Division of Workforce and Economic Development

Request for Applications

Instructions, Specification, and Terms & Conditions

Program

Proposition 39 Clean Energy Workforce Program Grant

RFA Specification Number

13-177

Program and Funding Fiscal Year

2013-2014

Funding Source

SB 73 – Clean Energy Job Creation Fund of the
California Clean Energy Jobs Act

RFA Release Date: Tuesday, December 10, 2013

Application Deadline

Applications must be received electronically at the Chancellor's Office
by 5:00 p.m. on **Thursday, January 30, 2014**

Questions Deadline

Written questions concerning the specifications in this Request for
Applications must be submitted by email to **asingleton@cccco.edu**
by 5:00 p.m. on **Thursday, January 23, 2014**

Bidder's Conference: Tuesday, January 7, 2014 – 10:00 a.m.

Table of Contents

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

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

Proposition 39 Clean Energy Workforce Program Grant

The California Clean Energy Jobs Act, an initiative approved by the voters as Proposition 39 at the November 6, 2012, statewide general election, made changes to corporate income taxes and provides for the transfer of $550,000,000 annually from the General Fund to the Clean Energy Job Creation Fund for five (5) years beginning with the 2013-14 fiscal year. Enacted into California law as SB 73, this legislation allocates resources for purposes of funding eligible projects that create jobs in California improving energy efficiency and expanding clean energy generation through renewable energy. Existing law provides for the allocation of available funds to public school facilities, university and college facilities, and other public buildings and facilities, as well as job training and workforce development and public-private partnerships for eligible projects associated with energy related building commissioning and recommissioning.

The California Community Colleges, Chancellor's Office is authorized to allocate $6 million during 2013-2014, of which $5 million will be towards the Proposition 39 Clean Energy Workforce Program Grant and another $1 million for additional job training and workforce development projects. This 2013-2014 RFA is planned as the first of several competitive grant opportunities spanning the full term of Proposition 39 funding.

Objectives

This Proposition 39 Clean Energy Workforce Program supports the following objectives for building the energy efficiency workforce:

- Build and sustain regional networks of colleges to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.

- Leverage assets at multiple colleges across a region to align and regionalize energy efficiency related curriculum

- Assure compliance to codes and standards by upgrading workforce capacity, knowledge, and skills over the life of the Proposition 39 (SB 73) funding stream

- Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs

- Elevate the quality of instruction at colleges that have made investments in education and training in the energy efficiency and renewable energy sector

- Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment; increased access to certificates, degrees and state-certified apprenticeship programs; increased access to employment; and faculty professional development

- Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities

- Enroll all energy related pathway students in EDD's CalJOBS system and collect outcomes data via the Launchboard

- Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements

- Coordinate efforts with the community college Sector Navigator and Deputy Sector Navigators in the Energy Efficiency & Utilities Sector

Program Outcome Metrics

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 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) 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

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

Areas of emphasis will include the number of unduplicated students participating in these programs that secure apprenticeships, complete energy related certificates, and secure employment in energy efficiency related jobs as identified through data from the Division of Apprenticeship Standards (DAS) and the California Employment Development Department (EDD) job placement system (CalJobs).

Target Occupations

Based on extensive labor market analysis, the RFA places a priority on occupations in the commercial, industrial, and institutional sectors of energy efficiency and clean energy generation, although other occupations in these sectors may be targeted in response to industry needs and grant applicant documentation. See the reference section for additional information on energy related jobs and Labor Market Information (LMI). Chancellor's Office Taxonomy of Programs codes will be used to provide accurate data collection on certificate completion through community college Management Information System (MIS) reports.

- o Electricians
- o First-line Supervisors of Construction Trades and Extraction Workers
- o Plumbers, Pipefitters, and Steamfitters
- o Heating, Air Conditioning and Refrigeration Mechanics and Installers
- o Cost Estimators (particularly Commercial Energy Auditors)
- o Construction and Building Inspectors
- o Sheet Metal Workers
- o Stationary Engineers and Boiler Operators

Examples of Community College Energy Related Instructional Programs
- Architectural Technology
- Apprenticeship with Journeyman Certification (in energy related crafts including carpentry, electricians, plumbers, and sheet metal workers)
- Construction Management
- Construction Technology
- Construction Inspection
- Energy Efficiency
- Electrical Systems and Power Transmission
- Electronics and Electric Technology
- Engineering Technology
- Environmental Control Technology (HVAC)
- Industrial Systems Technology & Maintenance

- Pre-Apprenticeship (requires partnership with energy related Apprenticeship program(s) approved by the Division of Apprenticeship Standards)
- Renewable Energy including Solar Technology

C.   Categories for Which Funding is Available

The Proposition 39 Clean Energy Workforce Program provides one-time funding. This application covers the grant period beginning March 5, 2014 through March 31, 2015. The total budget for this Request for Application is $5 million.

