
Chancellor's Office
California Community Colleges

Division of Workforce and Economic Development



**Request for Applications,
Instructions, Terms & Conditions**

Regional Consortia Grant

Revised (Monday, January 28, 2013)

Program and Funding Fiscal Year: 2013-2014

Funding Source:

Carl D. Perkins Career and Technical Education Improvement Act of 2006
Perkins IV Title I- Part B, State Leadership

Application Deadline: Applications must be received electronically at the
Chancellor's Office by 5:00 p.m. on Monday, March 18, 2013

Table of Contents

Instructions

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

	Page
A. Introduction.....	1
B. Program Overview.....	1
C. Categories for Which Funding is Available.....	2
D. Eligibility.....	3
E. Performance Period.....	3
F. RFA Clarification.....	3
G. Application Format and Instructions.....	4
1. Face Sheet.....	4
2. Cover Letter.....	4
3. Contact Page.....	4
4. Application Abstract.....	5
5. Table of Contents.....	5
6. Need.....	5
7. Response to Need.....	5
8. Annual Workplan.....	5
9. Application Budget Summary/Application Budget Detail Sheet.....	7
10. Project Management Plan.....	9
11. Dissemination.....	9
12. Overall Feasibility of the Project.....	9
13. Lobbying, Debarment and Suspension.....	10
14. Application Procedures.....	10
H. Rejection of Application.....	10
I. Calendar of Key and Reporting Dates.....	12
RFA Specification	
Background.....	13
Need.....	14
Response to Need.....	15
Objectives.....	15
Project Management Plan.....	17
Reporting Requirements.....	18
Reference Materials.....	19
Terms and Conditions.....	20

Appendix A

Grant Agreement

 Article I: Program-Specific Legal Terms and Conditions

 Article II: Standard Legal Terms and Conditions

Appendix B

Application Forms and Checklist

Appendix C

Guidelines, Definitions and Allowable Expenditure

Appendix D

Common Metrics and Accountability Measures

**Chancellor's Office
California Community Colleges**

Instructions

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the California Community Colleges Chancellor's Office (CCCCO).

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

B. Program Overview

***Carl D. Perkins Career and Technical Education Improvement Act of 2006
(Perkins IV)***

The California State Plan for Career and Technical Education, approved in March 2008 by both the State Board of Education and the Board of Governors of the California Community Colleges, establishes the vision, goals, and essential elements of a world-class career technical education system for the United States. Perkins IV centers on the improvement of secondary and postsecondary courses and programs that are intended to build the knowledge, skills, attitudes, and experiences needed to enter and succeed in the work-of-work.

The mission, as stated in the California State Plan for Career Technical Education is to "provide industry-linked programs and services that enable all individuals to reach their career goals in order to achieve economic self-sufficiency, compete in the global marketplace, and contribute to California's economic prosperity.

The purpose of the Perkins IV funds is to develop the academic, career, and technical skills of secondary students and postsecondary students who elect to enroll in career and technical education programs by:

1. Building on the efforts of states and localities to develop challenging academic and technical standards, to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions;
2. Promoting the development of services and activities that integrate academic, CTE instruction, and that link secondary and postsecondary education for participating CTE students;

3. Increasing state and local flexibility to provide services and activities designed to develop, implement, and improve CTE;
4. Ensuring the dissemination of information on best practices that improve CTE programs, services, and activities;
5. Providing technical assistance that:
 - a. Promotes leadership, initial preparation, and professional development at the state and local levels; and
 - b. Improves the quality of CTE teachers, faculty, administrators, and counselors.
6. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, local workforce investment boards, business and industry; and
7. Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

C. Categories for Which Funding is Available

The source of funding for this grant is Carl D. Perkins, Title I, Part B – State Provisions Section 124. The allocations of funds are as follows:

RFA Identification #:

- 13-150-001 Greater Sacramento, Northern Inland, Northern Coastal (\$300k + \$70k)
- 13-150-002 East Bay, North Bay, SF/Peninsula, Silicon Valley, Santa Cruz/Monterey (\$300k + \$70k)
- 13-150-003 Los Angeles, Orange County (\$300k + \$70k)
- 13-150-004 Central/Mother Lode (\$150k + \$70k)
- 13-150-005 South Central (\$150k + \$70k)
- 13-150-006 Inland Empire (\$150k + \$70k)
- 13-150-007 San Diego/Imperial (\$150k + \$70k)

The allocations as seen above consist of core funding and supplemental funding. In order to provide flexibility the Chancellor's Office is combining these two amounts so that each consortium can determine how they are structured to best "move the needle" in their chosen new and emergent sectors. **Note:** supplemental funding amounts may change in renewal years.

