



California Community Colleges

**Bidder's Conference**  
**K12 Strong Workforce Program**  
**Funding Opportunity –**  
**Request for Application**

**August 28, 2024**



# Today's Presenters

## **Dr. Lucia Robles**

Dean for K12 Strong Workforce Program,  
Chancellor's Office (CCCCO)

## **Katie Gilks**

Specialist for K12 Strong Workforce Program, CCCCCO

## **Betsy Yee**

Analyst for K12 Strong Workforce Program, CCCCCO

# Objectives & Housekeeping Items



- Walk through of the K12 SWP Funding Opportunity & Request for Application (RFA) for Round 7
  - **Application Due Date** -Friday, October 11, 2024, by 5:00pm Pacific Time
  - Only applications submitted via the NOVA system will be accepted.
- Performance Period: January 1, 2025 to June 30, 2027
  - There will be NO extensions to the performance period
- Questions about the Request for Application must be submitted to [K12SWP@cccco.edu](mailto:K12SWP@cccco.edu) by 5 p.m. on Friday, September 13, 2024

# K12 SWP 2024 Timeline

DATE	EVENT
August 19, 2024	K12 SWP Application Released/NOVA platform opens
TBD	NOVA Platform training posted to Chancellor's Office Website
August 28, 2024	Live Bidder's Conference
September 13, 2024	Questions Submission deadline to <a href="mailto:K12SWP@CCCCO.edu">K12SWP@CCCCO.edu</a>
October 4, 2024	Regional Engagement Information Sessions conclude
October 11, 2024	K12 SWP Applications due in NOVA system
November 22, 2024	K12 Selection Committees review period concludes
November 22, 2024	K12 SWP preliminary awards announced by Regional Consortium
December 13, 2024	Round 7 Appeals due to SWP Regional Consortium
December 20, 2024	SWP Regional Consortia communicate intent to award funds to LEAs
January 2025	Regional Consortia initiate subcontract process
January 1, 2025	K12 SWP project term begins

# Funding

## Statewide Funding Allocations to the Regions

- **Weighted Factors**

- Unemployment Rate
- Region’s Total Average Daily Attendance (ADA) for pupils in grades 7 through 12
- Proportion to projected regional job openings

- **Round 7 will use the data numbers from 2023-2024**

Regional Consortium	K12 SWP Allocation
Bay Area	\$29,415,025
Central Valley/Mother Lode	\$21,549,421
Inland Empire/Desert	\$19,002,516
Los Angeles	\$24,852,829
Orange County	\$11,497,537
North/Far North	\$19,965,840
San Diego/Imperial	\$13,961,751
South Central Coast	\$9,755,081
<b>TOTAL</b>	<b>\$150,000,000</b>

# Awarded Funding Levels for LEAs

There are four funding levels of maximum allowable dollar amounts for each application based on total ADA of the grant-seeking Local Education Agencies (LEAs) as shown in the table below:

Total Average Daily Attendance of LEAs	Maximum Allowable Grant Amount
Up to 140 ADA	Up to \$250,000
141 to 550 ADA	Up to \$500,000
551 to 10,000 ADA	Up to \$1,000,000
Over 10,000 ADA	Up to \$2,000,000

# Eligible Applicants

**Eligible K12 SWP applicants consist of one or more of any combination of the following LEAs:**

- School District
- County Office of Education
- Charter School
- Regional Occupational Center or Program (ROC/P)

# Eligibility Requirements -

- 1) LEA applicants must partner with at least one community college/district in their application.
- 2) The LEA (Lead and all K-12 Partners) shall be located within the geographical boundaries of the region from which it is applying for funds.
- 3) Each LEA (Lead and all K-12 Partners) must engage in regional efforts to align workforce, employment, and education services.
- 4) Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program. The CO will share details on the new data reporting tool in the coming weeks.

**Note:** Per Education Code, Section 88830, the Chancellor's Office will verify that required course data files have been submitted to the Department of Education. Currently, the Chancellor's Office is enhancing the data reporting tools and developing a comprehensive solution to manage the data upload process. More details will be shared in the coming months and technical assistance will be provided for the new data tool process.



