

**APPENDIX E**  
**Application Package Information and Details**

The application is made by submitting the materials described below within the Chancellor’s Office NOVA system. Applications must contain all information requested and be submitted in the formats described by **11:59 p.m., Friday, March 1, 2024.**

Applications are competitively scored, based on a 100-point scale, as indicated in the table below. A minimum average score of 75 must be obtained during the review process to be considered for funding.

<b>Application Section</b>	<b>Maximum Points</b>
Project Team and Supporting Cast	15
Workplan	75
Budget and Budget Narrative	10
<b>Total</b>	<b>100</b>

**PROJECT TEAM, SUPPORTING CAST AND REQUIRED PARTNERS (15 points)**

The lead institution in the application should be designated as the community college district or college.

The applicant project team should consist of at least two grant champions (Chief Instructional Officer and Dean or equivalent Administrators); a faculty team representing each of the following areas: Counseling, Articulation Officer, Admissions & Records, and construction-related discipline faculty or faculty division chair where CTE (Career Technical Education) program is housed; and additional relevant personnel at the district level or college referred to as “supporting cast” to maximize success: (e.g. Communications or Public Relations, Career Counselors, Guided Pathways Coordinators, Financial Aid, etc.). Required partners, at a minimum, include local workforce board and local building trades council (BTC) representatives.

Project Team			
Role	Name	Title	Email and Phone
Grant Champion - CIO			
Grant Champion – Project Director (Dean or Equivalent Administrator)			
Faculty – Counseling			
Faculty – Articulation Officer			
Faculty – Admissions & Records			
Faculty – Construction or CTE <sup>1</sup>			
Supporting Cast			
Role	Name	Title	Email and Phone
Communications/Public Relations			
Career Counselor			
Guided Pathway Coordinator			
Financial Aid			
Other (optional)			
Other (optional)			
Labor Partners			
Role	Name	Title	Email and Phone
Lead Convener, Local HRCC Partnership <sup>2</sup>			
Local Workforce Board Representative			
Local Building Trades Council Representative			
Other (optional)			
Other (optional)			

<sup>1</sup> Construction-related discipline faculty or faculty division chair where CTE (Career Technical Education) program is housed.

<sup>2</sup> Please include this role if your district or college is a partner in or seeking to become a partner in an HRCC partnership. See Appendix A for additional details on HRCC Partnerships and the Lead Convener role in those partnerships.

## WORKPLAN (75 points)

1. Which of the disproportionately impacted student populations noted in the “Purpose and Priorities” section will you serve?
2. Describe your current construction-related Career Technical Education (CTE) program and list the applicable TOP Code(s).
3. Do you have a state-approved joint labor management apprenticeship and/or pre-apprenticeship construction program?
  - a. [Yes] With which state-approved joint labor management apprenticeship and/or pre-apprenticeship construction program does your district or college have an existing MOU?
  - b. [No] If such an MOU does not exist, please details your plans to establish one, including which state-approved joint labor management apprenticeship and/or pre-apprenticeship construction program.
4. Are you an existing HRCC partner?
  - a. [Yes] As an existing HRCC partner, what role will the partnership play and what support will you receive from them?
  - b. [No] If you are seeking to become part of an HRCC partnership, what role will the partnership play and what support will you receive from them?
5. Describe how you will develop a College Credit for Prior Learning (CPL) workgroup as described in the Chancellor’s Office and Success Center “[Credit for Prior Learning Policy Implementation Toolkit](#)”. Who will be included in the workgroup? The workgroup members should be aligned with the individuals/roles outlined in the Project Team, Supporting Cast and Labor Partners tables above.
6. Describe how you will develop your Student Services CPL Process, including plans for student academic and career supports. Include who will be involved and what role they will play.
7. Describe how you will develop your plan to communicate with students about CPL, including the academic and career supports available to students.
8. Describe how you will develop an engagement plan to enable multi-directional dialogue about CPL, including the stakeholders involved and their roles. Include planned meeting cadence and key communication artifacts for stakeholder engagement.
9. Describe how you will create work-based learning opportunities and award industry-valued credentials, including who will be involved and what role they will play.
10. Describe how you will build a crosswalk of courses eligible for CPL, including who will be involved and what role they will play. How will you sustain this activity beyond the grant?
11. Describe how will you determine what types of prior learning assessments will be required.
12. Describe how you will determine your process for CPL assessment development and approval, ensure reviews from faculty, administrators, IT (Information Technology), evaluators, and Student Learning Outcomes subject matter experts. Include who will be involved and what role they will play.
13. Provide a timeline for board policy and administrative procedure development and

adoption. How will you determine the governance process to advance board policy and administrative procedures?

14. Describe how you will develop your plan to communicate with the campus community about CPL.

15. What risks do you anticipate with this workplan?

**BUDGET AND BUDGET NARRATIVE (10 points)**

Applicants must provide a detailed program budget with object-level codes and a clear narrative for each expenditure line item, in alignment with the following allowable expenses (as per Assembly Bill 132):

- Personnel costs for employer engagement and partnership management activities.
- Program outreach and recruitment activities.
- Costs of program development, program materials, instruction, student job placement, coaching, and support activities.
- Training costs.
- Participant fees.

Indirect costs should not exceed 4 percent and should be calculated as follows:

$$Grant\ Amount \div 1.04 = Grant\ Operating\ Budget \times 4\% = Indirect\ Costs$$

<b>Expenditure Category</b>	<b>Budget Narrative</b> (description, details, percentage of staff time or hours, etc.)	<b>Estimated Amount</b>
Faculty & Staff Salaries		
Benefits		
Operating Expenses		
Other		
	<b>TOTAL</b>	\$