Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

Instructions, Specification, and Terms & Conditions

Program:

California Apprenticeship Initiative (CAI)
Pre-Apprenticeship Grant Program

RFA Specification Number:

16-192

Funding Fiscal Year:

2016-17

Total Funds Available:

Up to $6,000,000 Total Funds
Up to $250,000 - $500,000 Per Award

Funding Source:

Proposition 98

RFA Release Date:

January 18, 2017

Bidders Conference:

February 1, 2017 at 2:00 p.m.

Application Deadline:

Applications must be received electronically at the Chancellor's Office by 5:00 p.m. on February 15, 2017

Questions Deadline:

Written questions concerning the specifications in this Request for Applications must be submitted by email to Nick Esquivel at Apprenticeship@cccco.edu by 5:00 p.m. on February 3, 2017

Table of Contents

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

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

Appendix B
> 1. Application Form Colleges (Excel Spreadsheet)
> 2. Application Form California Department of Education Agencies (Excel Spreadsheet)

Appendix C
> Guidelines, Definitions and Allowable Expenditures

Appendix D
> Strong Workforce Program Metrics

Chancellor's Office, California Community Colleges

RFA Instructions

A.   Introduction

The California Community College Chancellor's Office (CCCCO) is pleased to announce the availability of $6,000,000 in Proposition 98 funds for the California Apprenticeship Initiative (CAI) Pre-Apprenticeship Grant Program. This grant opportunity is part of the FY 2016-17 $15 million CAI which seeks to create new and innovative apprenticeship opportunities in priority and emerging industry sectors.

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the CCCCO.

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.

Pre-Apprenticeship Grant Program

Pre-apprenticeship is defined by the United States Department of Labor, Employment and Training Administration as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

A quality pre-apprenticeship program is one that incorporates the following elements:

Approved Training and Curriculum. Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s);

Strategies for Long-Term Success. Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:

- Strong recruitment strategies focused on outreach to populations under-represented in local, state, and national Registered Apprenticeship programs;

- Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and

- Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;

- Access to Appropriate Support Services. Facilitates access to appropriate support services during the pre-apprenticeship program and a significant portion of the Registered Apprenticeship program;

- **Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities.** To support the ongoing sustainability of the partnership between pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals;

- **Meaningful Hands-on Training that does not Displace Paid Employees.** Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols; and

- **Facilitated Entry and/or Articulation.** When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

B. Program Overview

California Apprenticeship Initiative (CAI)

California Education Code 79148, states, to the extent that sufficient federal funds and other resources are available, the Division of Apprenticeship Standards of the Department of Industrial Relations, in partnership with the California Community Colleges Chancellor's Office, shall develop and implement innovative apprenticeship training demonstration projects in high-growth industries in emerging and transitioning occupations that meet local labor market needs and that are validated by current labor market data.

The objective of CCCCO CAI Pre-Apprenticeship Grant Program is to expand the apprenticeship model to non-traditional fields in growing and emerging industries throughout California's regional economies. The CAI Pre-Apprenticeship Grant Program is intended to fund innovative approaches to expand access to apprenticeship training programs to under-represented populations. The pre-apprenticeship objectives will both provide career pathways to segments to our populations that inordinately represented in low-paying occupations and providing key industries a skilled workforce.

The CAI is supportive of the Task Force on Workforce, Job Creation, and a Strong Economy (Strong Workforce Task Force) strategies and recommend policies and practices to meet California's anticipated shortage of one million 5 industry-valued, middle skill credentials. Specifically, apprenticeship programs are key to the Strong Workforce Task Force conclusion that more targeted and integrated supports, aligned with regional labor market demands of business and industry, will help students set career goals that equip them to compete in a dynamic workplace and changing economy.

It should also be noted, that the CCCCO has adopted Strong Workforce Metrics for its programs and grants. Therefore, CAI grantees will need to set projections for the performance of each program in accordance to these metrics. Applicants that are awarded a CAI grant will be provided additional information that describes the steps and where to get information to support the outcomes projection process. To this end CAI grantees will be required to utilize CalPass-Plus to ensure the necessary data is provided.