# Application Details

## Application Review

- Each application will be read and scored by a minimum of three trained reviewers from the regional K12 Selection Committee formed by the Regional Consortium in the region in which the applicant is applying.
- Application reviews will occur from **October 14, 2024 - November 22, 2024.**

# Application Details

## Incomplete and Late Applications

- The Chancellor's Office and K12 Selection Committees reserve the right to reject any and all applications received prior to scoring should the following occur:
  - The application is not received through the NOVA reporting system by **5:00pm on Friday, October 11, 2024.**
  - The budget exceeds the maximum amount allowed as specified in the RFA instructions.
  - The application does not meet the match requirement funding levels and/or indicates that the match comes from non-allowable sources.
  - The application is incomplete and/or missing any required documents.

# RFA Clarification

- If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office.
- Written questions concerning the specifications and instructions in this RFA must be submitted by email to [K12SWP@cccco.edu](mailto:K12SWP@cccco.edu) no later than **Wednesday, September 13th at 5:00pm.**
  - Following this deadline, only technical questions will be answered.
    - FAQs will be updated on the [K12 SWP webpage](#) in the following 1-2 weeks and will include questions submitted to [K12SWP@cccco.edu](mailto:K12SWP@cccco.edu)

# Appeals Process

- Applicants who wish to appeal a grant award decision must submit a letter of appeal to the Regional Consortium for the region in which the application was submitted.
- The Regional Consortium must receive the letter of appeal, with a signature by the authorized person, no later than...

**5:00pm on Tuesday, December 13, 2024**

# Instructions for NOVA

## A. Creating/Accessing Your NOVA Account

- New Users – <https://t.ly/s8ayV>
- Returning Users – <https://nova.cccco.edu>

## B. NOVA Technical Assistance

- For questions related to the NOVA System, please contact [K12SWP@ccco.edu](mailto:K12SWP@ccco.edu)
- NOVA Platform Applicant Training Webinar to be posted on the [Chancellor's Office website](#) on: **September 2024**

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NOVA Site Version: 4.35.4

# Application Sections & Instructions

Application Section	Maximum Points
1. Pathway Identification	Not Scored/Required
2. Lead Local Education Agency (LEA)	Not Scored/Required
3. K-12 Partner Agencies (LEA)	Not Scored/Optional
4. Positive Considerations	20 Points
5. Higher Education Partners	Not Scored/Required
6. Collaborative Partners	Not Scored/Optional
7. Problem Statement and Project Objectives	40 Points
8. Industry Sectors and Pathways	Not Scored/Required
9. Project Work Plan	40 points
10. Budget & Match	10 points
11. Assurances	Not Scored/Required
12. Supporting Documentation	Not Scored/Required

## Workflow

Pathway  
 Identification  
 Incomplete

Lead & Partner  
 Agencies  
 Incomplete

Positive  
 Considerations  
 Incomplete

Higher Ed. &  
 Collaborative  
 Partners  
 Incomplete

Problem  
 Statement &  
 Project  
 Objectives  
 Incomplete

Industry  
 Sectors &  
 Pathways  
 Incomplete

Work Plan  
  
 Incomplete

Budget & Match  
  
 Incomplete

Supporting  
 Documents  
 Incomplete

# Application Format & Instructions

- Applicants may be required to make adjustments in the budget, work plan, or other aspects of the application prior to distribution of funds.
  - Grant applications are scored based on a 101-point scale
  - A minimum average score of 75 must be obtained during the review process
  - New K12 SWP applicants and applications proposing new CTE programs and/or pathways are eligible to receive up to 9 additional points
    - 3 points for new CTE programs and/or pathways
    - 3 points for new K12 SWP applicants
    - 3 points for focus on early college credit, youth apprenticeship/pre-apprenticeship, and/or Artificial Intelligence (AI) Literacy
      - ❖ Please note that these 9 points are in addition to the 101 points

# Pathway Identification

Maximum Points: Not Scored/Required

## Pathway Identification (Maximum Points: Not Scored/Required)

- Project Title
- CTEIG Award: Please indicate whether your organization was awarded CTEIG funds in 2023-24.