Five (5) grants will be awarded, one in each regional grouping. The regional groupings are listed here and more specifically in the RFA Specification:

- North/Far North (includes Greater Sacramento, Northern Inland, Northern Coastal)
- Bay Area (includes San Francisco/San Mateo, East Bay, North Bay, Silicon Valley, Santa Cruz/Monterey)
- Central Valley, Mother Lode, South Central
- Los Angeles/Orange County
- San Diego/Imperial, Desert/Inland Empire

Each grant will be divided into two separate areas: Program Operations and Program Improvement. One (1) college district from within each regional grouping will be the fiscal agent and will employ the project director, who will be responsible for program operations and distribution of program improvement funding.

The application shall describe in detail how colleges within the regional network will participate. The funding in this RFA is for aligning and strengthening existing energy efficiency programs and not for developing new programs. It is the intent of this RFA that a majority of colleges with existing energy efficiency programs in each region will participate. Colleges may only participate in one Regional Network for this grant. Colleges that are chosen as grantees are expected to partner with all energy efficiency programs within their regional groupings, including those which were not on the initial grant application.

Program Operations

Each grant will include $350,000 for the project director (maximum salary of $150,000 including benefits) for salaries, marketing, data collection, regional meetings, travel, faculty stipends, support staff, and related costs. Project directors will be responsible for:

- Convening regional discipline committees with employers and community college faculty for articulation and alignment of energy efficiency related curriculum with industry needs and industry-recognized third party credentials. Duties will include making arrangements for facilities, training, hotel and meeting rooms, faculty stipends, and all other related costs.

- Outreach to employers, colleges, and regional entities including high schools, local workforce investment boards (LWIBs), the California Conservation Corps, and colleges for recruitment of faculty, students, and employers. Recruitment of regional employers for registration and participation in the CalJOBS system.

- Payment of stipends and program improvement awards based upon verification of required activities by participating community college programs and faculty.

    Overall program success measured by the increase of student participation in community college energy efficiency related instructional programs, student completion of energy efficiency related programs, and enrollment in CalJOBS of students completing energy related certificates.

- Data collection and reporting via LaunchBoard.

- Note: regional issues requiring external review will be mediated by the state Energy Efficiency and Utilities Sector Navigator.

Program Improvement Funding

Each grant will include program improvement funding allocated on a regional population formula. These funds will be awarded to participating energy related instructional programs in October ~~2015~~ 2014 based upon the number of documented (unduplicated) energy related student awards including certificates with 6 to 18 units; certificates above 18 units; or industry recognized third party credentials. For instructional programs to be eligible for funding, students that complete energy related certificates or credentials must be registered in the CalJOBS system.

Allocation of program improvement funding will be based upon 2013-2014 certificates awarded to students enrolled in participating energy related programs and listed in the Chancellor's Office MIS system or documentation of third party certification provided to the regional project director. Certificates under 18 units or third party credentials will receive a maximum award of $500 each; and certificates or degrees above 18 units will receive a maximum award of $1,000 each. Programs can receive only one program improvement award per student.

If allocated funding within a regional grouping is insufficient to fund all documented energy related awards, the amount of the awards will be reduced proportionately. If program improvement funding is not fully expended in a regional grouping after the maximum awards are allocated, the remaining funding will be returned to program operations to support energy efficiency related instructional programs within the regional grouping and at the discretion of the Chancellor's Office, may be reallocated to other regional grouping(s).

Allocated program improvement funding must be fully expended by March 31, 2015, in support of participating programs for energy related supplies and equipment, faculty professional development activities, and/or curriculum or program development. Colleges that do not expend program improvement funding within the required time frame, or that do not spend the funding appropriately, will be deemed ineligible for future Clean Energy Program Improvement Funding.

Data Collection

Certificate data will be submitted by colleges through the community college MIS reporting system, which is aligned with Launch Board. After the end of the 2013-2014 fiscal year the annual number of students participating in community college energy related programs will be collected.

Baseline data for these programs in terms of enrollments, completers, and enrollment in the CalJOBS system will be determined based on annual MIS data and EDD data provided for the 2012-2013 academic year. Maintenance of effort and increased outcomes will be determined on an annual basis to demonstrate:

- Matriculation of local residents and veterans into state-certified apprenticeship programs and full-time employment.

