



California Community Colleges

California Community Colleges Adult Education Technical Assistance Provider

Request for Application (RFA) Overview
October 12, 2022

12:00-1:30 PM



Today's Presenters:

Gary Adams, Dean, Workforce and Economic Development Division, Chancellor's Office

Mayra Diaz, Program Lead for Adult Education, Chancellor's Office

Sanjay Mehta, Program Analyst for Adult Education, Chancellor's Office

Ryan Hatcher, NOVA Consultant

Objectives & Housekeeping Items

- Walk through of the CC TAP Funding Opportunity & RFA
- Live walk through of the CC TAP RFA in NOVA
- Questions submitted via the Q&A chat will be collected and addressed following the webinar on the Chancellor's Office CAEP webpage
- This webinar is being recorded and will be made available on the Chancellor's Office CAEP webpage

California Adult Education Program (CAEP)

BACKGROUND

The California Adult Education Program (CAEP) was established by the Legislature under Assembly Bill (AB) 104 in 2015, and referred to at that time as the “Adult Education Block Grant.” CAEP is administered by the Chancellor of the California Community Colleges and the Superintendent of Public Instruction and represents a unique collaboration among California community colleges and K12 adult schools to meet the needs of adult learners.

CAEP is divided into adult education regions comprised of 71 regional consortia across the state. There are close to 400 CAEP members and more than 1,000 community partners within the 71 regional consortia. Each consortium is tasked with building better career and educational pathways, with the one common mission to work collaboratively with workforce and education partners, community stakeholders, and industry to ensure that students are prepared for life, for work and to support their families and strengthen communities no matter where they are in their education journey.



CAEP Governance & Intent

Legislation: Assembly Bill (AB) 104, Section 39 (Chapter 13, Statutes of 2015) established the Adult Education Block Grant

- Defined consortium processes for governance, membership, funding allocation, annual plans updates and 3-year planning cycles
- Identified requirements for measuring effectiveness, data and accountability reporting, and common assessment for placing students into courses
- Identified seven adult education program areas
- Identified Data and Accountability Requirements

Program Intent:

- Goals for the CAEP are to serve adults 18 years or older to transition to post secondary and/or find employment.
- Structure is based on a regional setting involving K12 adult schools, County Offices of Education, and community college noncredit programs. (*Regional setting aligns with community college districts boundaries).
- CAEP has 71 regions in California that set their goals via a legislated three-year planning process that is updated annually.

Funding: State funding is provided annually via apportionment. The initial allocation in 2015-16 was \$500M.

CAEP Data & Accountability Funding (Ed code Section 84920)

Since the enactment of AB 104 in 2015, the Legislature has appropriated \$5 million in funds in the annual budget bill to support and develop a unified dataset for adult learners participating in CAEP.



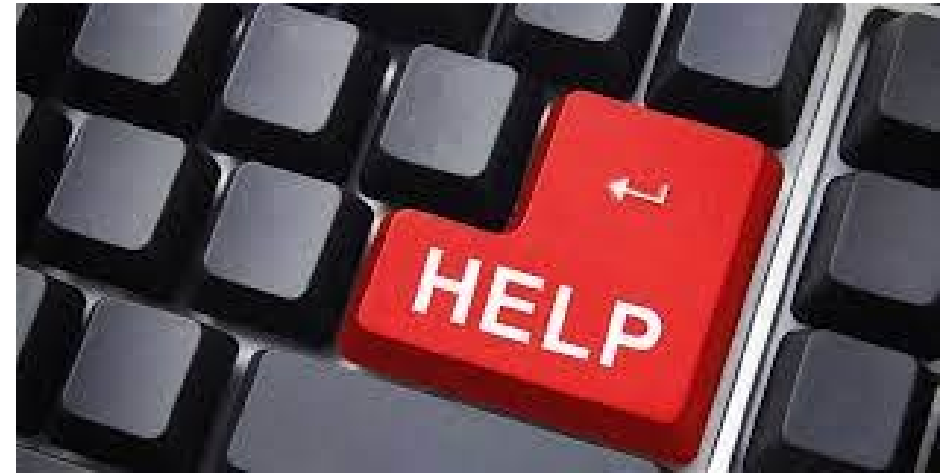
The collected data is shared in the annual reports to the Legislature and is warehoused in the Chancellor's Office LaunchBoard for access by consortia to support program expansion, new program development, and data driven program improvement practices in the field.