# Lead LEA

## Maximum Points: Not Scored/Required

### Lead Local Education Agency (LEA) (Maximum Points: Not Scored/ Required)

- **Select the Agency Type** from the drop-down list  
The Lead Agency/fiscal agent on the application must be one of the following eligible LEAs: school district, county office of education, direct-funded charter school, or ROC/P operated by a joint powers' authority or county office of education. If applying as an ROC/P based at a county office of education, be sure to select the appropriate ROC/P option.
- **Select the LEA** that will serve as the Lead Agency for this proposed grant project  
If the agency cannot be found or if the information is inaccurate, please contact the K12 SWP help desk by clicking the link in the instructions. (Address and ADA for Lead LEA are auto-populated by NOVA.)
- **Lead LEA Primary Contact:**  
Please identify the individual who will serve as Primary Contact for this proposed grant project. Include name, phone, and email. If applicable, include Lead LEA Reporting Designee.
- **Project Lead Alternate:**  
Please Identify the individual who will serve as the alternate lead contact for this proposed grant project. Include name, phone, and email.

- Any K12 SWP LEA not in compliance may be ineligible for future K12 SWP funding.

# Lead LEA – Permissions in NOVA

- **Project Lead:** Please designate one individual to be the first point of contact for the entire project. The Project Lead is the accountable party for the project.
  - Permissions include:
    - submitting and editing the project application
    - submitting and editing project plan budgets and contacts
    - submitting and editing progress and expenditure reports
- **Project Lead Alternate(s):** Multiple individuals can be assigned to this role. The Alternate(s) will not be the first point of contact and will not have the same permissions as the Project Lead. Communication through the NOVA system will only be received by the Project Lead.
  - Permissions include:
    - editing the project application
- **Project Contributor & Reporter:** Multiple individuals can be assigned to this role. The Project Contributor & Reporter can contribute to the application but cannot submit. This is the role that should be provided to anybody that is not a lead but is a delegate of the lead.
  - Permissions are limited to:
    - submitting and editing expenditure reports
- **Project Viewer:** Multiple individuals can be assigned to this role. The role of Project Viewer is for information purposes only. Permissions are limited to view only.

# Lead Responsibilities

- Agree to the Statements of Assurance
- Ensure all required Progress and Fiscal reports are submitted on behalf of all K–12 Partner Agencies,
- Have an invoice process for all K–12 Partner Agencies (sub-grantees), and
- Share K12 SWP-relevant communications and information with all partners.
  - Any LEA not in compliance may be ineligible for future K12 SWP funding.

# K-12 Partner Agencies

## Maximum Points: Not Scored

- **K-12 Partner Agency Type:** Select from the drop-down list.
- **K-12 Partner Agency:** Select the K-12 Partner Agency for this proposed grant project.
  - If the ADA for a K-12 Partner Agency is included in the application, that K-12 Partner Agency must:
    - Receive K12 SWP awarded funds or services, and
    - Submit required K12 SWP Progress, Fiscal, and data reports.
- **K-12 Partner Agency Primary Contact:**  
Please identify the individual who will serve as Primary Contact. Include name, phone, and email. (Contact information must be provided for each K-12 Partner Agency.)
- **K-12 Participating Schools:**  
Enter each of the partner LEA's K-12 schools that are participating in the proposed grant project.

*Note: Per Education Code, Section 88830, the Chancellor's Office will verify that required course data files have been submitted to the Department of Education. Currently, the Chancellor's Office is enhancing the data reporting tools and developing a comprehensive solution to manage the data upload process. More details will be shared in the coming months and technical assistance will be provided for the new data tool process.*

**Any K12 SWP LEA not in compliance may be ineligible for future K12 SWP funding.**

# Positive Considerations

## Maximum Points: 20 Points

- Area of Substantial Unemployment
- Rural School Districts
- Dropout Rate
- Unduplicated Pupils
- Special Populations
- **New CTE Programs/Pathways**
- **New K12 SWP Applicant**
- Early college credit, youth apprenticeship/pre-apprenticeship, and/or Artificial Intelligence (AI) Literacy

