Chancellor's Office, California Community Colleges

Workforce and Economic Development Division

Request for Applications

Specification Summary, Terms & Conditions, and Instructions

Program
Refugee Career Pathways Grant Program

RFA Specification Number
19-300-001

Funding Fiscal Year
2019-2020

Total Funds Available
Up to $5,000,000

Funding Source
General Fund

RFA Release Date: March 6, 2020

Bidder's Conference: ~~March 19, 2020~~ May 14, 2020, at 1:00 PM (PST)

Questions Deadline
Written questions concerning the specifications in this Request for Applications must be submitted via e- mail to **rcpg@cccco.edu by 5:00 PM (PST) on Friday,** ~~April 3, 2020~~ **May 29, 2020.**

Application Deadline
Applications must be received electronically (**in PDF format**) at the Chancellor's Office via email to **rcpg@cccco.edu** by **5:00 PM (PST) on Friday,** ~~April 24, 2020~~ **June 26, 2020.**

Table of Contents

This section MUST be followed in developing the applications and implementing the projects

Chancellor's Office, California Community Colleges
RFA Specification Summary

RFA Specification No.:   19-300-001

RFA Title: Refugee Career Pathways Grant Program

Funding Source: **General Fund**

Funding Period: ~~August~~ **October 1, 2020 through December 31 2022**

Total Funds Available: **$5,000,000 (up to $5,000,000 per award)**

Required Match: **None**

RFA Release Date: **March 6, 2020**

Bidder's Conference: ~~March 19~~ **May 14, 2020, 1:00 PM (PST)**

Questions Deadline: ~~April 3~~ **May 29, 2020 via e- mail to: rcpg@cccco.edu**

Application Deadline: **5:00 PM (PST) on** ~~April 24~~ **June 26, 2020.**

Submittal Pages Summary:

(This summary contains only application components with explicit page limits and does not include

all application components. Be sure to submit all components to have a valid application)

Application Component	Submittal Page Limit
Application Abstract	1 page
Need	1 pages
Response to Need	2 pages
Project Management Plan (Management Narrative)	3 pages

Background

To ensure a strong economic future for California, the Chancellor's Office Workforce & Economic Development Division works to ensure that the State has a strong workforce to fuel our many regional economies and to advance social mobility. The workforce mission of the California Community Colleges has become a policy priority, growing from $100 million to $1.1 billion in funding over the past six years. The $1.1 billion in braided funds now includes the following categorical programs: Strong Workforce Program (SWP), Perkins, Adult Education Block Grant, Economic & Workforce Development Program, Nursing Program, Apprenticeship RSI, and the California Apprenticeship Initiative.

In 2017, the system adopted Vision for Success under Chancellor Oakley and set aspirational quantitative goals for the California Community Colleges. Furthermore, the system introduced Guided Pathways, a campus-focused framework that encourages further braiding of funds and effort to engender student success. The Board of Governors adopted the Vision for Success (Appendix D), which situates the California Community Colleges as a key driver of social and economic mobility for Californians who have long faced barriers to success. The Vision establishes clear goals and makes several commitments that are furthered by the objectives of the Refugee Career Pathways RFA (#19-300-001). Specifically, we wish to advance these objectives:

- Increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.
- Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure.
- Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent—the average among the quintile of colleges showing the strongest performance on this measure.
- Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps within 10 years.
- Reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults, with the ultimate goal of fully closing regional achievement gaps within 10 years.

For the 2018–19 fiscal year, the sum of five million dollars ($5,000,000) was appropriated from the General Fund to the Board of Governors of the California Community Colleges for allocation to a community college district or districts participating in a Strong Workforce Program regional consortium priority setting process to provide one-time grants in support of refugee career pathways.

Refugee Career Pathways Grant Program

The California Community Colleges Chancellor's Office (Chancellor's Office) is allocating at least one grant to community college districts that partner with an eligible organization and that provide career readiness training to eligible participants.

Applicants are expected to demonstrate that these funds will be utilized to create programs that will be sustained beyond the term of the grant. Applicants should demonstrate how they are utilizing the pillars of Guided Pathways to create structural changes to serve refugees beyond the term of these grant funds, identifying existing programs and resources that will be leveraged to support and later sustain this program beyond the term of the grant. These programs may include the Strong Workforce Program, the California Adult Education Program, apprenticeship training programs, and Perkins.

