



California  
Community  
Colleges

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
Workforce and Economic Development Division**

**LETTER OF INTENT  
(Will serve as the REQUEST FOR APPLICATION)**

**For**

**California Community Colleges to Participate in the  
Community Colleges Apprenticeship Pathways Demonstration Project**

**October 2023**

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## **Background**

On August 1, 2023, Chancellor Christian of the California Community Colleges held an organizational meeting with the California's Secretary of Labor, Stewart Knox (a long-time avid supporter of community colleges) and with state government and college leaders. The meeting was to review and assess the potential of converting new and innovative apprenticeship experiences into the Apprenticeship Pathways Demonstration Project.

For this new initiative, targeted students will be those in emerging and priority industry sectors who are current apprentices, as well as those who have completed apprenticeships. Dr. Marvin Martinez, chancellor of the Rancho Santiago Community College District, has agreed to lead the project, which will include a first cohort of 25 of the existing 116 community colleges within the system.

This initiative seeks to:

- Provide community college credit for apprenticeship classroom instruction and for prior learning experiences through credit for on-the-job training.
- Encourage these apprentices to continue their educational journey in community colleges from pre-apprenticeship in enhanced noncredit earning a certificate on to credit programs offering associate degrees on to the new community college baccalaureate degree in career technical education or applied learning.
- Invest in the State's economic growth and global competitiveness through enhanced pathways for individuals participating in apprenticeship programs, particularly as an engine for economic and career mobility for low-income adults.
- Expand diversity, equity, and inclusion by ensuring all students, regardless of race, age, economic status, or geography, gain exposure and confidence to pursue any degree pathway that aligns with their chosen apprenticeship field.

This initiative is intended to provide community college apprenticeship program students, with a direct path to credit certificates and degrees. Supporting students along their educational journey, while allowing them to earn wages and learn 21st-century skills, is how the California Community Colleges will contribute to breaking the cycle of poverty and give community college students, their families, and their communities the opportunity for true economic mobility.

## **Letter of Intent Overview**

The purpose of the Letter of Intent (LOI) is to solicit and identify community colleges wishing to participate in the Apprenticeship Pathways Demonstration Project, Round 2. Based on the LOI applications submitted to the Chancellor's Office, grant funding will be issued to fund up to 24 colleges up to \$99,000 per college.

California Community Colleges may apply for this grant only upon invitation. Colleges interested in applying must submit a LOI application in the Chancellor's Office NOVA system.

Submission will include all content required in the NOVA application. The deadline for submission is 5:00 PM PST on Thursday, February 1, 2024.

### **Grantee Commitments**

Grantees must agree to comply with all requirements and commitments articulated below.

- This funding source is specific to achieving the intended outcomes to expand and align existing apprenticeship programs into apprenticeship credit career pathways at California Community Colleges.
- Funding for this grant is separate from the California Apprenticeship Initiative, or Related and Supplemental Instruction (RSI) reimbursement funding.
- Grantee shall provide a detailed program budget with object-level codes & clear narrative for the district and college(s) participating in this funding opportunity.
  - Budget breakdown must include how the funds will be distributed for the proposed work, including expenditure line item, all services, materials, salaries, instruction, etc.
  - Indirect costs should not exceed 4 percent.
- Grantee shall submit a Program Workplan by 5:00 PM PST on **Thursday, February 1, 2024**, that:
  - Describes high level planned activities to complete grant objectives, key milestones and deliverables, and expected outcomes.
  - Provides a description, supported with LaunchBoard and/ or [Centers of Excellence for labor market research](#) data, of the apprenticeship program(s) that the community college elects to establish into apprenticeship credit career pathways.
    - The description must also include identification of the associate or baccalaureate degrees pathways that may result and estimates for the full-time equivalent student (FTES) that new apprentices would generate.
  - Provides a description of, and certification for, a college-wide infrastructure to evaluate and award credit for prior learning (CPL.)
    - This description should also provide detail on how CPL hours will be counted as FTES hours.
- Grantee shall track student data and programmatic activities as necessary to complete deliverables and outcomes reporting in NOVA throughout the grant performance period.