Positive Considerations	Round 6	Round 7
Area of Substantial Unemployment	2	2
Rural School Districts	2	2
Dropout Rate	2	2
Unduplicated Pupils	2	3
Special Populations	2	2
New CTE Programs/Pathways	+5	+3
New K12 SWP Applicant	+5	+3
Early College Credit, Youth Apprenticeship/Pre-apprenticeship, and/or AI	-	+3
<b>Total</b>	<b>20</b>	<b>20</b>

# Positive Considerations

- Unduplicated Pupils
- Area of Substantial Unemployment
- Rural School Districts
- Dropout Rate
- Special Populations
- New CTE Programs/Pathways
- New K12 SWP Applicant
- **Early college credit, youth apprenticeship/pre-apprenticeship and/or Artificial Intelligence (AI) Literacy**

# Positive Considerations Continued

The K12 Selection Committee, in consultation with the Regional Consortium, has the discretion to give positive consideration to programs to the extent they demonstrate and of the following:

- Most effectively meet the needs of the local and regional economies.
- Successfully leverage one or both of the following to support and sustain programs:
  - Existing structures, requirements, and resources of the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006
  - Contributions from industry, labor, and philanthropic sources
  - Make significant investments in career technical education infrastructure, equipment, and facilities.

# Higher Education Partner(s)

**Maximum Points: Not Scored/Required**

For each Higher Education Partner select

- **CA Community College or District Partner**

**Note: K12 SWP requires an intersegmental partnership between the K–12 system and at least one California community college (CCC) or California community college district (CCD).**

- **CA Community College Primary Contact:**

Please identify the individual who will serve as Primary Contact for this college's participation in the proposed grant project. Include name, phone, and email.  
(Contact information must be provided for each Partner.)

(OPTIONAL) Additional Higher Education Partner(s): If applicable, select additional higher education partners participating in the proposed grant project. Additional higher education partners may include four-year colleges, including California State Universities, Universities of California, and private colleges.



# Collaborative Partners

## Maximum Points: Not Scored/Optional

For each Collaborative Partner provide:

- Collaborative Partner:  
List the Collaborative Partner name and identify partner type and their proposed role for this proposed grant project. Include name, phone, and email. (Contact information must be provided for each Partner.)
- Collaborative Partner(s) Types include:  
Businesses, community organizations, industry organizations, philanthropic organizations, workforce development agencies, and government agencies, K12 agencies not receiving funds or services, among others.
- Collaborative Partner Roles include:  
Fiscal/financial contribution, partnership and subject-matter expertise, curriculum development/alignment, work-based learning experiences for students, and externship experience for educators and administrators, among others.

# Problem Statement

**Maximum Points: 20 Points**

## **Problem Statement should:**

1. Using your region's Strong Workforce Program Regional Plan and your region's Labor Market Information, explain the problem this grant project is trying to solve. (2500 characters maximum)
2. Identify the sector/industry challenges or needs this grant project will address with the local/regional sector/industry data that supports the stated challenges or needs, including information about the wage rate and demand for skilled workers. (2500 characters maximum)
3. Identify the need or opportunity to create alignment with your Community College partner(s) that the K12 SWP project will address. (2500 characters maximum)
4. Provide data that identifies equity gaps on how student subgroups (e.g., race, gender, socioeconomics, unduplicated) access, experience opportunities, and complete high school coursework that are aligned to high-potential CTE programs at disproportionate rates. Specifically, include evidence from demographic, enrollment and completion data to substantiate the targeted student population to be served. (2500 characters maximum)

# Project Objectives

**Maximum Points: 20 Points**

## **Project Objectives should:**

1. Identify measurable outcomes for this project that align career pathways/programs to community college programs AND lead to high-wage, high-demand career opportunities.
2. Describe the efforts your project will include that will close equity gaps by improving access to and completion of high-skill/high-wage CTE opportunities for disproportionately impacted students. Include student services that are designed to intentionally improve outreach and increase targeted academic supports, such as tutoring, mentoring by professionals and work-based learning.
3. How do your objectives respond to the needs described in the Problem Statement?
4. How are your objectives informed by and aligned with the region's Strong Workforce Program Plan and the region's Labor Market Information provided by the region's Centers of Excellence.