Area of Focus

$6,000,000 total available for new and innovative pre-apprenticeship programs that specifically target underserved populations and are directly connected to <u>existing state registered apprenticeship programs approved and registered by the California Division of Apprenticeship Standards (DAS)</u>. This grant will be for 22 months, beginning March 21, 2017 and completed by January 31, 2019.

Pre-apprenticeship programs are differentiated from Registered Apprenticeship programs in that they provide a broad based training program in order to prepare participants to apply for admittance to registered apprenticeship programs. The CAI Pre-Apprenticeship Grant relies upon The US Department of Labor's Employment and Training Administration regarding the definition of a pre-apprenticeship program.

Objectives

This CAI Pre-Apprenticeship Grant Program is designed to encourage applicants to create programs which prepare and directly link pre-apprentice participants to careers in occupations which utilize an apprenticeship training model. A successful pre-apprenticeship program will provide a broad range of classroom, hands on and (potentially) on the job experiences that will enable participants to meet the application standards for entrance into a registered apprenticeship programs. Successful completion of pre-apprenticeship program does not guarantee entrance to an apprenticeship program. Successful pre-apprenticeship programs will be required to entail a formal agreement and/or articulation agreement with a state approved apprenticeship training program.

Successful grantees will investigate current practices and implement new and innovative methods to increase the number of women, persons of color, foster youth, parolees, veterans or other under-represented groups who meet the minimum application standards. By doing so, this grant will improve the diversity of the pool of applicants for apprenticeship programs in multiple career pathways. Applicants are encouraged to leverage regionally based partners that can increase the apprenticeship training programs and pre-apprenticeship training programs in order incorporate strategies and capacity to serve under-represented groups in targeted industries and occupations. Adult Education Block Grants (AEBG) consortiums and community based organizations, Local Workforce Development Boards (LWDB) possess capacity to serve underrepresented populations; such as supportive services, remedial education, and outreach strategies.

Expected Program Outcomes

Grant recipients are expected to complete the following during the 22 month grant period:

- Identify, recruit and provide classroom and hands on training targeting one or more under-represented groups to prepare them for additional training as a registered apprentice and share best practices.

- Participate in evaluation, conference calls, inquiries from DAS, CCCCO and outreach efforts as part of the greater California Apprenticeship Initiative.

- Create partnerships with other local support agencies [Adult Education Block Grant Consortiums, Local Workforce Development Boards, community colleges, K-12 local educational agencies, etc.] in order to increase completion rates, promote the participation of under-represented populations, and contribute to the overall success of the program.

- Increase the number of eligible applicants for the partner apprenticeship programs in targeted under-represented populations.

- Formalize agreements with state approved apprenticeship training program that enable individuals who have successfully completed the pre-apprenticeship program enter directly into a state approved apprenticeship training program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

- Formal linkages can be established with more than one existing state registered apprenticeship programs in the form of multi-craft pre-apprenticeship training programs- in order to provide a broader set of career paths for successful pre-apprenticeship program completers while providing industries with more qualified apprentice candidates.

- Utilize Cal-PASS Plus to adopt and track the Strong Workforce Taskforce metrics. At minimum the following measures must be selected:

    - Number of course enrollments

    - Job closely related to field of study

    - Employed in the second or fourth fiscal quarter after exit

    - Attained a living wage

Allowable Expenditures: Funding can be used for the following:

  - Tools, equipment, uniforms, etc.
  - Curriculum development, revision, approval
  - Supportive, wrap around services for pre-apprentices
  - Educational expenses (tuition, fees, books, instructor salary, etc.)
  - Employer and apprenticeship outreach and recruitment
  - Travel, conference expenses, etc.
  - No out of state travel will be permitted for this grant
  - 4% for indirect costs to CCD/LEA fiscal agent
  - Program coordinator salary
  - Other expenses as approved by grant monitor

C. Eligibility

Qualified Applicants/Fiscal Agents: California Community College Districts and California Department of Education Local Education Agencies (LEAs), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts, per Proposition 98 guidelines.