- The number of students from these programs, including the identification of their level of preparation for employment (certificates, degrees, industry credentials) in energy related jobs, produced statewide, regionally, and locally by California Community Colleges.

- The number of participating students enrolled in the CalJOBS system.

- The number of students participating in these programs that secure apprenticeships, full-time employment and/or paid internships/trainee positions as identified through the Division of Apprenticeship Standards (DAS) and the California Employment Development Department (EDD) job placement system (CalJOBS).

Proposition 39 Energy Efficiency Workforce Development Project Allocation Table

Macro Region Number	Funded Region Breakout	Minimum number of colleges required for grant	Program Operations Funding	Maximum Amount of Program Improvement Funding
1	**Northern Inland, Northern Coastal, Greater Sacramento Regions** American River College Butte College College of the Redwoods College of the Siskiyous Cosumnes River College Feather River College Folsom Lake College Lake Tahoe Community College Lassen College Mendocino College Sacramento City College Shasta College Sierra College Woodland Community College	6	$350,000	$330,598

Macro Region Number	Funded Region Breakout	Minimum number of colleges required for grant	Program Operations Funding	Maximum Amount of Program Improvement Funding
	Yuba College			
2	**San Francisco/San Mateo, East Bay, Silicon Valley, North Bay, Santa Cruz/Monterey Regions** Berkeley City College Cabrillo College Cañada College Chabot College City College of San Francisco College of Alameda College of Marin College of San Mateo Contra Costa College DeAnza College Diablo Valley College Evergreen Valley College Foothill College Gavilan College Hartnell College Laney College Las Positas College Los Medanos College Merritt College Mission College Monterey Peninsula College Napa Valley College Ohlone College Santa Rosa Jr. College Solano Community College San Jose City College Skyline College West Valley College	10	$350,000	$741,554
3	**Central Valley, Mother Lode, South Central Regions** Allan Hancock College Antelope Valley College Bakersfield College Cerro Coso Community College College of the Canyons College of the Sequoias Columbia College Cuesta College Fresno City College Merced College Modesto Junior College Moorpark College Oxnard College	8	$350,000	$517,790

Macro Region Number	Funded Region Breakout	Minimum number of colleges required for grant	Program Operations Funding	Maximum Amount of Program Improvement Funding
	Porterville College Reedley College San Joaquin Delta College Santa Barbara City College Taft College Ventura College West Hills College, Coalinga West Hills College, Lemoore			
4	**San Diego/Imperial, Desert/Inland Empire Regions** Barstow Community College Chaffey College College of the Desert Copper Mountain College Crafton Hills College Cuyamaca College Grossmont College Imperial Valley College Mira Costa College Moreno Valley College Mt. San Jacinto College Norco College Palo Verde College Palomar College Riverside City College San Bernardino Valley College San Diego City College San Diego Mesa College San Diego Miramar College Southwestern College Victor Valley College	8	$350,000	$518,166
5	**LA County/Orange County Regions** Cerritos College Citrus College Coastline Community College Cypress College East Los Angeles College El Camino College Fullerton College Glendale Community College Golden West College Irvine Valley College Long Beach City College Los Angeles City College Los Angeles Harbor College Los Angeles Mission College Los Angeles Pierce College	10	$350,000	$1,141,712

Macro Region Number	Funded Region Breakout	Minimum number of colleges required for grant	Program Operations Funding	Maximum Amount of Program Improvement Funding
	Los Angeles Southwest College Los Angeles Trade-Tech College Los Angeles Valley College Mt. San Antonio College Orange Coast College Pasadena City College Rio Hondo College Saddleback College Santa Ana College Santa Monica College Santiago Canyon College West Los Angeles College			

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 of March 5, 2014 through March 31, 2015. See listing of key dates on page 18 for quarterly and final report deadlines for the first year.

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.

The 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 developed 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 and 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 this workbook (an application checklist, CEO cover letter template, intent-to-participate form letter template and out-of-state travel form can be found in Appendix C, Application Templates). The following instructions prescribe the format and order for the development and presentation of the application (for both the Excel 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 (page 19) 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 maximum of 100 points as indicated on sections listed 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	10
Response to Need	15
Annual Workplan	25
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	20
Dissemination	5
Feasibility of the Project	15
Total Points	**100**

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 of a consortium 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:

   - Region - Select the applicable region as shown in the Proposition 39 Clean Energy Job Creation Fund Workforce Program Allocation Table (click twice in the region text box to make the selection within the drop down menu).