# Industry Sectors & Pathways

## Maximum Points: Not Scored/Required

- (a) **Select the appropriate Industry Sectors you plan to target.** The California Department of Education Industry Sectors are cross walked with the California Community Colleges. When you select the appropriate CDE sector(s), the associated sector(s) will automatically populate.
- (b) Proposed grant project. **Select the pathway(s)** to be included in the grant project. At least one pathway must be selected.
- (c) **Identify the design purpose for each Pathways/Programs** involved in the project.
- Create a new High School Pathway(s)
  - Expand and/or Scale existing High School Pathway(s)
  - Implement work across Industry Sectors (i.e. WBL across sectors, career exploration across sectors, student supports across sectors)
  - Middle School Career Exploration

**It is acceptable for a project's scope of work to focus on only one design purpose.**

# Project Work Plan

## Maximum Points: 40 Points

### (a) K14 Pathway Quality Strategies

Please identify which of the following four K14 Pathway Quality Strategies (Strategies) will be addressed by the proposed grant project work.

- Curriculum and Instruction
- College and Career Exploration
- Postsecondary Transition
- Work-Based Learning

It is acceptable for the proposed work to focus on only one Strategy.

Your application will be scored on only the applicable Strategy(ies) selected.

# Project Work Plan Cont.

## (b) Project Work Plan

The proposed grant project Work Plan is a requirement of the application. Use the project Work Plan to describe the activities and strategies that will be implemented to address the problem identified in the Problem Statement and to achieve the Project Objectives.

- For each K14 Pathway Quality Strategy identified describe the work and expected measurable outcomes.
  - Items 1 and 2 will be answered for *each* strategy selected:
1. Describe work and project activities to be funded by K12 SWP. Use a thorough and coherent approach that illustrates how the activities will align with the **Problem Statement** and achieve the stated **Project Objectives**.
  2. Describe and provide a list of expected measurable outcomes. What changes will occur because of the work and activities put into place with this grant? What improvements will be made? Examples may include increases in CTE enrollments, CTE completers, CTE completers' graduation rate, CTE completers with early college credit/WBL/industry certifications (could reference other metrics from K12 SWP dashboard).

New Project DRAFT

Started by Betsy Yee on Aug 15, 2024, 04:22 PM PDT

Next

5 errors | Show

- Workflow
- Pathway
  - Identification Incomplete
- Lead & Partner
  - Agencies Incomplete
- Positive
  - Considerations Incomplete
- Higher Ed. & Collaborative Partners Incomplete
- Problem Statement & Project Objectives Incomplete
- Industry Sectors & Pathways Incomplete
- Work Plan Incomplete
- Budget & Match Incomplete
- Supporting Documents Incomplete
- Preview & Submit

## Work Plan

### K14 Pathway Quality Strategies

Select at least ONE of FOUR Strategies that the project will focus on using K12 SWP funds. Applications that focus on ONE or TWO Strategies are scored with equal consideration as applicants that focus on THREE or FOUR Strategies.

- Curriculum and Instruction
- College and Career Exploration
- Postsecondary Transition and Completion
- Work-Based Learning

### Curriculum and Instruction

Describe work and project activities to be funded by K12 SWP \*

Provide a thorough and coherent approach that illustrates how the work related to Curriculum and Instruction will align with the Problem Statement and achieve the state Project Objectives.

Characters : 0/2500

Describe and provide a list of expected, measurable outcomes \*

Identify the changes and improvements that will occur because of the work and activities in this strategy. Refer to the RFA for more details.

Characters : 0/2500

# Project Work Plan Cont.

**For Items 3, 4, & 5** these will be answered **only once** regardless of the number of strategies selected.

3. Identify partner roles and responsibilities. Include description of what each K12 partner, community college, and/or employer partner, etc. will contribute to the project.
4. Identify the total number of students (unduplicated headcount) and/or teachers to be served and describe the way they will be impacted by each strategy. Provide justification for requested funds and address plans for sustainability. (Return on Investment)
5. Describe the student supports activities designed to improve access to and completion of high-skill/high-wage CTE opportunities for **disproportionately impacted students**. Include support that are designed to intentionally improve outreach and increase targeted academic supports, such as tutoring, mentoring by professionals, and work-based learning.