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, unless evidence of satisfactory corrective measures taken—as determined by the Chancellor's Office-- is presented. Therefore, past performance of other state grants will be a consideration prior to final selection.

D. Performance Period

The application will be awarded for the time period of March 21, 2017 through January 31, 2019. See listing of key dates on page 15 for quarterly and final report deadlines for the first year.

<u>No extensions will be allowed for this grant, including no cost extensions.</u>

E. 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.

Written questions concerning the specifications in this Request for Applications must be submitted to Nick Esquivel via email at **Apprenticeship@cccco.edu**

F. Bidder's Conference

The Chancellor's Office will hold a Bidder's Conference for this RFA via a webinar. Webinars will occur 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.

G. 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. The applicant shall use the proper (College or CDE LEA) workbook when submitting an application and, in order to save the applicant time in filling out redundant information,

the workbook is prepopulated and contains formulas to prevent errors in allocation amount, indirect costs, etc.

Narrative sections such as the cover letter, abstract, need, response to need, and the management section are not part of this workbook. 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 16) and the forms and templates provided in Appendix B.

The CCCCO 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: The application must receive a minimum averaged score of 75 within the grant scoring process in order to receive consideration for funding.

	Maximum points
Need	15
Response to Need	25
Annual Workplan	10
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	15
Outreach and Sharing of Best Practices	15
Feasibility of the Project	10
Total Points	**100**

1. **Face Sheet**

    NOTE: The completed application will be submitted electronically and therefore no face sheet will be required. If an application is funded, the Chancellor's Office will send an appropriate face sheet with instructions for completion.

2. **Cover Letter**

    The Chief Executive Officer/Superintendent/Designee of the applying Community College District (CCD) or California Department of Education Local Education Agency (LEA), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts per Proposition 98 guidelines, will submit a cover letter with signature within the electronic submission stating that the District is willing to be fiscal agent and is submitting the application for CCCCO review.

3. **Contact Page**

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. There are separate workbooks for colleges or K12 LEAs. Please use the appropriate workbook. Failure to do so may result in disqualification of the application, as determined by the Chancellor's Office. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- District – Select the CCD or fill in the name of the LEA that is applying (click twice in the district text box to make the selection within the drop down menu).

After filling in the "Do First" tab, the CDE LEA district and CCD names will auto fill to the appropriate forms. LEAs acting as Fiscal Agents will use the CDE LEA version of Appendix B and input the name of the LEA. 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 1 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 15**
(Narrative – Limited to 3 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

In the region, in which you intend to start this new and innovative pre-apprenticeship training program, please make a case, using Labor Market Information, data and logic about supply and demand, for why the program that you are applying for is critical in your region and to your employer partners. Conversely, please demonstrate, utilizing demographic data, how the pre-apprenticeship training program will expand access for underrepresented populations to apprenticeship training programs in industries that drive your regional economy and occupations that lead to a livable wage. Please address any unique aspects of your region, proposed industry sector, its occupational history and regional economic projections that will influence the committee to

recognize the economic and educational imperative for this apprenticeship program in your region.

7. **Response to Need**   **Maximum Points 25**
   (Narrative – Limited to 6 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

   The grantee will be responsible for implementing and developing a new and innovative pre-apprenticeship training model commissioned under this grant. Therefore, applicants shall answer in a narrative format a series of questions in the response to need section. The pre-apprenticeship program should incorporate the following elements:

- **Describe how the approved training and curriculum is based on industry standards** and designed to meet all necessary entrance requirements of applicable state-approved apprenticeship programs into which successful pre-apprenticeship completers will enter; and has had input from, and is approved by the state-approved apprenticeship programs that will accept successful pre-apprenticeship completers one or more state approved apprenticeship program(s);

- **Describe the pre-apprenticeship strategies for long-term success.** Strategies must demonstrate the outcome of increased state-approved apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more state-approved apprenticeship program(s) including the following:
    - Strong recruitment strategies focused on outreach to populations under-represented in state approved apprenticeship programs;
    - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more apprenticeship training programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, math tutoring, etc.); and
    - Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.