CAEP also utilizes a system called NOVA to support members and consortia with statewide budgeting, planning and expense reporting. NOVA connects the consortium financial reporting to key member strategies and to data points pulled through the Adult Education Program LaunchBoard Data Pipeline.

CAEP Data & Accountability Funding Cont'd.

- Education code lays out the data & accountability structure for the CAEP and describes how the state will use data and accountability funding.
- Highlights the student data metrics to be captured by the CAEP system to assessing consortia effectiveness.
- CAEP receives \$5M in state funds for ongoing data & accountability support.
- FY 22-23, an additional \$1M allocated for technical support and professional development.
- Includes funding for the adult education data system, and financial & planning systems (NOVA).
- Contractors coordinate professional development for data & accountability systems. (e.x. Sacramento County Office of Education (SCOE TAP) and WestEd).



California Community Colleges Adult Education Technical Assistance Provider (CC TAP)

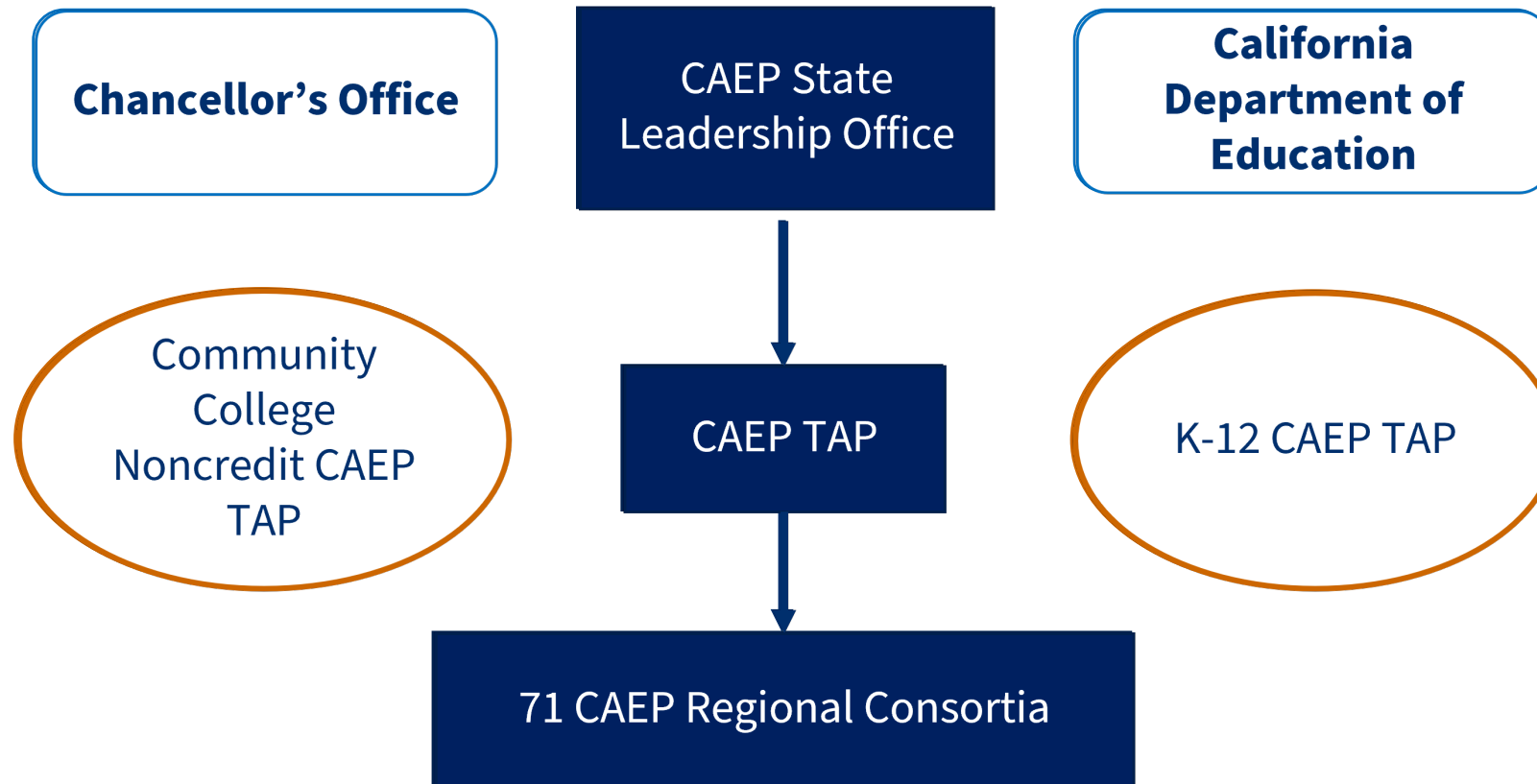
The RFA is seeking to enhance the current technical assistance capacity provided under the CAEP.