# Project Work Plan Cont.

## Leveraging other CTE Funds to Support this Work

Identify the additional funding sources that will support this work. Check all that apply.

- Perkins V (Strengthening Career and Technical Education for the 21st Century Act)
- CTEIG (California Technical Education Incentive Grant)
- Agricultural Career Technical Education Incentive Grant
- CTEFP (Career Technical Education Facilities Program/Prop 51)
- CPA (California Partnership Academies grants)
- SSP (Specialized Secondary Programs grant)
- Community College SWP (Strong Workforce Program)
- Other: \_\_\_\_\_

# Budget & Match

## Maximum Points: 10 Points

### Budget

Each Lead LEA and K-12 Partner Agency (if applicable) must prepare a budget by object code, provide descriptions, and identify the source and provide a description of match funds.

**The budget narratives should align with the Work Plan.**

(a) Use the Budget and Match template as a planning tool from which information can be copied and entered into NOVA.

A. K12 SWP Requested Budget Funds by Participating LEA by Year

Expenditure Type	2024-25	2025-26	2026-27	Totals
	Jan-June 2025 (6 mos.)	July 2025-June 2026 (12 mos.)	July 2026-June 2027 (12 mos.)	TOTAL FUNDS REQUESTED
1000 – Certificated Salaries				
2000 – Classified Salaries				
3000 – Employee Benefits				
4000 – Books and Supplies				
5000 – Services and Other Operating Expenditures				
6000 – Capital Outlay				
7000 – Indirect Costs				
<b>Total Budget Request</b>				

C. K12 SWP Total Financial Match Funds Descriptions/Source

Please describe the financial match funds to support the Project Objectives and Work Plan and identify the source by Object Codes (250 characters maximum for each object code description)

Expenditure Type	Financial Match	Description/Source of Financial Match Funds
1000 – Certificated Salaries		
2000 – Classified Salaries		
3000 – Employee Benefits		
4000 – Books and Supplies		
5000 – Services and Other Operating Expenditures		
6000 – Capital Outlay		
7000 – Indirect		
<b>Total</b>		

# Budget & Match

## Maximum Points: 10 Points

(b) Include how the grant funds will be distributed for each Lead Agency and K–12 Partner Agency for each fiscal year the proposed work will span. The template allows for expenditures in object codes 1000–7000, as follows:

- 1000 – Certificated Salaries: Certificated CTE teacher salaries
- 2000 – Classified Salaries: Classified salaries associated with CTE programs
- 3000 – Employee Benefits: Benefits associated with included salaries
- 4000 – Books and Supplies
- 5000 – Services and Other Operating Expenditures
- 6000 – Capital Outlay: Equipment purchases over \$5,000
- 7000 – Indirect Costs at a rate of 4%

**Only those expenses related to the CTE courses, pathways, and programs included in this project should be included in the project budget.**

The total budget will populate based on the amounts entered. *This is not a guarantee of being funded the requested amount.*

# Application Details

## Administrative Indirect Cost Rate

- An LEA may take a maximum of 4% administrative indirect costs for the term of the grant.
  - This is the approved rate set by the Chancellor's Office.
  - Please visit the California Department of Education website for guidelines regarding direct and indirect costs.

# Match Requirements

## Proportional Dollar Match

- Per Education Code, Sections 88828, (c)(1)(A)(B), any K12 SWP funds awarded, the grantee is required to provide a proportional dollar match as follows:
  - For Regional Occupational Centers and Programs (ROCPs) operated either by a joint powers authority or by a County Office of Education, one dollar (\$1) for every one dollar (\$1) awarded. The ROCP needs to be the Lead Agency on the Application.
  - For all other LEAs, two dollars (\$2) for every one dollar (\$1) awarded.

