

- 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 CCC 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.

Dissemination – 5 Points

- Describe how the project will conduct outreach to employers and potential apprentices as well as share best practices.

- Include your participation in any potential statewide efforts to market apprenticeships to employers and students.

- Project staff is encouraged to share their best practices through virtual as well as live/in-person venues.

Overall Feasibility of the Project – 10 Points

- Section is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet.

- Grant readers have the opportunity to consider whether the project is realistically capable of attaining the required proposed outcomes.

- Grant readers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal.

- Intent of this section is to judge the cohesiveness and viability of the project.

Application Procedures

- Application must be received in a single PDF document in the order specified .

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

- 1) The cover letter must be signed by the applicants Chief Executive Officer, Superintendent or authorized designee; and,

- 2) Application Budget Summary must be signed by the district's Chief Business Officer, Superintendent (or authorized designee) as well as the Project Director.

- Applications must be submitted electronically in a single PDF to the CCCCO by **5:00 p.m.** on **Friday, November 14, 2016** to Apprenticeship@cccco.edu with the subject line reading: **2016-17 New and Innovative CAIRFA_***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.

- Applicants will receive a confirmation of receipt of application after 10-15 business days.

Rejection of Application

A grant application shall be rejected prior to scoring if:

1. It is not received at the CCCCO via electronic submittal later than **5:00 p.m. on Friday, November 14, 2016** or sent to the wrong e-mail address.

2. The RFA Specification Number is not correct on all the documents.

3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated the region as detailed in the RFA Specification.

4. The Annual Workplan and/or Application Budget Detail Sheets do not show attendance at regional consortia meetings.

5. It does not include all required application documents submitted in a single e-mail.

6. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).

7. Narrative sections of the application exceed the maximum page limit specified.

Calendar of Key Dates

Key Dates

- September 26, 2016 RFA Released

- October 7, 2016 Bidder's Conference (Webinar)

- October 28, 2016 Deadline for Submitting Questions

- November 14, 2016 Deadline for Submitting Application

- December 2, 2016 Notification of Intent to Award

- December 16, 2016 Appeal Deadline

- January 17-18, 2017 Board of Governors Approval (grants over $100,000)

- January 18, 2017 Grant Commencement

- January 31, 2019 Grant End Date

- **Legal Terms and Conditions** Article I & II (Appendix A)

- **Application Forms** (Appendix B)

- **Guidelines, Definitions and Allowable Expenditures** (Appendix C)

- **Strong Workforce Program Metrics** (Appendix D)

- **Program Standards – Sample Responses** (Appendix E)

Reference Materials – Labor Market Information

Search the LMI Library for reports or research related to your program:

http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx

Contact the Centers of Excellence Director for your region:

http://www.coeccc.net/contact

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Thank you for your participation!

Reminder: Deadline to submit questions is October 28, 2016.

Submit via email to Apprenticeship@cccco.edu

Please allow up to 5 business days for a response.