It is also the hope of the Chancellor's Office that community college districts will utilize these resources to create innovative programs. Refugee career pathways should build on the talents of the targeted population such as in the area of entrepreneurialism, apprenticeships in the health industry, or leveraging existing successful partnerships with industry to provide opportunities into new and emerging occupations and industries.

Need
(Narrative – Limited to 1 page, 1" margins, single or double-spaced, 12 pt. Arial font)

The purpose of the need section is so that the applicant can concisely describe their regional need for the intended Refugee Career Pathways program. Additionally, the applicant must clearly demonstrate that the applicant will be serving a **county that serves at least 40 percent of the total population of eligible participants in the state during the 2016–17 fiscal year, is projected to serve at least 40 percent of the total eligible participants that will resettle in the state in the 2018–19 and/or the 2019-20 fiscal year,** and has a well-established network of refugee resettlement organizations. The description should entail demographic data regarding students that meet the definition of "eligible applicants." In addition, the need should include career pathways that address the needs of the participants and the employers that make up the regional industries of focus. The pathways should be in occupations that are viable opportunities for the targeted population and essential to the growth of the industries of focus.

Response to Need
(Narrative – [Limited to 2 pages], 1" margins, single or double-spaced, 12 pt. Arial font)

The narrative should be clear regarding how the proposed project meets the intent and objectives of the RFA and provides, at minimum, the intended services listed above. Please note, that applicants will be more competitive when exceed the listed service to ensure the delivery of career readiness training to eligible participants that will result in those students being integrated in the district's quality career technical education courses, programs, and pathways funded by the Strong Workforce Program. Moreover, applicants should pursue innovative approaches to providing eligible participants career pathways into jobs that benefit regional industries. Although term quality program is not defined, an applicant should quantify the success of students that have completed

the CTE programs being leveraged utilizing the Strong Workforce Metrics (See Appendix C). Moreover, the response should clearly demonstrate that the identified career pathway and CTE programs are viable for the targeted populations.

Objectives/Outcomes

As stated above, this RFA will fund programs that integrate eligible participants into quality CTE programs and career pathway programs supported by the Strong Workforce Program. To this end, this RFA will be utilizing the Strong Workforce Metrics (See Appendix C). This grant is to provide one-time funding to offset startup and implementation of programs. It is the expectation of the Chancellor's Office that the programs are sustained beyond the term of the grant by leveraging existing program; such as, the California Adult Education Program, Strong Workforce Program, Student Equity Plans, and Carl D. Perkins Vocation Education Program (Perkins V). In addition, it is the intent of the Chancellor's Office seed structural changes that will provide long-term program designs and strategies, such as apprenticeship training programs or replicating bridging programs that outreach to other economically disadvantaged segments of our population that have traditionally been underserved.

Project Management Plan

Management is an important part of the success of any project. It is therefore necessary that the application contain the following items as part of the management plan:

Management Narrative
(Narrative – Limited to 3 pages)

1. Explain the applicant's existing networks and partnerships; experience in serving the eligible participants and major accomplishments in collaborating with the eligible service organizations to serve eligible refugees.

2. Describe the quality Career Technical Education programs that participants will be integrated into; please provide Student Success Metrics data for identified programs, major accomplishments, especially in bringing educational systems, industry, and/or employer groups into alignment in your region.

3. Describe the applicant's past successes in convening stakeholders towards the purpose of collaborating regionally; creating or supporting CTE programs, and serving student that are refugees.

4. Describe how the applicant has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop educational and/or training programs in general and how that experience supports creation of programs that serve eligible participants.

5. Describe the applicant's experience in data-driven, evidence-based decision-making and managing projects with strong emphasis on data collection, performance baseline, measurement, reporting and analysis.

6. Describe how the program will be sustained beyond the term of the grant. Applicants are encouraged to maintain successful programs by leveraging existing programs, such the California Adult Education Program, Strong Workforce Program, Perkins, and/or other programs.

Management (Misc.)
(The following does not count as part of the narrative page count.)

