Request for Applications

RFA Instructions, RFA Specification, and Terms & Conditions

Program

Industry-Driven Regional Collaborative-Economically Distressed Areas

RFA Specification Number

13-327

Program and Funding Fiscal Year

2013-2014

Total Funds Available

$600,000 estimated

Funding Source

Economic and Workforce Development Program–SB 1402 (Lieu)

RFA Release Date: Monday, February 3, 2014

Application Deadline

Applications must be received electronically at the Chancellor's Office by 5:00 p.m. on **Friday, April 11, 2014**

Questions Deadline

Written questions concerning the specifications in this Request for Applications must be submitted by e-mail to **asingleton@cccco.edu**.

Bidder's Conference: Monday, February 10, 2014 – 10:00 a.m.

Table of Contents

Instructions

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

Page

Appendix A
>   Grant Agreement
>>   Article I: Program-Specific Legal Terms and Conditions
>>   Article II: Standard Legal Terms and Conditions

Appendix B
>   Application Forms (Excel Spreadsheet)

Appendix C
>   Application Templates

Appendix D
>   Guidelines, Definitions and Allowable Expenditures

Appendix E
>   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

SB 1402, the Economic and Workforce Development Program approved by the legislature in January 2013, describes an Industry-Driven Regional Collaborative (IDRC) as a regional public, private, or other community organizational structure that jointly defines priorities, delivers services across programs, sectors, and in response to, or driven by, industry needs. The industry-driven regional collaborative projects meet the needs and fill gaps in services that respond to regional business, employee, and labor needs. These service-delivery structures offer flexibility to local communities and partners to meet the identified needs in an economic development region. Industry-driven regional collaboratives are broadly defined to allow maximum local autonomy in developing projects responding to the needs of business, industry, and labor.

It is the intent of the Legislature that industry-driven regional collaboratives perform services as participants of regional networks. Grants by industry-driven regional collaboratives shall provide flexibility for local projects to assess and define their individual project needs. New local programs and equipment shall be key components of these grants. Funding shall not be limited per project, but shall be based on the merit and reasonable cost for the anticipated outcomes and performance of the project. Funding for the 2013-2014 industry-driven regional collaboratives shall be limited to one year.

Objectives

California Community Colleges participating in industry-driven regional collaboratives may provide and/ or perform any or all of the following services and functions including:

* Convening skill panels to produce deliverables, such as curriculum models, that contribute to workforce skill development common to competitive and emerging industry sectors and industry clusters within a region.

* Development of instructional packages focusing on the technical skill specific to emerging or changing occupations in targeted industry sectors and industry clusters.

- Support student or worker evaluation of, and fit for, career paths by articulating how a curriculum model fits within a career pathway or career lattice or system of stackable credentials, relevant career readiness battery scores, and career guidance tools.

- Faculty mentorships, faculty and staff development, in-service training, and worksite experience supporting the new curriculum and instructional modes responding to identified regional needs.

- Institutional support, professional development, and transformational activities focused on removing systemic barriers to the development of new methods, transition to a flexible and more responsive administration of programs, and the timely and cost-effective delivery of services.

- The deployment of new methodologies, modes, and technologies that enhance performance and outcomes and improve cost-effectiveness of service delivery or create new college programs.

- One-on-one counseling, seminars, workshops, and conferences that contribute to the achievement of the success of existing businesses and foster the growth of new businesses and jobs in emerging industry clusters.

- The delivery of performance-improvement training, which shall be provided on a matching basis to employers to benefit workforce participants. This will promote continuous workforce improvement in identified strategic priority areas, identified industry clusters, or areas targeted in the regional business resource assistance and innovation network plans.

- Credit, not-for-credit, and noncredit programs and courses that contribute to workforce skill development for competitive and emerging industry sectors and industry clusters within a region or that focus on addressing a workforce skills gap or occupational shortage.

- Subsidized student internships or work-based learning on a cash or in-kind matching basis for program participants in occupational categories identified in competitive and emerging industry sectors and industry clusters.