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

   - College - If a college within the district is housing the project director, then select the applicable college. If the project director is working out of the district office (in a multi-college district), then select N/A. Click twice in the college text box to make these selections within the drop down menu.

   After filling in the "Do First" tab, the district and college names will auto fill to the appropriate forms. The contact page tab must be filled in second. After filling in the contact page, both the Project Director and the District Chief Business Officer's name and title will auto fill within the application Budget Summary form. 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 Specification, 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 energy sector training and workforce needs.

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 needs section responds to the objectives and identifies who will be a part of developing a regional plan; how regions will meet the training needs of students and industry; and how each region prepare employees for the energy sector at the participating colleges.

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

The annual workplan is found in Appendix B, Application Forms. As a courtesy, 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 you need additional pages for a single objective, the Excel workbook allows you to make more copies of any Annual Workplan tab.

    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 objective must be on its own form that does not preclude a single objective having activities that cover more than one page.

b.   Procedures/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. Grant renewal may be considered if additional funding becomes available.

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. These two tabs 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.

An applicant may not propose to use grant funds to cover staff costs or to compensate outside individual or firm for services associated with preparing the grant application.

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 for Jobs and Economy framework, 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.

In addition, the Project Director shall attend meetings (likely monthly with some via conference call) coordinated by the Energy Sector Navigator as well as targeted professional development (likely to be held at CCCAOE's two conferences).

Attendance at these meetings must be listed in the application annual workplan and the travel section of the application budget detail sheet.

f.   Project Director Fund Allocation

The project director role is a key personnel role for the system and expected to be a full time position (no less than 80%). For this reason no individual can hold more than one key talent role for the system. Budgeting of 80-100% of a Project Director's time must be shown on the application budget detail sheet. This salary cannot be higher than the salary scale for an equivalent project director in the fiscal agent district. Time allocation between the district, the assignment of Project Director, and all other roles held by the project director (direct or indirect) with the California Community Colleges cannot exceed 100% time.

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 community college within the network that are identified when the grant is written. Additional community colleges can and should be included in the network after the grant is approved. 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. Overall Feasibility of the Project   **Maximum Points 15**

This is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet. 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 within the consortium signed by each college's Vice President of Instruction or above (or authorized designee).

b. Applications must be submitted electronically in a single PDF to the Chancellor's Office by **5:00 p.m.** on **Thursday, January 30, 2014** to **Prop39Workforce@cccco.edu** with the subject line reading: **WEDRFA2013-14Prop39.** 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.

Submit substantive questions in writing or via email to: Abigail Singleton via e-mail at **asingleton@cccco.edu**

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. E-mailed questions will be accepted until **Thursday, January 23, 2014,** the date posted on the cover of this RFA.

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 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 Thursday, January 30, 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 the region as detailed in the RFA Specification.

4. The project director position does not meet the minimum 80% time requirement within the application budget detail sheet.

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

6. 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)

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

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

J. Calendar of Key/Reporting Dates

Key Dates

Date	Event
December 10, 2013	RFA Released
January 7, 2014	Bidder's Conference (Webinar)
January 23, 2014	Deadline for Submitting Questions
January 30, 2014	Deadline for Submitting Application
February 13, 2014	Notification of Intent to Award
February 28, 2014	Appeal Deadline
March 3-4, 2014	Board of Governors Approval (grants over $100,000)
March 5, 2014	Grant Commencement
March 31, 2015	Grant End Date

Reporting Dates (Year One)

April 25, 2014	1st Quarter Year-to-Date Expenditure and Progress Report due
July 25, 2014	2nd Quarter Year-to-Date Expenditure and Progress Report due
October 25, 2014	3rd Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2015	4th Quarter Year-to-Date Expenditure and Progress Report due
March 31, 2015	Final Claim of Expenditures and Final Report

RFA Specification

RFA Specification No.:	13-177
RFA Title:	Proposition 39 Clean Energy Workforce Development Program
Funding Source:	SB 73 - Clean Energy Job Creation Fund of the California Clean Energy Jobs Act
Funding Period:	March 5, 2014 through March 31, 2015
Total Funds Available:	$5,000,000
Required Match:	No match required
Number of Awards:	5 (funding allocation based on regional population)

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 73 (SB 73) 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)

The mission of the Proposition 39 Clean Energy Workforce Development Program is to contribute to the State's job growth and economic vitality through regional training programs that result in the measurable and successful transition of CTE students from community colleges to careers in the Energy Efficiency & Utilities sector.