1. Provide an organizational chart for operating the project. Outline each partner's responsibilities and how the collaboration contributes to the organization's strengths, long term sustainability beyond grant funding and relates to the specific design of the apprenticeship program.

2. Provide evidence of a formal partnership with *eligible organizations* who have agreed to provide services, such as case management and other services that will integrate refugees into quality CTE programs and career pathways. A copy of a signed MOU is an example of evidence of a formal partnership.

Reporting Requirements

Year-to-Date Expenditures and Progress Report

Each allocation recipient is required to submit biannual Year-to-Date Expenditure and Progress Reports via a CCCCO online reporting system (see Calendar of Key Dates, Section I or Appendix A, Article I, Section 4, for reporting due dates and terms). No negative numbers are allowed within the reports since CCCCO allows for budget movement (see Appendix A-2, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

Accountability Reporting

Performance Outcomes
Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to the project that will result from the implementation of the objectives and activities listed in the annual work plan. The Strong Workforce Program metrics for grants and activities administered through CCCCO's Workforce and Economic Development Division are based on measurements associated with the Workforce Innovation and Opportunity Act (WIOA), as well as measures in use in other Chancellor's Office initiatives. These metrics are the continuation of the practice of requiring Common Metrics and Accountability Measures for RFAs of the Division of Workforce & Economic Development, which are provided in **Appendix C**.

Each grant must specify which objectives and Vision for Success goals will be furthered should the applicant be awarded funding from this RFA.

Reference Materials

Grant Agreement (incl. Exhibits A-D)
 (Appendix A)
Application Forms **(Appendix B)**
Strong Workforce Program Metrics **(Appendix C)**
Vision for Success – **(Appendix D)**

Terms and Conditions

Upon selection, the prospective grantee(s) shall enter into a Grant Agreement with the Chancellor's Office which will be substantially similar in substance with the Grant Agreement attached hereto as Appendix A. Nevertheless, as specified in Section H (Application Format and Instructions) of the RFA Instructions, Applicants acknowledge and agree that the Chancellor's Office reserves the right to make adjustments to the budget, scope of work, annual work plan, or other aspects of the application that will be incorporated into the Grant Agreement prior to funding the grant. Upon execution of the Grant Agreement, the Grant shall consist solely of the Grant Agreement Face Sheet, the Grant Agreement, and any portions of the Grantee's application or other forms or documents that are expressly and specifically incorporated into the Grant Agreement.

Chancellor's Office, California Community Colleges
RFA Instructions

This section MUST be followed in developing the applications and implementing the projects.

A. Introduction

The sum of five million dollars ($5,000,000) was appropriated from the General Fund to the Board of Governors of the California Community Colleges for allocation to a community college district or districts participating in a Strong Workforce Program regional consortium priority setting process to provide one-time grants in support of refugee career pathways.

Applicants are expected to demonstrate that these funds will be utilized to create programs that will be sustained beyond the term of the grant. Applicants should demonstrate how they are utilizing the pillars of Guided Pathways to create structural changes to serve refugees beyond the term of these grant funds, identifying existing programs and resources that will be leveraged to support and later sustain this program beyond the term of the grant. It is also the hope of the Chancellor's Office that community college districts will utilize these resources to create innovative programs that build on the talents of the targeted population such as in the area of entrepreneurialism, apprenticeships in the health industry, or leveraging existing successful partnerships with industry to provide opportunities into new and emerging occupations and industries.

B. Program Overview

The California Community Colleges Chancellor's Office (Chancellor's Office) is allocating at least one grant to community college districts that partner with an eligible organization and that provide career readiness training to eligible participants. For the purposes of this RFA:

1) *"Career readiness training" means quality community college career technical education courses, programs, and pathways that lead to successful workforce outcomes.*
2) *"Eligible organization" means a service organization that has established a partnership with a community college district that provides career readiness training and that satisfies both of the following requirements:*
   (A) *The organization is exempt from federal income taxation as an organization described in Section 501(c)(3) of the federal Internal Revenue Code, and is in compliance with all applicable laws and requirements.*