The successful applicant will serve as a Technical Assistance Provider for the noncredit community colleges and the consortia to expand the support for community colleges with noncredit adult education programs.

Together with the current K-12 Sacramento County Office of Education Technical Assistance Project (SCOE TAP), the California Community Colleges Adult Education Technical Assistance Provider will support and promote the CAEP Office efforts to increase student outcomes for CAEP noncredit students, career mobility for adult learners, and provide equitable training and technical assistance services for the CAEP community.



CAEP – New Structure of Technical Assistance Provider Office (TAP)



Key Dates

Funding Opportunity :	California Community Colleges Adult Education Technical Assistance Provider
Deadline for Submitting Questions:	October 14, 2022
Application Deadline:	November 2, 2022
Funding Period:	January 2023 – December 2024 (24 months)
Maximum Award Amount:	\$1,800,000 (*for the two-year duration)
Number of Awards:	One
Project Start Date:	January 2023
Questions:	caep@cccco.edu

Expected Outcomes (Scope of Work)

This RFA is seeking to enhance the current technical assistance capacity provided. The successful applicant will serve as a Technical Assistance Provider for the noncredit community colleges and the consortia to expand the support for community colleges with noncredit adult education programs.

Project Goals –Are outlined in the Scope of Work and are intended to procure a noncredit adult education technical assistance provider that will be responsible for providing:

- a. Support and Technical Assistance
- b. Develop and Execute Data and Accountability Events and Training
- c. Monitor and Collaborate in the Management of the CAEP Website
- d. Maintain a Field List Serve, Monthly Newsletter, and Communications

Funding and Performance Period



The maximum award amount is up to \$1,800,000. This is an open competition and only one (1) agreement will be awarded for a period of twenty-four (24) months.



An award will be based on the merit and reasonable cost for the anticipated outcomes and performance of the project. The Chancellor's Office reserves the right to adjust the award based upon the availability of funds, or fund the successful application at a lesser amount if it is determined that the application can be implemented with less funding, or if funding is not sufficient to fully fund the award.

Eligibility Requirements

This opportunity is available to California community college districts. In addition, the applicant should have the operational and physical capacity to implement, manage the project, and achieve the performance objectives and expected outcomes of the funding agreement.



Eligibility Requirements Cont'd.

Applicants meeting the following requirements are invited to apply:

- i. The applicant is a California community college district.
- ii. The applicant has experience with noncredit community college adult education programs.
- iii. The applicant has experience with CAEP data and accountability reporting processes and systems, including MIS, TOPSpro Enterprise, NOVA, and the Launchboard, and understands how they inform planning.
- iv. The applicant has the operational and physical capacity to implement, manage, and achieve the project performance objectives of the agreement.
- v. The applicant is able to establish and maintain collaborative relationships with CAEP partners including but not limited to Chancellor's Office leadership and staff, California Department of Education, community colleges, adult schools, additional adult education agencies, and CAEP contractors.