It is the intent of the Chancellor's Office for this RFA that grantees address the following objectives for building an energy efficiency workforce in the commercial, industrial and institutional sectors of energy efficiency and clean energy generation, although other related occupations in these sectors may be targeted in response to industry needs and grant applicant documentation:

- Build and sustain regional networks of colleges to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.

- Leverage assets at multiple colleges across a region to align and regionalize energy efficiency related curriculum

- Assure compliance to codes and standards by upgrading workforce capacity, knowledge, and skills over the life of the Proposition 39 (SB 73) funding stream

- Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs

- Elevate the quality of instruction at colleges that have made investments in education and training in the energy efficiency and renewable energy sector

- Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment; increased access to certificates, degrees and state-certified apprenticeship programs; increased access to employment; and faculty professional development

- Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities

- Enroll all energy related pathway students in EDD's CalJOBS system and collect outcomes data via the LaunchBoard

- Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements

- Coordinate efforts with the community college Sector Navigator and Deputy Sector Navigators in the Energy Efficiency & Utilities Sector

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

Based upon the identified barriers and opportunities, this section must present a plan that will achieve the grant objectives and involve active participation of a network of colleges within a regional grouping. The response to this section acknowledges the objectives and identifies who will be a part of meeting those objectives regionally.

OBJECTIVES/OUTCOMES

SB 73 requires establishment and validation of outcomes, including, but not limited to, research-based indicators and measurable student outcomes for academic performance, attendance, graduation, certificates or other credentials earned, wages of graduates or certificate recipients, and other indicators as appropriate. The outcome-based data shall specifically identify the impact of the Proposition 39 funding. In addition as with all other CCCCO grants funded under the Doing What Matters for Jobs and the Economy, Common Metrics and Accountability Measures (Appendix E) must be collected for the LaunchBoard and utilized for accountability. Regional data collection, performance reporting and analysis while using the LaunchBoard will be included as part of the regional plan.

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:

The Project Director role is a key talent role for the system and expected to be a full-time position (no less than 80%). For this reason no individual can hold more than one key talent role for the system. Budgeting of 80-100% of a project director's time must be shown on the application budget detail sheet.

Management Narrative
(Narrative – Limited to five pages)

1.   Explain the District's existing networks and partnerships; major accomplishments especially in bringing educational systems into alignment; leadership in the region; and major accomplishments in aligning and articulating curriculum with the needs of the industry sector.

2.   Describe the District's past successes in convening stakeholders towards the purpose of collaborating regionally, energy related curriculum development and alignment and articulation, and workforce preparation.

3.   Describe how the District has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop sustainable energy related programs.

4.   Describe the District's experience in data based decision making and managing projects with strong emphasis on data collection, performance baseline, 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 form letters from all community colleges that have been identified and will participate in the network at the time of the writing of the grant. Additional colleges with existing energy related programs can and should be included after the grant is awarded.

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 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 73 bill text:
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB73

The Chancellor's Office Doing What Matters website contains a variety of documents and input from the field used to design the RFAs going out competitive this year. If you are interested in reading these documents they may be found at:
http://doingwhatmatters.cccco.edu/PromoteStudentSuccess/RFAProcess.aspx

Prop 39 RFA proposals are limited to energy efficiency and clean energy generation workforce programs for commercial, industrial and institutional **buildings** as defined in the following references:

Energy efficiency in buildings; relevant sections are 3, 6-10, and 13
CPUC Energy Efficiency Strategic Plan   **http://www.cpuc.ca.gov/NR/rdonlyres/A54B59C2-D571-440D-9477-3363726F573A/0/CAEnergyEfficiencyStrategicPlan_Jan2011.pdf**

Implementation of CPUC Energy Efficiency Strategic Plan; relevant sections are: Figure 9 on page 16 (Zero Net energy projections), all chapters except Chapter 4
AB 758: CEC Comprehensive Energy Efficiency Program for Existing Buildings – Scoping Report
http://www.energy.ca.gov/2012publications/CEC-400-2012-015/CEC-400-2012-015.pdf

Renewable energy sources eligible for inclusion in Renewable Portfolio Standard:
CEC Renewables Portfolio Standard Eligibility:
http://www.energy.ca.gov/2012publications/CEC-300-2012-006/CEC-300-2012-006-CMF.pdf

Background on distributed generation in commercial buildings
LBNL: Greenhouse Gas Abatement with Distributed Generation in California's Commercial Buildings **http://der.lbl.gov/sites/der.lbl.gov/files/lbnl-2693e.pdf**

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.