- Acquisition of equipment to support the eligible activities and the limited renovation of facilities to accommodate the delivery of eligible services.

Program Outcome Metrics

Common Metrics and Accountability Measures (Appendix E) are the basis of Economic and Workforce Development grant reporting and are utilized for program accountability. The following momentum points (MP) and leading indicators (LI) may be used to measure program outcomes for IDRC grants:

Momentum Points:

MP 17   Completed a non-CCCCO-approved certificate – credit based (at least 6 units)

MP 18   Completed a CCCCO Approved Certificate of Achievement

MP 23   Completed an AA/AS Degree in a major aligned with student's CTE pathway

MP 27   Participated in an internship or workplace learning program in the same occupational area as the educational pathway

MP 28   Job placement or apprenticeship in the same or similar field of study as educational pathway (for students completing more than six units in a credit based program) with student registration in CalJOBS to assist access to employment

MP 29   Industry recognized 3rd party credential

MP 30   Wage gain in a career the same or similar to CTE educational pathway

MP 31   Wage gain to standard-of-living wage band (locally determined)

MP 32   Wage gain above standard-of-living wage band

MP 33   Layoff aversion, meeting heightened occupational credentialing requirement, transitioning employees whose occupations are being eliminated, or up-skilling existing employees

Leading Indicators:

LI 1   Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market

LI 2   Regionalization of stackable certificates aligned with a particular occupation ladder

LI 3   Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification

LI 4   Creation of a credit certificate from non-credit certificate

LI 5   Curriculum articulation along a career or multi-career educational pathway

LI 6   Updating the skills of faculty, teachers, counselors, and/or 'supporting staff to students' to reflect labor market needs

C.   Categories for Which Funding is Available

This Industry-Driven Regional Collaborative provides one-time funding. The application covers the grant period beginning **May 21, 2014 through June 30, 2015**. The total available funding for this Request for Application (RFA) is estimated as $600,000. Funding shall not be limited per project, but shall be based on the merit and reasonable cost for the anticipated outcomes and performance of the project. Funding for this application shall be limited to one fiscal year. The Chancellor's Office reserves the right to adjust awards based upon the availability of funds.

Grant funding for 2013-2014 IDRCs shall take into account colleges in economically distressed urban and rural areas, and colleges that have not previously been successful in the competitive bid process. Community college districts within the following counties with per capita annual personal income below $30,000 (and high unemployment rates) are eligible to apply. In order to apply, districts must document that their service area includes more than 50% of the residents of an eligible county. Eligible districts that have

not previously been awarded 2013-2014 SB 1402 funding will receive 5 bonus points on their scored application.

County	College District	Income	Population
Del Norte County	Redwoods CCD	$27,220	28,659
Tehama County	Shasta-Tehama-Trinity CCD	$27,592	63,601
Imperial County	Imperial CCD	$28,351	177,057
Merced County	Merced CCD	$28,497	259,898
Madera County	State Center CCD	$28,631	152,925
Lassen County	Lassen CCD	$28,855	34,200
Kings County	West Hills CCD	$29,407	153,765
Tulare County	Sequoias CCD	$29,640	449,253
Riverside County	Riverside CCD	$29,927	2,239,620
San Bernardino County	San Bernardino CCD	$29,998	2,065,377

EDD Income in California 2011 – Labor Market Information, 12/5/2013

D.   Eligibility

Only California community college districts located within one of the counties listed above in Section C are eligible to apply for an IDRC grant. If a district is not listed in the pull down menu in Form B, but can provide documentation showing that their service area includes more than 50% of the residents of an eligible county, an application can be submitted under the "Other District" category. 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.

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 of **May 21, 2014 through June 30, 2015**. See listing of **key dates** for quarterly and final report deadlines. No extensions will be granted for this funding.

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:
        Abigail Singleton via e-mail at **asingleton@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**. Failure to attend the Bidder's Conference will not preclude the submission of an application.

H. Application Format and Instructions

An Excel workbook (Appendix B) has been provided which contains a contact page, annual workplan, 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 (an application checklist, CEO cover letter template, intent-to-participate form letter template and out-of-state travel form can be found in the Appendix C, Application Templates). 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 and the forms and templates provided in Appendices B and C.

