CALIFORNIA COMMUNITY COLLEGES
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March 17, 2014

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: **2014-15 Renewal Applications**
              2014-15 Deputy Sector Navigator Grant Renewal Application
              2014-15 Regional Consortia Grant Renewal Application
              2014-15 Sector Navigator Grant Renewal Application
              2014-15 Technical Assistance Provider: Centers of Excellence for
                 Labor-Market Research Grant Renewal Application

The above grants will be renewed for the 2014-15 fiscal year (FY). This decision is based on the successful implementation of the program objectives in FY 2013-14, and is subject to the completion, submission, and approval of the attached grant renewal forms.

This 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 F: 2014-15 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. Appendix G: Common Metrics Decision Tree recommends a decision workflow to determine the metrics that may best apply to respective individual workplan objectives. Finally, Appendix H: Collaborative Regional Workplan Certification is a certification signed by all parties that this common regional workplanning and collaboration has satisfactorily transpired.

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 original 2013-14 RFA specifications will govern the grant renewal. The attached Articles I and II (Legal Terms and Conditions) apply to this renewal. As part of the grant agreement, all 2013-14 grant documents must be maintained for audit purposes.

Funding allocations for all four renewal applications for FY 2014-15 can be found in Appendix E: Allocation Listing. 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.

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**.

Action Requested: The attached forms must be completed in accordance with the grant specifications. These forms are located at: **http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx**.

Submission Procedures: Please assemble an electronic copy of the application. Attach all required documents, including the following signature document:

- The Budget Summary Sheet must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director.
- The Regional Collaboration Workplan Certification must be signed by all referenced parties (Appendix H).

Applications must be submitted electronically in one e-mail. All submitted documents should be in Word, Excel, or PDF format for documents requiring a signature, and e-mailed to **WEDDrenewals@cccco.edu** by **5:00 p.m. on Friday, May 2, 2014 (see attached Application Checklist provided as a submittal tool)**. Applications e-mailed to any address other than listed above will not be accepted. Questions should be addressed to:

Abigail Singleton
asingleton@cccco.edu

The maximum size for all attachments sent within an individual e-mail is 10 MB. Applicants should check their institution's server limits for attachment file size when sending documents.

NOTE: Within two business days after receiving an application via e-mail, the Chancellor's Office will send an e-mail receipt. Please contact **Abigail Singleton** immediately if the applicant does not receive a receipt within this timeframe.

Once approved by the Board of Governors, facesheets will be sent with instructions for completion. Four original copies of the facesheet must be signed in blue ink by the Chief Executive Officer of the District.

Calendar of Key/Reporting Dates

- March 14, 2014   Grant Renewal Released

- March 19, 2014   Technical Assistance Conference

- May 2, 2014   Deadline for Submitting Application

- May 19-20, 2014   Board of Governors Approval

- July 1, 2014   Project Commencement

- October 25, 2014   1st Quarter Year-to-Date Expenditure and Progress Report due

- January 25, 2015   2nd Quarter Year-to-Date Expenditure and Progress Report due

- April 25, 2015   3rd Quarter Year-to-Date Expenditure and Progress Report due

- June 30, 2015   Projects Completed

- July 25, 2015   4th Quarter Year-to-Date Expenditure and Progress Report due

- August 31, 2015   2014-2015 Final Performance Reports and Final Report of Expenditures due

ATTACHMENTS

- **Appendix A**   **Article I-Program-Specific Legal Terms and Conditions and Article II-Standard Legal Terms and Conditions** (*PDF*)

- **Appendix B**   **Application Forms** *(Excel)*

- **Appendix C**   **Guidelines, Definitions and Allowable Expenditures** *(PDF)*

- **Appendix D**   **Common Metrics and Accountability Measures** *(Revised) (PDF)*

- **Appendix E**   **Allocation Listings** *(PDF)*

- **Appendix F**   **2014-15 Renewals – Workplan Process** *(PDF)*

- **Appendix G**   **Common Metrics Decision Tree** *(PDF)*

- **Appendix H**   **Collaborative Regional Workplan Certification** *(PDF)*

- **Application Checklist** *(Word-fillable)*

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**.

ApplicationChecklist-
SN-DSN-TAPCOE-RC