- **Describe how students in pre-apprenticeship training programs will have access to necessary support services to achieve their educational and career objectives.** Partnerships can be leveraged to facilitate access to appropriate support services during the pre-apprenticeship program and a significant portion of the state approved apprenticeship training program.

- **Describe how the proposed pre-apprenticeship program will promote greater use of state approved apprenticeship training program to increase future opportunities.** To support the ongoing sustainability of the partnership between pre-apprenticeship providers and state approved apprenticeship sponsors, successful grantees will collaborate to promote the use of state approved apprenticeship training program as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals.

- **Meaningful Hands-on Training that leverages work-based learning opportunities and quality career technical education programs that aligned with regional employer needs.** Pre-apprenticeship training programs must provide hands-on training to individuals in a simulated lab experience or through work based opportunities that accurately simulates the industry and occupational conditions of the partnering state approved apprenticeship sponsor(s).

- **Describe how the pre-apprenticeship training program will facilitate entry and/or articulates with a state approved apprenticeship training program(s).** Pre-apprenticeship training program should have formalized agreements with state approved apprenticeship training program that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a state approved apprenticeship training program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired. Should an applicant not have a formal agreement in place, may submit evidence that an agreement is imminent.

8. Annual Workplan   Maximum Points 10

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, the 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 C – 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. Following any award, the applicable Chancellor's Office-designated Project Monitor will be the final arbiter regarding what constitutes sufficient detail.

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(s) or firm(s) 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 and LEA travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-state travel and out of country travel will not be allowed.

d.   **Equipment Purchases**

It is the intent of this grant funding to design and implement a pre-apprenticeship program that is long-term, effective and sustainable beyond the grant performance period. Therefore, any equipment budgeted

will be closely scrutinized to determine if the proposed purchases meet the intent of the funding and demonstrate long-term sustainability.

e.   Annual Meetings

As part of the California Apprenticeship Initiative, it is required that the <u>Project Director</u> of this application attend at least 2 scheduled California Apprenticeship Council meetings during the grant in order to stay connected with the statewide Apprenticeship community. This may/should include the semi-annual California Conference on Apprenticeship. Applicants are also encouraged to participate in Adult Education, CTE and other conferences as needed to be successful.

In addition, the Project Director shall attend meetings (via conference call) coordinated by the organization designated to provide Technical Assistance for the California Apprenticeship Initiative to develop a Community of Practice (CoP).

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

10.   Project Management   Maximum Points 15
(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 Intent-to-Participate form letters from the California community college or LEA within the network identified when the grant is written. The organizational/governance charts and letters do not count against the five page narrative limit.

11.   Outreach and Sharing of Best Practices   Maximum Points 15
(Narrative – Limited to 2 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

Describe how the project will conduct outreach to state registered apprenticeship programs and potential pre-apprentices as well as share best practices. This narrative must not exceed 2 pages. Project staff is encouraged to share their best practices through State and regional venues.

12.   Feasibility of the Project   Maximum Points 10

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) to attach to an e-mail and submit electronically. Two additional pages may be attached for applicants to graphically explain how the apprenticeship program will be organized and succeed.

   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 applicant's Chief Executive Officer, Superintendent or authorized designee;

   2) Application Budget Summary must be signed by the applicant's Chief Business Officer, Superintendent (or authorized designee) and the Project Director;

   b. Applications must be submitted electronically in a single PDF to the Chancellor's Office by **5:00 p.m.** on **Friday, February 15, 2017** to **Apprenticeship@cccco.edu** with the subject line reading: **CAIRFA2016-17PreApp_***District Name***.** No separate e-mails with pieces of applications will be accepted. The single PDF of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted. No phone calls will be accepted.

   To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. The Chancellor's Office will accept e-mailed questions up until close of business **February 3, 2017** which is 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 10MB. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

   NOTE: Within 5 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 Nick Esquivel at **Apprenticeship@cccco.edu** to confirm receipt of their application.

