APPENDIX C

Application Templates

Application Checklist for SB 1070 Career Technical Education Pathways Program Grant

CEO Cover Letter (Template)

Intent-to-Participate Form Letter (Template)

Out-of-State Travel Form

APPLICATION CHECKLIST

SB 1070 CTE PATHWAYS PROGRAM GRANT

NOTE: This checklist is a tool for allocation recipients to use when completing their RFA. **If the application contains the following information, the packet will be complete.**

☐ Cover Letter *(See Application Section G2 and Appendix C Application Templates – CEO/Designee letter with signature)*

☐ Contact Page *(See Application Section G3 and Appendix B Application Forms)*

☐ Application Abstract *(One-Page Limit – See Application Section G4)*

☐ Table of Contents *(See Application Section G5 and Appendix B Application Forms)*

☐ Need *(Five-Page Limit – See Application Section G6 and RFA Need)*

☐ Response to Need *(Seven-Page Limit – See Application Section G7 and RFA Response to Need)*

☐ Annual Workplan *(See Application Section G8, RFA Objectives and Appendix B Application Forms)*

☐ Application Budget Summary *(See Application Section G9 and Appendix B Application Forms – CBO/Designee and Project Monitor Signature)*

☐ Application Budget Detail Sheets *(See Application Section G9 and Appendix B Application Forms)*

☐ Out-of-State Travel Form(s) *(See Application Section G9, Appendix C Application Templates)*

☐ Project Management *(Five-Page Limit – See Application Section G10, RFA Project Management Plan, and Appendix C Application Templates – Consortia Chair letter w signature, Intent-to-Participate letter w VP/Designee Signature)*

☐ Dissemination *(One-Page Limit – See Application Section G11)*

☐ No supplemental material *(**DO NOT** include appendices or other supplemental information unless specifically requested in the Application.)*

☐ All narratives (abstract, need, response to need, project management) are to be Arial font, 1" margins, single or double spaced.

☐ Applications must be submitted electronically in a single PDF document to the Chancellor's Office by 5:00 p.m. by **Monday, December 2, 2013** to SB1070@cccco.edu with the subject line reading: **WEDRFA2013-14SB1070**

Application must be submitted in one e-mail ONLY and will only be accepted from the e-mail address above.

CEO Cover Letter Template

[DISTRICT/COLLEGE LETTERHEAD]

Date

Van Ton-Quinlivan, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Dear Vice Chancellor:

[Name of District/College] is pleased to support the grant application for RFA 13-164, the SB 1070 Career Technical Education Pathways Program Grant for the **[Fill in region name]** consortium.

As indicated in the instructions in the RFA, we are providing this letter within our electronic submission of the application to specify that the Community College District is willing to be the fiscal agent for this three-year grant.

Sincerely,

CEO/Superintendent/President

Intent-to-Participate Form Letter

[DISTRICT/COLLEGE LETTERHEAD]

Date

Van Ton-Quinlivan, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Dear Vice Chancellor:

[Name of College] is pleased to become a member of a consortium for RFA 13-164, the SB 1070 Career Technical Education Pathways Program Grant for the **[Fill in region name**].

It is understood that this consortium is funded for three years(year one being a planning year and year two and three implementation years) for regional collaboration to create new pathways or course sequences that begin with foundational preparation, continue with high school level courses that combine rigorous academics with career education, and are articulated with local community college and four-year public postsecondary educational institutions, with meaningful involvement from regional industry and labor organizations, professional trade associations, and local workforce boards.

As part of this consortium we will agree to have a representative that attends the first-year plan development meetings that has the authority to agree to a two-year implementation plan that while funded through SB 1070 will required identification and leveraging of regional resources, leadership, and investments utilizing multiple sources which may include CTE Transitions, Perkins IV, SB 70, SB 1070, and SB 1402 grant funding.

As is required as a consortium member, a minimum of one high school district will also be included per college in the consortium. The following high school district(s) will be our partner in the development of new pathways, course sequences and articulation.

[Listing of High School District Name(s)]

Sincerely,

Vice President Career Technical Education

CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2013]

<p style="color:red; text-align:center; font-weight:bold">NO OUT-OF STATE TRAVEL REQUEST FORM
WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED</p>

Agreement/Grant Number	
District/College Name	
Traveler Name(s)	
Traveler Position(s)	
Event Title	
Event Website Address	
Event Location	
Travel Dates	
<u>Perkins Title IC Funds Only</u>: *Travel pertains to and is included in the respective budget summary.*	*(Check One)* [ ] List Top Code(s) that are addressed [ ] Across CTE Programs
Using Title IC funds: Describe the purpose for attending the event	
<u>Title IB Funds Only</u>: *Explain how attendance will have regional or statewide impact.*	
<u>State "SB 1070" Funds Only</u>: E*xplain how attendance is related to project.*	
All: Explain how this attendance will contribute to the success of the program/project.	

Maximum reimbursable costs[1]		
Incidentals, parking, tolls, etc.		
Registration		
Meals (not covered by the conference, at district rates)		
Airfare [2]		
Car Rental		
Lodging [3] (not including non-discretionary taxes and fees)		
ESTIMATED TOTAL		

[1]   Costs must reflect the most cost effective and prudent use of state/federal funds.

[2]   **For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (http://www.travel.dgs.ca.gov/default.htm) [See "Airlines" tab.]**

[3]   **For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (http://www.gsa.gov) [See "Policy and Regulations" tab.]**

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

1)   **In the e-mail subject line, type:** Out-of-state travel request**.**

2)   **In e-mail body, state** EITHER **that the request (a)** complies **with the cost guidelines per the request form footnotes or (b)** provide a justification for non-compliance. **Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.**

3)   **Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file**.