(B) *The organization has demonstrated expertise in providing comprehensive and integrated services to refugees, including, but not necessarily limited to, refugee resettlement, financial literacy, and business technical assistance, and has demonstrated case management expertise that would enable the organization to collaborate with a community college district to develop appropriate career readiness training, English as a second language courses, and literacy courses or programs that meet the needs of eligible participants.*

3) *"Eligible participant" means a person who has a special immigrant visa that has been granted a status under Section 1244 of Public Law 110-181, under Public Law 109-163, or under Section 602(b) of Title VI of Division F of Public Law 111-8, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code.*

Grant funds may be used by a community college district to provide services for eligible participants for purposes including, but not necessarily limited to, all of the following:

1) Career readiness training.
2) English as a second language programs and courses.
3) Employment skills courses or programs.
4) Student support services.
5) Career placement services.
6) Case management services offered by a partnering eligible organization.

Applicants are expected to demonstrate that these funds will be utilized to create programs that will be sustained beyond the term of the grant. Applicants should demonstrate how they are utilizing the pillars of Guided Pathways to create structural changes to serve refugees beyond the term of these grant funds. Moreover, that applicants should identifying existing programs and resources that will leveraged to support and then sustain this program beyond the term of the grant, such as, the Strong Workforce Program, the California Adult Education Program, apprenticeship training programs, and Perkins.

It is the intent of the Chancellor's Office to fund community college districts that create innovative programs. Refugee career pathways should build on the talents of the targeted population such as in the area of entrepreneurialism, apprenticeships in the health industry, or leveraging existing successful partnerships with industry to provide opportunities into new and emerging occupations and industries.

C. Funding

The Refugee Career Pathways Grant Program RFA provides one-time of funding, renewable annually up to five years. The initial total budget for 2019-20 for this

Request for Application is up to $5,000,000. One or more grants will be awarded.

The Chancellor's Office reserves the right to adjust awards based upon the availability of funds. The Chancellor's Office reserves the right to fund applications at a lesser amount if it is determined that the application can be implemented with less funding, if funding is not sufficient to fully fund, or if a partial scope is sufficient. The Chancellor's Office reserves the right to add funds.

D.   Eligibility

Only a California Community College District is eligible to apply. The Chancellor's Office shall allocate grants to community college districts that partner with an eligible organization and that provide career readiness training to eligible participants. The Chancellor's Office shall award a grant to one or more community college districts that do both of the following:

1) Partner with an eligible service organization to provide case management services for refugees in a **county that serves at least 40 percent of the total population of eligible participants in the state during the 2016–17 fiscal year, is projected to serve at least 40 percent of the total eligible participants that will resettle in the state in the 2018–19 fiscal year,** and has a well-established network of refugee resettlement organizations.

2) Provide career readiness training to eligible participants that can be integrated with the district's approach to offering quality career technical education courses, programs, and pathways through the Strong Workforce Program.

If there are no application(s) that meet the minimum score of 75 points viability threshold, the grant will not be funded. Thereafter, Chancellor's Office may opt to rebid, sole source with some technical assistance, or issue a capacity-building grant.

The Chancellor's Office retains the right to, and will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore, past performance of other state grants will be considered prior to final selection.

E.   Performance Period

The application will be awarded for the time-period ~~August~~ October 1, 2020, through December 31, 2022. See listing of key dates for quarterly and final report deadlines. The application may be renewed annually for up to an additional four (4) years contingent on successful completion of required outcomes and availability of funding. No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special circumstances.

F.   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 applied for this 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.

G.   Bidder's Conference

A Bidder's Conference will be held for this RFA as a webinar **~~March 19~~ May 14, 2020, at 1:00 PM (PST).** Failure to attend the Bidder's Conference will not preclude the submission of an application.

H.   Application Format and Instructions

An Excel workbook (Appendix B) has been developed which contains a contact page, annual work plan, application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application. The workbook contains formulas that will prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the Cover letter, Abstract, Need, Response to need, the management section and intent-to-participate letters are not part of the workbook.

The following instructions prescribe the format and order for the development and presentation of the application for both the workbook and the narrative sections of the application. In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied.

Applicants are expected to follow these instructions while using the **RFA Specification**, the forms provided in Appendix B, and the out-of-state travel form found with the online application materials.