# Match Requirements

## Acceptable & Unacceptable Financial Match Sources

- Financial match must directly support and benefit the projects proposed in the grant.

Acceptable	Unacceptable
School district or charter school Local Control Funding Formula (LCFF) apportionments pursuant to EC Section 42238.02	California Career Technical Education Incentive Grant Program (CTEIG)
Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act (Perkins 5)	CTE Facilities Program Grant pursuant to EC Section 17078.72
Partnership Academies Program	Public School Facilities Bond (Prop 51)
Agriculture CTE Incentive Grant	Past K12 SWP award amounts
California Adult Education Program (CAEP), as approved by the local board	The same local match that is being used for California CTEIG
Community College Strong Workforce Program that directly serves K-12 pupils (i.e., dual enrollment, early college credit)	The same local match that is being used for another concurrent K12 SWP grant/application
Business, industry, philanthropic sources that will directly support the program	In-Kind Match of any kind

# Assurances

## Maximum Points: Not Scored/Required

- A duly authorized representative for the Lead LEA should review all assurances, certifications, and terms and conditions to be familiar with the grant expectations.
  - In compliance with K12 SWP legislation (Ed. Code, Section 88827-88828(c)(8)(C)):
    - All partners will report outcomes and financials in the NOVA System
  - Aligned with your district(s)/partner district(s) 2023-24 [Local Control and Accountability Plan \(LCAP\)](#).
  - Informed by, aligned with, and expands upon your region's Regional Plan and planning efforts occurring through the Strong Workforce Program.
  - Informed by Labor Market Information, Vision 2030, and regional priorities.
  - Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

# Assurances Continued

- Please use the Statement of Assurance template provided on the [Chancellor's Office website](#) and add to the Lead LEAs letterhead.
- A signed agreement will be required for each Lead and Partner relationship.

[insert organization/partner name or letterhead]

**Statement of Assurance**

**From:** [insert Lead LEA name and name of accountable party for the entire project w/ contact info]

**To:** [insert Partner Agency name and name of accountable party for the Partner Agency w/ contact info]

**RE:** Statement of Assurance and Supporting Documentation

**Assurances:**

A duly authorized representative for the Lead LEA should review all assurances, certifications, and terms and conditions to be familiar with [the grant](#) expectations. Please upload the Assurance Agreement form into NOVA attesting that this Pathway/Program Work Plan is:

- In compliance with K12 SWP legislation (Education Code, Section 88827 – 88828(c)(8)(C)):
  - All partners will report outcomes and financials in the NOVA.
- Aligned with your district(s)/partner district(s) 2023-24 Local Control and Accountability Plan.
- Informed by, aligned with, and expands upon your region's Regional Plan and planning efforts occurring through the Strong Workforce Program.
- Informed by Labor Market Information, Vision 2030, and regional priorities.
- Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

Please attest to the assurances that the Lead LEA and Partners will:

- Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lead LEA  
[Insert Name of District]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Partner LEA  
[Insert Name of District]



# Supporting Documentation

## **Applicants must upload the following documents:**

- **A signed agreement (Statement of Assurance) with each K-12 Partner Agency whose ADA is included on the application as the students served.**
- **Letter of Commitment from Community College Partner**

Do not upload any other types of documents, as they will not be reviewed or factored in the scoring process.

# Downloadable Application Tools

## Tools Available on the [Chancellor's Office website](#):

- CTE Pathway/Program Work Plan Practice Template
- CTE Pathway/Program Problem Statement and Project Objectives EXAMPLE
- CTE Pathway/Program Budget and Match Template
- CTE Pathway/Program Budget and Match EXAMPLE
- CTE Pathway/Program Scoring Rubrics
- **Statement of Assurance (*required*)**
- Community College Partnership Letter of Commitment Template (*required*)

Thank you – questions should be emailed to [K12SWP@cccco.edu](mailto:K12SWP@cccco.edu) by September 13<sup>th</sup>.

A Q&A will be posted on our website's [Frequently Asked Questions](#) section in the following 1-2 weeks.





# California Community Colleges

Thank you!

[www.cccco.edu](http://www.cccco.edu)