**Eligibility**

Eligibility for this funding opportunity is limited to only those California Community Colleges that receive an invitation. Invitations were based competitively using considerations such as hours of RSI instruction reported for reimbursement in recent years, Apprenticeship FTES reported in recent years, and previous CAI grant awards and reported outcomes.

**Grant Duration**

The grant duration is for one (1) year and is expected to begin in February of 2024 and last through July 31, 2025.

**Grantee Requirements and Deliverables**

This initiative seeks to establish policies and system structures to provide community college credit for apprenticeship classroom instruction and for prior learning experiences through credit for on-the-job training.

Grantee requirements include:

1. Finalize the Project Team and Supporting Cast
  - Confirm two grant sponsors or champions (Chief Instructional Officer and Dean or equivalent administrators) at the college to support the project. These sponsors are identified in the LOI application.
  - Confirm a five-member team to participate in the implementation of this program. It is recommended that the faculty team consists of faculty representing each of the following areas: counseling, curriculum design faculty, non-credit faculty, discipline faculty (lead faculty in the apprenticeship discipline) or faculty division chair where the pathway is housed, admissions and records (A&R) staff, and an outreach team representative. These roles are identified in the LOI application.
  - Inform and confirm additional relevant parties at the college, referred to as “supporting cast,” to maximize success and further enrich the pathway (i.e., communications or public relations and program marketing, counselors, Guided Pathways coordinator, Associated Student President, Workforce Representatives, etc.)
2. Attend and participate in project meetings and convenings (estimated to be up to 3 hours per week for faculty over the grant period) working with

program partners, in designing curriculum and submitting for local approval by curriculum committee. Working with A&R staff to design the CPL infrastructure needed.

3. Submit curriculum; courses and degrees for local approval.
4. Submit courses, certificates, or AA degree or state for approval.
5. Develop local or district policy on how students access CPL credit.
6. Submit 2 reports to the Chancellor's Office through the NOVA system.  
Reports should include progress updates as well as:
  - a. List of courses/certificates/AA/community college applied baccalaureate degrees submitted for local and state approval.
  - b. CPL Policy Document, including comprehensive description of CPL infrastructure.

### **Available Funding**

Total funding shall not exceed \$99,000 per college.

Grant expenditures may include all costs associated with funding curriculum development and design in credit-bearing instruction related to the designated apprenticeship program, including:

- Costs related to faculty time to engage in:
  - Pathway development starting from pre-apprenticeship (noncredit) to associate and baccalaureate degrees.
  - Curriculum development and/or alignment of existing apprenticeship programs offered to certificates, associate degrees, and baccalaureate degrees.
  - Development of a CPL learning infrastructure for apprenticeship pathways.
  - Attend meetings for planning and design of an initial or expanded offerings to be delivered, as well as office hours with experts in the pathway planning and design process.
- Support costs related to curriculum design experts and employer engagement as needed.
- Support costs to provide reporting required by this grant.
- Support recruitment and outreach materials/ time for apprenticeship program graduates to reconnect and enroll in the new certificate, associate, or baccalaureate programs.

### **Grantee Payments**

Grantee may invoice for an 80% advance upon Chancellor's Office receipt of invoice after execution of the Grant Agreement. Grantee may invoice for additional 20% upon project monitor's approved receipt of deliverables.

**LOI Submission**

The LOI application, including budget estimate and college contact lists must be submitted via the Chancellor's Office [NOVA system](#) by **5:00 PM PST, February 1, 2023**.

- The Chancellor's Office will review applications on a first come first serve basis starting December 15, 2023. The Chancellor's Office will award grants until there are no more funds available.

**Questions**

Please submit any questions about this funding opportunity to Sean McCobb, Apprenticeship Program Lead, at [smcobb@cccco.edu](mailto:smcobb@cccco.edu).

Questions about submission of LOI applications into the NOVA system can be sent to Gary W. Adams, Dean of Adult Education and Apprenticeship, Workforce and Economic Development Division, at [gadams@cccco.edu](mailto:gadams@cccco.edu).