

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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March 13, 2015

TO: Deputy Sector Navigators
Regional Consortia Chairs
Sector Navigators
Technical Assistance Provider
(Centers of Excellence for Labor-Market Research)
Chief Instructional Officers

FROM: Van Ton-Quinlivan, Vice Chancellor
Division of Workforce and Economic Development

SUBJECT: 2015-16 Renewal Applications
Deputy Sector Navigator Grant Renewal Application
Regional Consortia Grant Renewal Application
Sector Navigator Grant Renewal Application
Technical Assistance Providers: Centers of Excellence for Labor-Market Research
Grant Renewal Application

The above grants will be renewed for the 2015-16 fiscal year (FY). This decision is based on the continued successful implementation of the program objectives initially established in the FY 2013-14 request for applications (RFA), and is subject to the completion, submission, and approval of the attached grant renewal forms.

The original 2013-14 RFA specifications will govern the grant renewal. As part of the grant agreement, all 2013-14 grant documents must be maintained for audit purposes. After the initial 2013-14 competitive grant process, applications may be renewed annually for up to an additional four years, contingent upon the successful completion of required outcomes and availability of funding. The renewal is a continuation of the competitive grant process and adheres to the original requirements of the original grant specifications, including the LaunchBoard, Year-To-Date Expenditures and Progress Reports, Final Reporting, and Quality of Service. However, new criteria may be added in the renewal years. Please review the attached grant renewal forms and appendices for revised or new criteria. It is the responsibility of each grant recipient to ensure that any revisions to the original application or new criteria are addressed. Please note the new performance calendar under this renewal. The attached **Appendix A** provides Articles I and II (Legal Terms and Conditions) apply to this renewal.

Deputy Sector Navigators will note that the allocation received last year under SB 1070 funding is not included at this time. Funding may be available at a later date, at which time requisite grant documents will be issued and the grant agreements amended.

The 2015-16 Renewal Applications process will require the collaborative development by region of annual workplans for Deputy Sector Navigators, Regional Consortia Chairs, Sector Navigators, and Technical Assistance Providers Labor Market Research Centers of Excellence, respectively.

Appendix E: 2015-16 Renewals – Workplan Process contains a suggested process flow for this collaborative regional planning driving individual workplans off of common objectives, unique objectives and the metrics that may be associated with those objectives. To certify your participation in the collaborative process, please print and sign this worksheet, and include a PDF of the signed document in your grant renewal application packet in **Appendix B** (Applications Forms), entitled “Workplan Certification” after the “Match” page in the attached workbook.

New Appendices

The 2015-16 Renewals application packet includes **Appendix F** which was provided by the Sector Navigators titled: *Sector Specific Objectives 2015-16*. Each Sector Navigator, in collaboration with Deputy Sector Navigators, has developed Sector Specific Objectives in preparation for 2015-16 planning. This appendix is provided with the expectation that the Sector Navigators and Deputy Sector Navigators will collaboratively develop the supporting strategies and common metrics that are aligned with these objectives. It will be incumbent upon the Deputy Sector Navigators to communicate sector specific objectives, supporting strategies, and common metrics to the Regional Consortium. As suggested in Appendix F, regions will work with the DSN and SN to design workplans in alignment with the statewide sector objectives, supporting strategies, and common metrics.

As this is a Renewal applications process, all current grantees, including all current Deputy Sector Navigator grants will have their grant renewed for 2015-16. However, the Chancellor’s Office will be requiring all new Deputy Sector Navigators that are hired by a grantee community college district meet the minimum qualifications provided in **Appendix G: Deputy Sector Navigator Minimum Qualifications**. These minimum qualifications are not compulsory for existing Deputy Sector Navigators.

Although Appendix G pertains to Deputy Sector Navigators only, these minimum requirements speak to the expectation that the key talent roles are adequately staffed, including Regional Consortia Chairs, Deputy Sector Navigator and Sector Navigators that serve industry and colleges and facilitate in-region and multi-region coordination. The in-region scope of work is addressed by the Regional Consortia Chairs and Deputy Sector Navigators, which includes convening regional K-12 and 4-year college education providers, college career technical education and workforce development administrators, faculty, community partners and employer stakeholders. Equally important to ensure adequate staffing is that pay scales are adequate, reasonable and appropriate to the level of responsibilities. The key talent responsibilities and pay scales should be commensurate with a community college dean. We are also aware there is regional, district and campus variance to the dean pay scale, but that pay scale should provide the baseline of compensation to ensure we recruit for and adequately staff these unique and critical roles.

Appendix H: Common Metrics Decision Tree recommends a decision workflow to determine the metrics that may best apply to respective individual workplan objectives. The common metrics and accountability measures are provided in **Appendix D**.

Detailed information on form completion will be provided at the Technical Assistance Conference, which will also be available as a webinar post to the Doing What Matters for Jobs and the Economy website: <http://doingwhatmatters.cccco.edu/Overview.aspx>.

Submission Procedures

Your current grant analyst will be providing your grant agreement face sheet by e-mail between March 16 and March 25, 2015. Please assemble an electronic copy of the application. Attach all required documents, including the following signature document by Friday, April 24, 2015:

- Grant Face Sheet: **four copies**, each copy with the original signature of the CEO or authorized designee;
- Application Budget Summary: **four copies**, each copy with the original signatures of the District's Project Director and Chief Business Officer (CBO) or authorized designee;
- Application Budget Detail Sheet: **four copies**, ensure that the amounts balance dollar for dollar, line item per line item with your Application Budget Summary; and
- Workplan: **four copies**,
- The Workplan Certification signed by the Project Director (Appendix B).

Four copies of the application should be sent in the mail with attention to the analyst name. All submitted documents should be in Word, Excel, or PDF format for documents requiring a signature, and be mailed to your current grant analyst by **5:00 p.m. on Friday, April 24, 2015**. Your grant analyst will be providing additional guidance with your face sheets regarding process outlined above.

Calendar of Key

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|-------------------|-------------------------------------|
| • March 13, 2015 | Grant Renewal Released |
| • March 19, 2015 | Technical Assistance Conference |
| • April 24, 2015 | Deadline for Submitting Application |
| • May 18-19, 2015 | Board of Governors Approval |
| • July 1, 2015 | Project Commencement |

Appendices

- **Appendix A** Article I-Program-Specific Legal Terms and Conditions and Article II-Standard Legal Terms and Conditions (*PDF*)
 - **Appendix B** Application Forms (*Excel*)(*Excel version 2010 or later is needed*)
 - **Appendix C** Guidelines, Definitions and Allowable Expenditures (*PDF*)
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- **Appendix D** **Common Metrics and Accountability Measures** *(Revised) (PDF)*
- **Appendix E** **2015-16 Renewals – Workplan Process** *(PDF)*
- **Appendix F** **Sector Specific Objectives 2015-16** *(PDF)*
- **Appendix G** **Deputy Sector Navigator Minimum Qualifications** *(PDF)*
- **Appendix H** **Common Metrics Decision Tree** *(PDF)*

Please contact your project monitor within the Chancellor's Office with any questions. Project monitors for each region are listed in the [Workforce and Economic Development Staff Directory](#).