

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4554  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



May 16, 2013

**TO:** Chief Executive Officers  
Economic Development Program Advisory Committee  
Chief Instructional Officers  
Chief Business Officers  
Administrators of Occupational Education  
Academic Senate Presidents  
Public Information Officers

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

**SUBJECT: Re-release of the Deputy Sector Navigator Package Grant**

The Division of Workforce and Economic Development is pleased to announce the following re-release of the Deputy Sector Navigator Package Grant RFA for the following sectors and regions **ONLY**. This release has a 4-week turn around and is a two-step process.

13-152 Advanced Manufacturing Sector (*Maximum Awards: 1) Far North*)

13-157 Global Trade & Logistics Sector (*Maximum Awards: 1) Far North*)

13-158 ICT/Digital Media Sector (*Maximum Awards: 1) North*)

13-159 Small Business Sector (*Maximum Awards: 1) North*)

13-160 Energy (Efficiency) & Utilities Sector (*Maximum Awards: 1) Orange County*)

**Step One:** In order to be eligible to submit an application an Intent to Apply Letter (see attached template) must be submitted electronically to: **deputynavigator@ccco.edu** no later than **Thursday, May 30, 2013 by 5 p.m.**

**Step Two:** The Deputy Sector Navigator Package Application on must be completed and submitted electronically using all the resources specified below to: **deputynavigator@ccco.edu** no later than **Monday, June 17, 2013 by 5 p.m.:**

***Deputy Sector Navigator Package Grant RFA with Appendices***

**NOTE:** All dates and instructions within this memo and attachments supersede instructions of the original RFA in the areas of:

Deputy Sector Navigator Package Grant (Sector and Region Available for Re-release);  
Intent to Apply Letter Requirement (see attached template);

Questions and Answers Timeframe (The Chancellor's Office will answer additional clarifying questions received by Tuesday, May 21, 2013. All answers will be posted by Thursday, May 23<sup>rd</sup> at the http listed below); and

Calendar of Key Dates (see attachment).

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>

***Sector Navigator Bidder's Workshop Webinar (March 22<sup>nd</sup>)***

**NOTE:** A Bidder's Workshop and Clarifying Questions are available at the links below.

<http://www.cccconfer.org/MyConfer/OpenArchives.aspx?ShowType=Webinars>

***Sector Navigator Clarifying Questions***

<http://extranet.cccco.edu/Portals/1/WED/WEDDRFA/DepSecNav/BiddersConferenceClarifyingQuestionsDeputySectorNavigator.pdf>

***Accountability FAQs***

<http://extranet.cccco.edu/Portals/1/WED/WEDDRFA/CommonMetricsFAQ3-28-13.pdf>

**Action/Date Requested:**

**Step One:** Electronically submit the Intent to Apply Letter by **Thursday, May 30, 2013 no later than 5 p.m.** to: **deputynavigator@ccco.edu**.

**Step Two:** Complete the grant application using the *Request for Applications: Instructions, Terms and Conditions Deputy Sector Navigator Package Grant, 2013-14* and related Appendices and follow the instructions below.

1. Applications must be **submitted electronically in one email**  
(No separate e-mails with pieces of applications will be accepted and no hard copy of materials will be sent.)
2. All documents are to be submitted via WORD or PDF format and must be received via electronic submittal by **Monday, June 17, 2013 no later than 5 p.m.** to: **deputynavigator@ccco.edu**
3. The subject line of your e-mail should read:  
**"WEDRFA2013-Deputy Sector Navigator [Sector Applied for/Region Applying]**
4. Applications e-mailed to any address other than listed above will not be accepted.
5. Please address all questions to: **Abigail Singleton:** [asifrit@ccco.edu](mailto:asifrit@ccco.edu); (916) 322-4285

Attachment

cc: EWD Project Directors  
Regional Consortia Chairs  
Initiative Directors  
Division of Workforce and Economic Development Staff

# CEO Intent to Apply Letter TEMPLATE

[DISTRICT/COLLEGE LETTERHEAD]

Date:

Van Ton-Quinlivan, Vice Chancellor  
Workforce & Economic Development Division  
California Community Colleges Chancellor's Office  
1102 Q Street, Suite 4554  
Sacramento, CA 95811-6549

Dear Vice Chancellor:

[Name of District/College] is pleased to support and intends to apply for **RFA 13-?????**, Deputy Sector Navigator Package Grant for the (Region Name).

As indicated in the instructions in your recent memo we are supplying the following information:

**Community college name, address, and phone number**

**Community college CEO/Designee name**

**Project Director (Deputy Sector Navigator) information for this application (name, title, phone, and email)**

Sincerely,  
CEO/Superintendent/President

## Calendar of Key and Reporting Dates

May 16, 2013	RFA Revision Released
March 22, 2013	Deputy Sector Navigator Bidders Conference (Available at <a href="http://www.cccconfer.org">www.cccconfer.org</a> )
May 30, 2013	Deadline for Submitting Intent to Apply Letter
June 17, 2013	Deadline for Submitting Deputy Sector Navigator Application
July 18, 2013	Notification of Intent to Award
August 2, 2013	Appeal Deadline
October 1, 2013	Grant Commencement

### ***Reporting Dates***

January 25, 2014	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2014	3rd Quarter Year-to-Date Expenditure and Progress Report due and <b><i>Last day for workplan amendments</i></b>
June 30, 2014	Projects Completed
July 25, 2014	4th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2014	2013-2014 Final Performance Reports and Final Report of Expenditures due