Application Due Date

The California Community Colleges Adult Education Technical Assistance Provider application, the required forms, and all supporting documents must be submitted and certified via the NOVA reporting system on or before **November 2, 2022**, by 5:00pm, at which time the application system will close.

The Chancellor's Office reserves the right to reject any and all applications received. An application shall be rejected prior to scoring if:

The application is received at the Chancellor's Office via electronic submittal in NOVA later than 5:00 p.m. on **November 2, 2022**, or is incorrectly submitted.

1. The budget exceeds the maximum amount allowed as specified in the Application instructions.
2. Any of the required components of the application are incomplete or not submitted.

Format and Submittal Requirements

This application will be submitted via NOVA (nova.cccco.edu). The NOVA system will prompt the applicant to complete all required components of the application. Awardee may be required to make adjustments in the budget, work plan, or other aspects of the application. Prior to distribution of funds, the Awardee will be required to enter into an Agreement with the Chancellor's Office. Printed or faxed copies of the application will not be accepted. Only applications submitted via the NOVA reporting system will be accepted.

Application Sections and Scoring

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

Application Sections	Maximum Points
Application Narrative with clear problem statement	30
Workplan	25
Project Management	20
Budget and Budget Narrative	15
Overall Project Feasibility	10
Total	100

Application Narrative

Maximum Points: 30

Applicants must provide a detailed response to the 12 questions outlined in the Narrative section.

Application Narrative (30 points)

The Chancellor's Office is soliciting applicants that are interested in serving as the California Community Colleges Adult Education Technical Assistance Provider. Interested applicants must provide a response to the following 12 questions to be considered:

1. Address the qualifications and experience that you have to successfully serve as a Technical Assistance Provider for noncredit community colleges offering Adult Education programs. Describe how the progress was tracked and monitored.
2. Discuss your ability to navigate internal processes and troubleshoot issues in order to ensure the provision of a timely, responsive, and quality service.
3. Detail your experience with developing and executing data and accountability events and trainings.

Workplan: Objectives, Activities, & Outcomes

Maximum Points: 25

The workplan is the most important document in the proposal. The workplan provides a detailed description of the annual activities, timeline and expected measurable outcomes, deliverables and responsible individuals for the tasks or activities for the proposed project. The workplan serves as the major foundation for linking the various pieces of the proposal together, to show how work will be conducted to achieve what is laid out in the proposal.

Workplan: Objectives, Activities, & Outcomes Cont'd.

Maximum Points: 25

The workplan should address the 4 key areas cited in the scope of work. In building the workplan, which is essentially a project implementation roadmap, the following must be clearly explained:

- 1. Project Goals** – Are limited to what is in the Scope of Work and are intended to procure a noncredit adult education technical assistance provider that will be responsible for providing:
 1. Support and Technical Assistance
 2. Develop and Execute Data and Accountability Events and Training
 3. Monitor and Collaborate in the Management of the CAEP Website
 4. Maintain a Field List Serve, Monthly Newsletter, and Communications
- 2. Activities** – Describe the activities that would need to be undertaken in order to successfully establish a noncredit adult education technical assistance provider and to provide support for the noncredit community colleges in meeting CAEP deliverables and reporting requirements.
- 3. Measurable Outcomes and Deliverables** – Describe measurements that will be used to outline if activities are producing the intended results.
- 4. Timeline** – Provide the projected completion date for key activities within the term of the agreement. Identify the month and year in which activities are scheduled to be completed.
- 5. Responsible Persons** – Identify specific individual(s) by roles that are responsible for completing the stated activities.

Project Management

Maximum Points: 20

At a minimum, the Management Plan requires a narrative consisting of a response to questions, an organization chart, and any Intent-to-Participate form letter from participating community colleges or subcontracts that are identified within this agreement.

