

## **APPENDIX C**

### **Application Templates**

Application Checklist for Proposition 39 Clean Energy Workforce Program  
Grant Program Grant

CEO Cover Letter (Template)

Intent-to-Participate Form Letter (Template)

Out-of-State Travel Form

# APPLICATION CHECKLIST

## PROPOSITION 39 CLEAN ENERGY WORKFORCE PROGRAM GRANT

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**NOTE:** This checklist is a tool for allocation recipients to use when completing their RFA. **If the application contains the following information, the packet will be complete.**

- ☐ Cover Letter (**See Application Section G2 and Appendix C Application Templates – CEO/Designee letter with signature**)
- ☐ Contact Page (**See Application Section G3 and Appendix B Application Forms**)
- ☐ Application Abstract (**One-Page Limit – See Application Section G4**)
- ☐ Table of Contents (**See Application Section G5 and Appendix B Application Forms**)
- ☐ Need (**Five-Page Limit – See Application Section G6 and RFA Need**)
- ☐ Response to Need (**Seven-Page Limit – See Application Section G7 and RFA Response to Need**)
- ☐ Annual Workplan (**See Application Section G8, RFA Objectives and Appendix B Application Forms**)
- ☐ Application Budget Summary (**See Application Section G9 and Appendix B Application Forms – CBO/Designee and Project Monitor Signature**)
- ☐ Application Budget Detail Sheets (**See Application Section G9 and Appendix B Application Forms**)
- ☐ Out-of-State Travel Form(s) (**See Application Section G9, Appendix C Application Templates**)
- ☐ Project Management (**Five-Page Limit – See Application Section G10, RFA Project Management Plan, and Appendix C Application Templates – Consortia Chair letter w signature, Intent-to-Participate letter w VP/Designee Signature**)
- ☐ Dissemination (**One-Page Limit – See Application Section G11**)
- ☐ No supplemental material (**DO NOT include appendices or other supplemental information unless specifically requested in the Application.**)
- ☐ All narratives (abstract, need, response to need, project management) are to be Arial font, 1” margins, single or double spaced.
- ☐ Applications must be submitted electronically in a single PDF document to the Chancellor’s Office by **5:00 p.m. on Thursday, January 30, 2014** to [Prop39Workforce@cccco.edu](mailto:Prop39Workforce@cccco.edu) with the subject line reading: **WEDRFA2013-14Prop39**

Application must be submitted in one e-mail ONLY and will only be accepted from the e-mail address above.

# CEO Cover 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 the grant application for RFA 13-177, the Proposition 39 Clean Energy Workforce Program Grant for the **[Fill in region name]** consortium.

As indicated in the instructions in the RFA, we are providing this letter within our electronic submission of the application to specify that the Community College District is willing to be the fiscal agent for this three-year grant.

Sincerely,

CEO/Superintendent/President

# Intent-to-Participate Form Letter

[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 College]** is pleased to become a member of a regional network for RFA 13-177, the Proposition 39 Clean Energy Workforce Program Grant for the **[Fill in region name]**.

It is understood that this regional network is funded from March 5, 2014 through March 31, 2015 and may have additional funding available in the future.

Sincerely,

Vice President Career Technical Education

# CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2013]

## NO OUT-OF STATE TRAVEL REQUEST FORM WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED

Agreement/Grant Number		
District/College Name		
Traveler Name(s)		
Traveler Position(s)		
Event Title		
Event Website Address		
Event Location		
Travel Dates		
<b>Perkins Title IC Funds Only:</b> <i>Travel pertains to and is included in the respective budget summary.</i>	(Check One) <input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across CTE Programs	
<b>Using Title IC funds:</b> <i>Describe the purpose for attending the event</i>		
<b>Title IB Funds Only:</b> <i>Explain how attendance will have regional or statewide impact.</i>		
<b>State "SB 1070" Funds Only:</b> <i>Explain how attendance is related to project.</i>		
<b>All:</b> <i>Explain how this attendance will contribute to the success of the program/project.</i>		
<b>Maximum reimbursable costs<sup>1</sup></b>		
Incidentals, parking, tolls, etc.		
Registration		
Meals (not covered by the conference, at district rates)		
Airfare <sup>2</sup>		
Car Rental		
Lodging <sup>3</sup> (not including non-discretionary taxes and fees)		
<b>ESTIMATED TOTAL</b>		

<sup>1</sup> Costs-must reflect the most cost effective and prudent use of state/federal funds.

<sup>2</sup> For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (<http://www.travel.dgs.ca.gov/default.htm>) [See "Airlines" tab.]

<sup>3</sup> For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (<http://www.gsa.gov>) [See "Policy and Regulations" tab.]

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

- 1) In the e-mail subject line, type: Out-of-state travel request.
- 2) In e-mail body, state EITHER that the request (a) complies with the cost guidelines per the request form footnotes or (b) provide a justification for non-compliance. Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.
- 3) Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file.