D. Eligibility

Only California Community College districts are eligible to apply. In addition, only those applicants that have the Regional Consortium Chair identified may apply. At the discretion of the Chancellor's Office, an interview may be required with the key talent prior to final selection.

If an application does not meet a minimum score of 75 points deemed to meet the performance and viability standards, it will not be funded and the RFA can be redistributed for competitive bid.

E. Performance Period

The performance period for the 2013-2014 applications is from July 1, 2013, through June 30, 2014. All performance under this allocation shall be completed by June 30, 2014. See listing of key dates on page 12 for final report deadlines. Final outcome and budget reporting must be submitted to the Chancellor's Office no later than August 31, 2014.

No extensions will be granted for this funding. The applications may be renewed annually for up to an additional 4 years contingent on successful completion of required outcomes and availability of funding. Year one of the performance period will be considered a time for setting up accountability structures by the Chancellor's Office and grantees. By the end of year two, for those grants renewed, the Chancellor's Office reserves the right to offer for competitive bids those grantees that are in the bottom quartile (25%) of performers.

F. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other errors are discovered in this RFA, 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.

Initial contact person for these Instructions and/or RFA Specification is:

Abigail Sifrit
(916) 322-4285
asifrit@cccco.edu

G. Application Format and Instructions

The following instructions prescribe the format and sequence for the development and presentation of the application. In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, all questions must be answered, and all requested data must be supplied. Applicants are expected to use the RFA Specification (page 13) and the forms provided (in Appendix B), except where a narrative format is required, to prepare the project applications. Computer facsimiles of the forms provided in Appendix B may be used. But under no circumstance may the language on these forms be altered. Any application using altered language on the forms may be disqualified.

The Chancellor's Office may require the applicant to make adjustments in the budget, annual workplan, or other aspects of the application prior to funding the grant. The Chancellor's Office reserves the right to review and approve the Consortium Chair selection within the application.

Grant applications are scored based on a maximum of 100 points as indicated on sections listed below.

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

Need	10
Response to Need	10
Annual Workplan	30
Application Budget/Budget Detail	10
Project Management	20
Dissemination	5
Feasibility of the Project	15
Total Points	100

1. Face Sheet

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

2. Cover Letter

The Chief Executive Officer/Designee of the applying college district will submit a cover letter with signature within the electronic submission.

3. Contact Page

Complete the Contact Page found in Appendix B.

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 Specification, 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 Points 10**

(Narrative – Limited to 5 pages, 1” margins, single or double-spaced, 12 pt. Arial font)

The need section is a narrative that concisely describes the need for the projects as defined by four questions listed in the Needs section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

7. Response to Need **Maximum Points 10**

(Narrative – Limited to 10 pages, 1” margins, single or double-spaced, 12 pt. Arial font)

This section is a narrative that at a minimum relates to all the required objectives listed in the ‘Response to Need and Objective’ section in the RFA Specification.

Descriptions of design and delivery systems, organizational structures, collaborative structures should also be included as part of the response.

8. Annual Workplan **Maximum Points 30**

The Annual Workplan is located in Appendix B.

(a.) Objectives

The objectives should serve the major goals that will implement the project. Proposed project objectives should be based on the scope of the proposed project while remaining consistent with the objectives of the RFA Specification. The RFA Specification has identified the eleven required objectives. The applicant must address these objectives for the project. Additional project objectives may be added. Objectives must be itemized,

stated in measurable terms, and naturally lead to outcomes. The project objectives must be performance-based.

List one objective per form, along with corresponding activities, timelines, responsible person(s), measurable outcomes, and Metric(s). 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. Additional copies of the form will be needed to address all of the project objectives

(b.) Activities

Project activities are the basic steps that need to be taken to implement the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual workplan for each objective. Outline each of the activities that will be implemented to accomplish each of the project's objectives.

(c.) Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month in which activities will be completed. **Note:** As closely as possible, determine starting and ending month of each activity. It is not acceptable to make all activities year long or to state "ongoing."

(d.) Responsible Persons

Identify, by position, individual(s) responsible for completing activities.

(e.) 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 this project that will result from the implementation of the objectives and activities listed in the annual workplan.