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. However, districts located within eligible counties that have not previously been awarded 2013-2014 SB 1402 funding will receive 5 bonus points on their scored application.

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

	Maximum points
Need	10
Response to Need	15
Annual Workplan	25
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	20
Dissemination	5
Project Partnership & Feasibility	15
Total Points	**100**
Bonus Points	**5**

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.

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 stating that the Community College District is willing to be fiscal agent and is submitting the application for Chancellor's Office review (see Appendix C Application Templates for CEO cover letter template).

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:

      - Click twice on the county applying text box and choose the applicable county (from the drop down menu) as seen in the IDRC Allocation Table.

      - 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 the community college district is not listed, but the district can document that their service area includes more than 50% of the residents of an eligible county, an application can be submitted under the "Other District" category. Select "Other" and choose the appropriate district in the area below.

      After filling in the "Do First" tab, the District, and budget allocation will auto fill within the contact page, application budget summary, application budget detail sheet and annual workplan. 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**   **Maximum Points 10**
(Narrative – Limited to 5 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

The purpose of the need section is so that the applicant can concisely describe the regional landscape as it currently exists as it relates to the project that is being proposed.

7.   **Response to Need**   **Maximum Points 15**
(Narrative – Limited to 7 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

The response to the need section will respond to the objectives and identify who will be a part of developing and implementing the plan; how the project will meet the needs and fill gaps in services for regional businesses, employers, and labor; and how the project will effectively address the economic needs of the region within the identified sector. The response shall describe the structure and implementation of the project including the priorities, and the methods to delivers services in response to, or driven by, industry needs. The response will also identify and define the scope of local programs and equipment that will serve as key components of the grant.

8.   **Annual Workplan**   **Maximum Points 25**

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.

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.   **Activities**

Project activities are the basic steps that need to be taken to implement the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual workplan for each objective.

c.   Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities will be completed. NOTE: As closely as possible, determine starting and ending month of each activity. It is not acceptable to make all activities year-long or to state "ongoing."

d.   Responsible Persons

Identify, by position, individual(s) responsible for completing activities.

e.   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 Annual Workplan.

f.   Metric Number(s)

Identify which of the CCCCO-provided Common Metrics & Accountability Measure(s) (see Appendix E) this objective affects and place the corresponding number(s) in the Metric No. column.

9.   Application Budget Summary/
Application Budget Detail Sheet   Maximum Points 10

This RFA awards one-time funding. No extensions will be granted for this funding.

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix D – 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.

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 4 originals in an ink color other than black will be requested in hard copy).

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 found in Appendix C Application Templates.

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.

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. **Regional Consortia Meetings**

As part of Doing What Matters the Chancellor's Office has targeted investments into regions, sectors, and technical assistance. Two of those investments (Regional Consortia and Deputy Sector Navigators grants) have been funded within each region. It is required that the project director of this application attend scheduled regional consortia meetings within their region in order to stay connected with these two investments. Attendance at these meetings must be listed in the application annual workplan and the travel section of the application budget detail.

10. **Project Management**   **Maximum Points 20**
(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, a governance chart, and an Intent-to-Participate form letters from participating community colleges that are identified within the grant. The organizational and governance charts, and letters do not count against the five page narrative limit.

11. **Dissemination**   **Maximum Points 5**
(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. **Project Partnership & Feasibility**   **Maximum Points 15**

Those applications that show a match and a letter of support from a Local Workforce Investment Board can earn up to 5 points.

Those applications that focus on military veterans separated within the last four years can earn up to 5 points.

For the final 5 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.

13. **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) 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;

        3)   Intent-to-Participate letter per college signed by each college's Vice President of Instruction or above (or authorized designee). The RFA does not require participation of other colleges; however, it is encouraged where appropriate.

