California Apprenticeship Initiative (CAI)
New Innovative Grant Program
Bidder's Conference
RFA #15-191

Thursday September 17, 2015

John Dunn
Nick Esquivel
Workforce and Economic Development Division
California Community Colleges Chancellor's Office

CALIFORNIA COMMUNITY COLLEGES
Doing What MATTERS™
FOR **JOBS** AND THE **ECONOMY**

Bidder's Conference Agenda

- Bidder's Conference Information

- Overview of RFA

- RFA Instructions

- RFA Specification

- Next Steps

Bidder's Conference Information

- Bidder's Conference access information: Participants will be muted.

- Please use the chat feature to ask clarifying questions. These questions will be addressed following the webinar.

Overview of the RFA

Overview

- **$10.5 million Available** ($250,000 - $1,000,000 per award)

- **15 - 20** New and Innovative Apprenticeship Grant Awards

- January 21, 2016 – February 28, 2018

- **No Match Required (employer contribution of 10% is required however, page 3)**

- **No Extensions**

Eligibility: Qualified Applicants & Fiscal Agents

- California Community Colleges

- California Department of Education (CDE) Local Education Agency's (LEAs)

  – Regional Occupational Centers & Programs

  – Adult Schools

  – County Offices of Education

  – California Public School Districts

Eligibility:
Scoring and Past Performance

- Applications must obtain a minimum averaged score of 75 to be considered for funding.

- Past performance of grantees on other state grants will be a consideration prior to final selection.

RFA Instructions

Application Scoring

Section	Maximum Points
Need	15
Response to Need	20
Annual Work plan	15
Application Budget Summary/ Application Budget Detail Sheet	10
Project Management	20
Dissemination	5
Feasibility of the Project	15
Total Points	**100**

Causes of Application Rejection

- It is received after the due date or sent to the wrong e-mail address.

- All required application documents are not submitted in a single e-mail.

- Contains facsimiles of forms and has changed language on those forms.

- Narrative sections exceed the page limit.

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

Application Sections

- Cover Letter

- Contact Page

- **Application Abstract** *(1-page limit)*

- Table of Contents

- **Need** *(5-page limit)*

- **Response to Need** *(7-page limit)*

- **Annual Workplan**

- Application Budget Summary/Application Budget Detail Sheet

- **Project Management Plan** *(5-page limit)*

- **Dissemination (1 page limit)**

- Feasibility of Project

- Out-of-State Travel Form(s) *(if requested)*

Application Formatting

- 1" margins

- Single or double spaced

- 12 pt. Arial font

- Keep to narratives page limits

Submission Information

Due date:　　　　　**5pm, Friday, November 6, 2015**

Email address:　　**apprenticeship@cccco.edu**

Subject line:　　　**CAIRFA2015-16NewPrograms**

Format:　　　　　**Single pdf, no larger than 10mb**

Appendices

- **Appendix A:**   Article I: Program Specific Legal Terms and Conditions.
  Article II: Standard Legal Terms & Conditions

- **Appendix B:**   Application Forms

- **Appendix C:**   Application Templates

- **Appendix D:**   Guidelines, Definitions and Allowable Expenditures

- **Appendix E:**   Common Metrics and Accountability Measures

- **Appendix F:**   Resources

RFA Specification

Need: *Limited to 5 Pages*

- Describe the local, regional, or statewide need for the intended apprenticeship program

- Describe any labor market information (LMI) that supports the identified need, using LMI data, employer information on expected new hires, retirements and/or identified training needs for new or incumbent workers.

Response to Need - *Limited to 7 pages*

Response to Need should describe:

- General approach to the creation and implementation of an apprenticeship program

- The plan should detail how the applicant will address:

  – How the needs specified will be addressed; and

  – How it will accomplish all of the Objectives and Outcomes listed on page 3

Annual Work Plan

Annual Work Plan:

- Insert the Objectives of the application

- Should map to the 'Response to Need' narrative.

- Describes each Objective's activities (including the outcomes, timelines, and responsible persons associated with each activity).

Project Management Plan:
Limited to 5 Pages

Project Management Plan should describe:

- Narrative outlining the management structure, who will be responsible for which area, etc.

- Their ability to effectively manage the funding (invoicing, payments received/disbursed, etc.)

- An organizational chart (does not count against 5 page limit)

- Intent to participate letters from potential employers (does not count against the 5 pages limit)

Dissemination – *Limited to 1 page*

- Describe how the project director will disseminate products to all partner individuals and organizations. Project staff is encouraged to disseminate their findings and work products through State and regional venues.

Feasibility of the Project

- This is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet.

- Intent is for the reviewer of the application to judge the cohesiveness and viability of the project.

Reporting Dates (for length of grant)

- **April 25** Quarterly Year-to-Date Expenditure and Progress Report due

- **July 25** Quarterly Year-to-Date Expenditure and Progress Report due

- **October 25** Quarterly Year-to-Date Expenditure and Progress Report due

- **January 25** Quarterly Year-to-Date Expenditure and Progress Report due

- **April 30, 2018** Final Claim of Expenditures and Final Report

Next Steps

Calendar of Key Dates

September 10, 2015	RFA Released
September 17, 2015	Bidder's Conference
October 16, 2015	Deadline to submit content/technical questions about the RFA
November 6, 2015	Deadline for submitting application
November 20, 2015	Notification of Intent to award
December 4, 2015	Appeal Deadline
January 19-20, 2015	Board of Governors Approval
January 21, 2016	Grant Commencement
February 28, 2018	Grant End Date
April 30, 2018	Final report and expenditures due

Bidder's Conference Follow-up

- Questions answered on this webinar will be posted on the Chancellor's Office website by September 24, 2015

- No additional technical or content related questions will be accepted after October 16, 2015

- All inquiries to **apprenticeship@cccco.edu**

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.

Contact Information

Contact for RFA Instructions and/or Specification:

John Dunn jdunn@cccco.edu
or Nick Esquivel nesquivel@cccco.edu

Webinar Archives:

Click here to access the Webinar Archives

Submission Information…Again

Due date: **5:00pm Friday November 6, 2015**

Email address: **apprenticeship@cccco.edu**

Subject line: **CAIRFA2015-16NewPrograms**

Format: **Single pdf, no larger than 10mb**

Receipt of submission of RFA will be provided within 24 hours.

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