Example 1:

Student Momentum Point or Leading Indicator Goal:

Leading Indicator: "Alignment of a certificate with state-, industry-, nationally-, and/or employer- recognized certificate"

Objective/Expected Outcomes:

Our research and advisory feedback indicate that alignment of credit curriculum with the requirements of the new licensure

requirements will benefit students and incumbent workers. In collaboration with the Sector Navigator, the objective is to upgrade the curriculum across 15 colleges in 4 regions, minimally, where this sector has priority designation via a collaborative community. Total number of occurrences at the end of the project is minimally $15 \times 4 = 60$ curricula upgraded for industry licensing requirement. The impact on our region will be across 3 colleges.

Example 2:

Student Momentum Point or Leading Indicator Goal:

MP 18 - “Completed a CCCCO-Approved Certificate of Achievement (Primary Goal)”

Objective/Expected Outcomes:

We have data quality issues in our region. Five of our colleges would like support in reporting actual completions of CCCCO-Approved Certificates. This represents an estimated 20% improvement in reported completions at each college.

(f.) Metric Number

Identify which of the CCCCO-provided Common Metrics and Accountability Measure(s) (see Appendix D) this objective affects and place the corresponding number(s) in the Metric column.

9. Application Budget Summary/ Application Budget Detail Sheet **Maximum Points 10**

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 budget summary and detail sheet. The application budget summary, application budget detail sheet, application budget detail format example and Crossover Chart are located in Appendix B.

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 (see Appendix B) must list the cost breakdown of each budget classification amount requested indicating specific rates and amounts. It

is expected that this breakdown will be highly detailed (see budget detail format example in Appendix B).

Application Budget Summary: After completing the Application Budget Detail Sheet, the Application Budget Summary (see Appendix B) is to be signed by the Regional Consortia Chair/Responsible Administrator and the District Chief Business Officer/Designee (if chosen for funding 4 originals in an ink color other than black will be requested in hard copy).

When entering dollar amounts, round off to the nearest dollar, DO NOT INCLUDE CENTS.

b. **Indirect Administrative Costs**

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs. NOTE: This funding does not allow supervision/administration (beyond the 4% indirect costs) to be charged to the grant.

The indirect administrative costs (overhead) for this project cannot exceed four percent (4%) of the total direct costs (line 8 of the application Budget Summary). Use the following formula:

Total grant - (total grant/1.04) = indirect administrative costs.

Example: \$370,000 - (\$370,000÷1.04) = \$14,231

Total grant: = \$370,000 = \$355,769 + \$14,231

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** requires completion of the Out-of-State Travel Request Form **CEP Travel Information Page** and must be disclosed on the Budget Detail sheet. After the application has been fully executed, any further Out-of-State travel requires prior approval by the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit Out-of-State travel.

This grant requires quarterly travel to Sacramento by the Regional Chair to attend Extended Operation/Deep Dive meetings and CCC-Confer Deep Dives. These meetings are mandatory and so must be clearly budgeted within the application detail sheet. See the corresponding meeting schedule on the Doing What Matters website:

<http://doingwhatmatters.cccco.edu/Events/DivisionMeetings.aspx>.

This grant requires fall and spring travel to CCCAOE to receive professional development scheduled by the Chancellor's Office including budgeting a pre-day to the conferences. These conferences are mandatory and so must be clearly budgeted within the application detail sheet.

d. **Consortium Chair Fund Allocation**

The Consortium Chair role is a key talent role for the system and expected to be at a minimum 30% of a position. However, the RFA gives the flexibility to fund up to a 100% position depending on the size and need of a consortium. For this reason no individual can hold more than one key talent role for the system. Budgeting of a Consortium Chair's time must be shown on the budget detail sheet. Total compensation of the Consortium Chair needs to be reasonable when compared to the equivalent pro-rated dean position at the sponsoring district or region where the Consortium Chair is located. For Consortium at the \$300k level, two key talents must be proposed at a minimum of 30% each (e.g., Co-Chairs or Chair/Vice-Chair), whereby each must come from **different economic regions**.

10. Project Management Plan **Maximum Points 20**
(Narrative – Limited to 7 Pages, 1" margins, single or double-spaced, 12 pt. Arial font)

See individual RFA Specification for a complete description of management plan requirements. At a minimum a narrative responding to the questions within the project management section of the RFA, an organizational chart, and a resume of key talent will be required.

NOTE: Only those applications that have the Regional Consortium Chair identified may apply.

11. Dissemination **Maximum Points 5**
(Narrative – Limited to one page, 1" margins, single or double-spaced, 12 pt. Arial font)

Describe how the consortium will distribute grant materials or products to corresponding industry sector centers, Sector Navigators, community colleges, resource libraries, or other organizations. This narrative must not exceed one page. Project staff is encouraged to disseminate their findings and work products through national, State and regional venues.