Management is an important part of the success of any project. It is therefore necessary that the following be included as part of the Management Plan within the application:

Describe the team of staff and individuals who will be responsible for this project working on the day-to-day activities, including but not limited to providing technical support, developing, and executing trainings and presentations, coordinating with partners and state leadership, monitoring and tracking agreement objectives and measurable outcomes, and submitting required reports and data to the Chancellor's Office.

1. Describe what existing college capacity and resources will be effectively utilized and integrated with this project to ensure project success.
2. Describe who will be the executive/administration level sponsor for the project, and college resources and personnel that will be available to support the project and ensure success.
3. Designated awardee will be required to report expenditure information and provide monthly status reports to the Chancellor's Office. Discuss the District's readiness to undertake that responsibility.
4. Provide an organizational chart for operating the project.

Budget and Budget Narrative

Maximum Points: 15

The purpose of the budget is to indicate whether the project is well planned and reasonable in scope. Applicants must submit a budget for each year of funding by object code (1000 to 6000) and provide clear narrative of each expenditure line item. The budget narrative must include purpose of any services, materials, salaries, etc. included in the budget.

Match by line item must also be entered into the budget. Budgets and budget narratives for the use of funds will be reviewed and scored as part of the application process. Budgets without sufficient details or descriptions and/or that include items deemed non-allowable, excessive, or inappropriate will receive a lower score.

Budget Cont'd

PURPOSE/USE OF FUNDS

Under the direction of the Chancellor's Office, the funds must be used to support the proposed and allowable activities for the California Community Colleges Adult Education Technical Assistance Provider. The Program Staff will monitor the activities commissioned under this agreement.

ALLOWABLE AND NON-ALLOWABLE ACTIVITIES AND COSTS

Budgets and budget narratives for the use of funds will be reviewed and scored as part of the application process. Budgets without sufficient details or descriptions and/or that include items deemed non-allowable, excessive, or inappropriate will receive a lower score. Project funds are for direct services to the project only and are intended to supplement, not supplant, existing investments.

ADMINISTRATIVE INDIRECT COST RATE

Per statute limits, awardee institution may take a maximum of 5 percent administrative indirect costs of the total agreement awarded.

Overall Project Feasibility

Maximum Points: 10

The reviewers have an opportunity to consider whether the project is realistically capable of attaining the required and proposed outcomes. Reviewers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal. The intent is to judge the cohesiveness and viability of the project.

The following factors will be considered in review of an application:

- 1) Significance.
- 2) Quality of the Workplan
- 3) Project Design and Management Plan.
- 4) Adequacy of Resources.

Supporting Documentation

Applicants must upload the following documents:

- Provide an organizational chart for operating the project.

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



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.

Written questions concerning the specifications and instructions in this Request for Applications must be submitted to caep@cccco.edu no later than 5:00 P.M. on Friday, October 14, 2022. Please allow for up to 10 business days for a response to your questions.

Reporting

The awardee will be required to submit regular reporting on performance metrics and expenditures, including an end-of-project final report in the NOVA system. The required report will demonstrate the awardee provided program deliverables pursuant to the Agreement. The Chancellor's Office may, at its discretion, institute additional reporting requirements or frequency as needed for the improvement of the program.

Ongoing contact with the Program Staff will be required. The awardee will be required to provide evidence of progress before seeking additional funding in succeeding years. Continued funding is contingent upon the approved completion of the prior year's objectives and the submittal of an application renewal.

NOVA

Instructions

Creating/Accessing Your NOVA Account

- New Users – [Request Access](#)
- Returning Users – <https://nova.cccco.edu>

NOVA Technical Assistance

- For questions related to the NOVA System, please contact caep@cccco.edu

Welcome to NOVA

Log In

Email

Password

[Forgot your password?](#)

Log In

[Request access to NOVA](#)

[NOVA Help Desk](#)





Live Demonstration



California Community Colleges

Thank you!

Please email additional questions to

caep@cccoco.edu

www.cccoco.edu