    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 to with the subject line reading: **2013-2014 IDRCs** to **EWDAppSubmittals@cccco.edu** by **5:00 p.m. Friday, April 11, 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: Abigail Singleton via e-mail at **asingleton@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 Abigail Singleton at the phone number or 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 not received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Friday, April 11, 2014** 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 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.

   a.   A cover letter signed by the CEO or designee of the Community College District

   b.   Contact Page

   c.   Application Abstract (narrative limited to 1 page)

   d.   Table of Contents

   e.   Need (narrative limited to 5 pages)

   f.   Response to Need (limited to 7 pages)

   g.   Annual Workplan

   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 limited to 5 pages, plus an organizational chart, governance chart, and college intent-to-participate letters)
   l.   Dissemination (narrative limited to 1 page)

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.

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

Key Dates

February 3, 2014	RFA Released
February 10, 2014	Bidder's Conference
April 11, 2014	Deadline for Submitting Application
May 1, 2014	Notification of Intent to Award
May 15, 2014	Appeal Deadline
May 19-20, 2014	Board of Governors Approval (grants over $100,000)
May 21, 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	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2015	3rd Quarter Year-to-Date Expenditure and Progress report due
July 25, 2015	4th 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

RFA Title:	Industry-Driven Regional Collaborative-Economically Distressed Areas
Funding Source:	SB 1402 – Economic and Workforce Development Program
Funding Period:	May 21, 2014 through June 30, 2015
Total Funds Available:	$600,000 estimated
Required Match:	1:1 match required (cash and/or in-kind)
Number of Awards:	2-3 depending on available funding

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 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.

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

1. Describe the employer workforce need in the region, the data in support thereof, and the need for the proposed project. Certify that your district qualifies as operating in an economically distressed area as described in the RFA.

2. Describe the employers' level of commitment to the outcomes of this project. Certify that your district qualifies as operating in an economically distressed area as described in the RFA.

3. Describe how this project fits into the Doing What MATTERS for Jobs and Economy framework, especially any leverage of investment in the region.

RESPONSE TO NEED
(Narrative – Limited to 7 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

1. Present a plan within the legislatively mandated requirements for IDRCs that will achieve clearly identified grant objectives and involve active participation of the college(s), employers, and labor within the region.

2. Discuss the Program Outcome Metrics (see page 3) that this project intends to deliver against. Describe the program elements that must come together to attain the

described program metrics. Provide quantification of how this project will impact the metric(s) before and after.

3.   Describe the source(s) of the match and the depth and commitment of the partnerships. Highlight in particular any match and partnership with a Local Workforce Investment Board in the delivery of this project.

4.   Highlight any consideration for veterans separated within the last four years.

PROJECT MANAGEMENT PLAN

Grant Project Directors are required to collect the above information and report it quarterly in the CCCCO Year-To-Date Expenditure and Reporting System and in the LaunchBoard. Common Metrics and Accountability Measures (Appendix E) are the basis of this reporting and are utilized for program accountability.

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:

Management Narrative
(Narrative – Limited to three pages)

1.   Describe the College District's readiness and commitment to utilizing the LaunchBoard for data collection, performance baseline, measurement, reporting and analysis for this grant.

2.   Describe the College District's existing networks and partnerships; major accomplishments especially in bringing educational systems into alignment with the needs of business and industry; and leadership in the region. Identify the related experience of the Project Director and team executing on this grant.

3.   Identify whether the district submitting the grant application has previously received a 2013-2014 SB 1402 EWD grant.

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. The RFA does not require the participation of other colleges; however, it is encouraged where appropriate.

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 I 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;
- 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.

All applicants for this RFA agree that they have read the following document and its links, and will be able to set up systems in 2013-14 and report in 2014 in order to meet the accountability and measurement of grant activities.

Refer to the document entitled *Common Metrics and Accountability Measures* (see Appendix E).

REFERENCE MATERIALS

Legal Terms and Conditions Articles I and II (Appendix A)
Application Forms (Appendix B)
Application Templates (Appendix C)
Guidelines, Definitions and Allowable Expenditures (Appendix D)
Common Metrics and Accountability Measures (Appendix E)

SB 1402 bill text:
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.