Applicants acknowledge and agree that upon selection the Chancellor's Office will require the successful applicant(s) to enter into a Grant Agreement which may require the applicant to make adjustments to the budget, scope of work, annual work plan, or other aspects of the application that will be incorporated into the Grant Agreement prior to funding the grant.

Grant applications are scored based on a 100-point scale as indicated in the list provided below.

NOTE: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

	Maximum points
Need	15
Response to Need	25
Annual Work Plan (Statement of Work)	10
Application Budget Summary/Application Budget Detail Sheet	15
Project Management Plan	20
[Dissemination]	[5]
[Feasibility of the Project]	[10]
Total Points	**100**

1. **Face Sheet**

   NOTE: The completed application will be submitted electronically and therefore no face sheet will be required. If an application is funded, the CCCCO will send an appropriate face sheet with instructions for completion.

2. **Cover Letter**

   The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission process stating that the Community College District is willing to be the fiscal agent if funded and is submitting the attached application for Chancellor's Office review.

3. **Contact Page**

   An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. The first tab "Do First" of the workbook requires

the applicant to fill in the following information first:

- The Community College District that is applying (click twice on the Community College text box and choose the Community College District from the provided drop down menu).

After filling in the "Do First" tab, the District, applicable college, budget allocation, and regional name will auto fill within the contact page, application budget summary, application budget detail sheet and Annual Work Plan. The contact page tab must be filled in second. After filling in the contact page, Project Director and the Chief Business Officer name and title will auto fill within the application budget summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

4. **Application Abstract**
    (Narrative – Limited to one page, 1" margins, single- or double-spaced, 12 pt. Arial font)

    The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA specifications, and deliverables (products/services/outcomes).

5. **Table of Contents**
    The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

6. **Need**   **Maximum 15 Points**
    (Narrative – Limited to one (1) page, 1" margins, single- or double-spaced, 12 pt. Arial font)

7. **Response to Need**   **Maximum 25 Points**
    (Narrative – Limited to two (2) pages, 1" margins, single- or double-spaced, 12 pt. Arial font)

    This section is a narrative that at a minimum responds to all the questions listed in the Response to Need section in the RFA Specification.

8.   **Annual Work Plan**   **Maximum 10 Points**

   a.   **Objectives**

      Objectives should be based on the needs of the proposed project while remaining consistent with the Objectives in the RFA Specification.

      List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth. Up to ten (10) objectives can be selected.

      Additional copies of the form will be needed to address all of the project objectives.

      NOTE: Each objective must be on its own form and does not preclude a single objective having activities that cover more than one page.

   b.   **Activities**

      Project activities are the basic steps that are required to be taken to implement the stated goals of the project and to achieve results. Major activities and tasks should be outlined in the activities section of the Annual Work Plan for each objective.

   c.   **Performance Outcomes**

      Each objective should result in measurable outcomes that clearly links to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Statement of Work (Annual Work Plan).

      Applicants should pay close attention to how the Key Talent will advance these *Vision for Success* goals:

         1. Increase by at least 20 percent the number of CCC students annually who earn degrees, credentials,

certificates or specific skill sets to prepare them for an in-demand job;

2. Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure.

3. Increase the percentage of career education students who report being employed in their field of study from 60 to 69 percent – the average among the quintile of colleges showing the strongest performance on this measure;

4. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40% within 5 years and fully closing those achievement gaps within 10 years.

5. Reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults, with the ultimate goal of fully closing regional achievement gaps within 10 years.

d.   Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed. Do not make activities *on going* or *yearlong*. An estimated completion date must be entered.

e.   Responsible Persons

Identify specific individual(s) by roles that are responsible for completing the stated activities.

f.   Metric Number(s)

Identify which of the CCCCO-provided Strong Workforce Program Metrics (see Appendix C) this objective affects and place it within the

corresponding objective section.

8. **Application Budget Summary/**
   Application Budget Detail Sheet   **Maximum 15 Points**

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix C – Guidelines, Definitions and Allowable

Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

   a. **Completion of Application Budget Detail Sheet/**
      Application Budget Summary

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

Application Budget Detail Sheet: The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.