H.   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 on or before **5:00 p.m. on February 15, 2017** or sent to the wrong e-mail address.

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

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

4.   The Annual Workplan and/or Application Budget Detail Sheets do not show required attendance at Chancellors Office required meetings (to be determined), California Apprenticeship Council Meetings and or the bi-annual California Conference on Apprenticeships.

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

    a.   A cover letter signed by the CEO, Superintendent or designee of the Community College District or Local Education Agency (LEA)

    b.   Contact Page

    c.   Application Abstract (narrative limited to 1 page)

    d.   Table of Contents

    e.   Need (narrative limited to 3 pages)

    f.   Response to Need (narrative limited to 6 pages)

    g.   Annual Workplan

    h.   Application Budget Summary
        (Project Director's signature)
        (Chief Business Officer's/Superintendent/Designee's signature)

    i.   Application Budget Detail Sheet

    j.   Project Management (narrative limited to 5 pages, plus an organizational chart, governance chart, and apprenticeship program sponsor intent-to-participate letters)

    k.   Outreach and Sharing of Best Practices (narrative limited to 2 pages)

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.

I. Calendar of Key/Reporting Dates

Key Dates

January 18, 2017   RFA Released
February 1, 2017   Bidder's Conference (Webinar)
February 3, 2017   Deadline for Submitting Questions
February 15, 2017   Deadline for Submitting Application
March 3, 2017   Notification of Intent to Award
March 17, 2017   Appeal Deadline
March 20-21, 2017   Board of Governors Approval (grants over $100,000)
March 21, 2017   Grant Commencement
January 31, 2019   Grant End Date

Reporting Dates

June 26, 2017   1st Quarter Year-to-Date Expenditure and Progress report due
September 26, 2017   2nd Quarter Year-to-Date Expenditure and Progress report due
January 3, 2018   3rd Quarter Year-to-Date Expenditure and Progress report due
March 26, 2018   4th Quarter Year-to-Date Expenditure and Progress report due
June 26, 2018   5th Quarter Year-to-Date Expenditure and Progress report due
September 26, 2018   6th Quarter Year-to-Date Expenditure and Progress report due
January 31, 2019   7th Quarter Year-to-Date Expenditure and Progress report due
March 1, 2019   Final Claim of Expenditures and Final Report

Chancellor's Office, California Community Colleges

RFA Specification

RFA Specification No.:   16-192

RFA Title: California Apprenticeship Initiative (CAI) Pre-Apprenticeship Grant

Funding Source: Proposition 98

Funding Period: March 21, 2017 through January 31, 2019

Total Funds Available: $6,000,000 ($250,000 to $500,000 per award)

Required Match: No match required

BACKGROUND

California Apprenticeship Initiative

Within the reference materials section at the end of the RFA are links to the Doing What Matters for Jobs and the Economy website (http://doingwhatmatters.cccco.edu/), Budget Act language and other related material for those that wish to research these sources for a full understanding of the system goals and or legal requirements for this RFA.

NEED
(Narrative – Limited to 3 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 local, regional, or statewide need for the intended pre-apprenticeship program and the gap that the applicant will address.

RESPONSE TO NEED
(Narrative – Limited to 6 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

Based upon the identified barriers and opportunities, this section must present a plan to achieve the grant objectives. The response to this section acknowledges the objectives and identifies who will be a part of meeting those objectives. The narrative should be clear regarding how the proposed project is innovative, in either industry focus, partnerships, responsiveness to a particular local need, the lack of apprenticeship training in the region or other innovative concepts.

OBJECTIVES/OUTCOMES

As stated above, CAI Pre-apprenticeship Grant program is in support of the Strong Workforce Task Force strategies and recommend policies and practices to meet California's anticipated

shortage of one million industry-valued, middle skill credentials. To this end the CAI will be utilizing the Strong Workforce Program Metrics (Appendix D). The California Apprenticeship Initiative (CAI) will require the grant awardees to collect information on various performance indicators to enable the California Community College Chancellor's Office (CCCCO) to evaluate the effectiveness of the project, which will entail providing files with the Social Security Numbers. Research-based indicators and measurable student outcomes for the number of certificates granted to, and wage increases of, students who have completed a career technical education program. The outcome-based data shall specifically identify the impact of the CAI Pre-apprenticeship Grant funding. In addition, as with all other CCCCO grants funded under the Doing What Matters for Jobs and the Economy, Strong Workforce Program Measures (Appendix D) must be collected for the CAL-PASSPLUS and utilized for accountability. Data collection, performance reporting and analysis will be included as part of the 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:

Management Narrative
(Narrative – Limited to 3 pages 1" margins, single or double-spaced, 12 pt. Arial font)

1.	Explain the applicants existing networks and partnerships; experience in apprenticeship training programs or other Career Technical Education programs; major accomplishments, especially in bringing educational systems and/or industry/employer groups into alignment; leadership in the region; and major accomplishments in aligning and articulating curriculum with the needs of the industry sector associated with the proposed apprenticeship training program.

2.	Describe the applicant's past successes in convening stakeholders towards the purpose of collaborating regionally, creating or supporting apprenticeship or pre-apprenticeship programs, curriculum development and approval (where needed), bringing employers together for common training purposes, and workforce preparation.

3.	Describe how the applicant has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop educational and/or training programs and how that experience supports creation of new pre-apprenticeship programs.

4.	Describe the applicant's experience in data-driven, evidenced-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 state registered apprenticeship partners** and other stakeholders that have been identified and will participate in the network at the time of the writing of the grant. The applicant may amend their application to include additional partners should the application receive an award.

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 a CCCCO 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 CCCCO allows for 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

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. The Strong Workforce Program metrics for grants and activities administered through CCCCO's Workforce and Economic Development Division are based on measurements associated with the Workforce Innovation and Opportunity Act (WIOA), as well as measures in use in other Chancellor's Office initiatives. These metrics are the continuation of the practice of requiring Common Metrics and Accountability Measures for RFAs of the Division of Workforce & Economic Development, which are provided in **Appendix D**.

Each grant must specify which objectives and Strong Workforce Taskforce metrics are relevant based on the intent of the funding.

REFERENCE MATERIALS

Legal Terms and Conditions Articles I and II **(Appendix A)**
Application Forms **(Appendix B)**
Guidelines, Definitions and Allowable Expenditures **(Appendix C)**
Strong Workforce Program Metrics **(Appendix D)**

Division of Apprenticeship Standards website http://www.dir.ca.gov/das/
Division of Apprenticeship Standards questions DAS@dir.ca.gov

Centers of Excellence for Labor Market Research
Search the LMI Library for reports or research related to your program:
http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx

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

Division of Apprenticeship Standards District Offices

Fresno
2550 Mariposa Mall, Room 3080
Fresno, CA 93721
(559) 445-5431
(559) 445-6294 (fax)

Senior Apprenticeship Consultant
Rachel Freeman

Sacramento
160 Promenade Circle, Suite 320
Sacramento, CA 95834
(916) 928-6800
(916) 928- 4745 (fax)

Senior Apprenticeship Consultant
Eric Elberg

San Francisco
455 Golden Gate Avenue, 9th Floor
San Francisco, CA 94102
(415) 703-1128
(415) 703-5427 (fax)

Senior Apprenticeship Consultant
Eric Elberg

Los Angeles
320 West 4th Street, Room 950
Los Angeles, CA 90013
(213) 576-7750
(213) 576-7758 (fax)

Senior Apprenticeship Consultant
Richard Robles

San Diego
7575 Metropolitan Drive, Suite 209
San Diego, CA 92108
(619) 767-2045
(619) 767-2047 (fax)

Senior Apprenticeship Consultant
Victor Rodriguez

San Jose
100 Paseo de San Antonio, Room 125
San Jose, CA 95113
(408) 277-1273
(408) 277-9612 (fax)

Senior Apprenticeship Consultant
Rachel Freeman

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.