The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the "Do First and Contact Sheet" tabs within the workbook because these sheets will auto fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

Application Budget Summary: After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black

will be requested in hard copy).

When entering dollar amounts, please round off to the nearest dollar.

b.   **Indirect Administrative Costs**

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs. The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

c.   **Travel**

For Travel (Object 5000), District travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form.

In addition, out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

Attendance at these meetings must be listed in the application annual work plan and the travel section of the application budget detail.

d.   **Equipment Purchases**

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Equipment purchases that meet the intent of the funding and show long-term sustainability are allowable by subcontractors, but none is anticipated otherwise for the District.

a. **Project Management Plan**   **Maximum 20 Points**
(Narrative – Limited to three (3) pages, 1" margins, single- or double-spaced, 12 pt. Arial font)

At a minimum, the Management Plan requires a narrative consisting of a response to questions, an organizational chart and a regional consortia or collaborative governance chart. The organizational chart does not count against the page narrative limit.

A complete description of the Management Plan requirement is listed below. At a minimum, the Management Plan requires a narrative consisting of a response to questions, an organization chart, a governance chart, and any Intent-to-Participate form letter from participating community colleges or subcontracts that are identified within this grant.]

9. **[Dissemination]**   **[Maximum 5 Points]**

Describe how the project will conduct outreach to employers and students as well as share best practices. This narrative must not exceed one page. Project staff is encouraged to share their best practices through virtual as well as live/in-person venues.

10. **[Overall Feasibility of the Project]**   **[Maximum 10 Points]**

This is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet. 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, viability, and sustainability of the project.

11. **Application Procedures**

a. The application must be received in a single PDF document in the order specified above. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

1) The cover letter must be signed by the District's Chief Executive Officer or authorized designee;

2) Application Budget Summary must be signed by the District's Chief Business Officer (or authorized designee) and the Project accountant.

b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: Refugee Career Pathways Grant Program RFA to rcpg@cccco.edu by 5:00 p.m. on Friday, ~~April 24, 2019~~ June 26,2020. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to: RCP@cccco.edu.

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is ten (10) MB. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

NOTE: Within two (2) business days after receiving an application via e- mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt, they should contact rcpg@cccco.edu to confirm receipt of their application.

I.   Rejection of Application

The Chancellor's Office reserves the right to reject any and all application received.

A grant application shall be rejected prior to scoring if:

1.   It is received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Friday, ~~April 24~~ June 26, 2020** or sent to the wrong e-mail address.

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

3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.

4. It does not include all the following required application components submitted in a single PDF email:

    - A cover letter signed by the CEO or designee of the Community College District
    - Contact Page
    - Application Abstract (narrative must not exceed page limit)
    - Table of Contents
    - Response to Need - Key Talent Administration (narrative must not exceed page limit)
    - Response to Need –Sector Strategy Fiscal Agent (narrative must not exceed page limit)
    - Annual Work Plan
    - Application Budget Summary

      (Project Director's signature)
      (Chief Business Officer's/Designee's signature)
    - Application Budget Detail Sheet
    - Project Management Plan (narrative does not exceed page limit, plus an organizational chart and governance chart)
    - Dissemination

5. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).

6. The narrative sections of the application exceed the maximum page limit specified.

J.   Calendar of Key/Reporting Dates

1.   Key Dates

March 6, 2020	RFA Released
~~March 19~~ May 14, 2020	Bidder's Conference
~~April 3~~ May 29, 2020	All Clarifying Questions Due
~~April 24~~ June 26, 2020	Deadline for Submitting Application
~~May 8~~ July 17, 2020	Notification of Intent to Award

~~May 22~~ July 31, 2020   Appeal Deadline

~~July 20~~ September 21, 2020   Board of Governors Approval

~~August~~ October 1, 2020   Grant Commencement

December 31, 2022   Grant End Date

2.   Quarterly Reporting Dates

March 30	*Quarter Year-to-Date Expenditure and Progress Report due*
June 30	*Quarter Year-to-Date Expenditure and Progress Report due*
September 30	*Quarter Year-to-Date Expenditure and Progress Report due*
December 31	*Quarter Year-to-Date Expenditure and Progress Report due*
January 31, 2023	*Final Claim of Expenditures and Final Report due*