12. Overall Feasibility of the Project **Maximum Points 15**

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

13. Lobbying, Debarment and Suspension

The Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form is located in Appendix B. This form has the CEO/Designee sign the form to certify that the applicant will comply with the certification regarding lobbying; debarment, suspension and other responsibility matters. If chosen for funding 4 originals in an ink color other than black will be requested in hard copy.

14. Application Procedures

- a. Assemble an electronic copy of the application and make sure all required documents are attached including the following signature pieces:
 - (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 Regional Consortia Chair or Responsible Administrator.
 - (3) The Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace must be signed by the district's Chief Executive Officer or authorized designee.
- b. Applications must be submitted electronically in one e-mail (no separate e-mails with pieces of applications will be accepted). All submitted documents should be in word format or PDF format for documents requiring a signature and e-mailed to the following address: regionalconsortia@cccco.edu by 5 p.m. Monday, March 18, 2013. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to

Abigail Sifrit
(916) 322-4285
asifrit@cccco.edu

H. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications 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 p.m. on Monday, March 18, 2013 or sent to the wrong e-mail address.
2. The RFA Grant Number is not correct on all the documents.
3. The RFA does not include the following required application documents submitted in one e-mail.
 - a. A cover letter signed by the CEO or designee of the community college district
 - b. Contact Page
 - c. Application Abstract (narrative not to exceed 1 page)
 - d. Table of Contents
 - e. Need (narrative not to exceed 5 pages)
 - f. Response to Need (narrative not to exceed 10 pages)
 - g. Annual Workplan
 - h. Application Budget Summary
(Regional Consortium Chair/Responsible Administrator signature)
(Chief Business Officer's/Designee's signature)
 - i. Application Budget Detail Sheet
 - j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
 - k. Project Management (see Project Management section within the RFA)
 - l. Dissemination (narrative not to exceed 1 page)
4. The key talent has not been determined for the Regional Consortium Chair position.
5. The Regional Consortium Chair position does not meet 30% time minimum requirement. For Consortium at the \$300k level, does not meet the two key talent requirement at a minimum of 30% each (e.g., Co-Chairs or Chair/Vice-Chair), whereby each must come from **different economic regions**.
6. Narrative sections of the application exceed the maximum page limit specified.
7. Application Budget exceeds the maximum funding.

I. Calendar of Key and Reporting Dates

Key Dates

January 28, 2013	RFA Revision Released
February 6, 2013	Consortia Chair Bidders Conference
March 18, 2013	Deadline for Submitting Application
April 2, 2013	Notification of Intent to Award
April 17, 2013	Appeal Deadline
July 1, 2013	Grant Commencement

Reporting Dates

October 25, 2013	1st Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2014	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2014	3rd Quarter Year-to-Date Expenditure and Progress Report due and <i>Last day for workplan amendments</i>
June 30, 2014	Projects Completed
July 25, 2014	4th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2014	2013-2014 Final Performance Reports and Final Report of Expenditures due

Request for Applications Specification

RFA Identification:

- 13-150-001 Greater Sacramento, Northern Inland, Northern Coastal (\$300k + \$70k)
- 13-150-002 East Bay, North Bay, SF/Peninsula, Silicon Valley, Santa Cruz/Monterey (\$300k + \$70k)
- 13-150-003 Los Angeles, Orange County (\$300k + \$70k)
- 13-150-004 Central/Mother Lode (\$150k + \$70k)
- 13-150-005 South Central (\$150k + \$70k)
- 13-150-006 Inland Empire (\$150k + \$70k)
- 13-150-007 San Diego/Imperial (\$150k + \$70k)

RFA Title:	Regional Consortia Grant
Funding Source:	Carl D. Perkins Leadership, Title I-B funds
Funding Period:	July 1, 2013 through June 30, 2014
Total Funds Available:	\$220,000 or \$370,000 depending on the region (see above)
Required Match:	None
Number of Awards:	Up to 7 (one per region as seen above)

BACKGROUND

Framework for Doing What MATTERS for Jobs and the Economy

The programs of the Division of Workforce and Economic Development bridge the skills and jobs gap and prepare California's workforce for the 21st century. The division serves as the administrator for several streams of state and federal funds, including:

- Proposition 98 dollars for Economic and Workforce Development, Apprenticeship, and Nursing;
- Governor's Career Technical Education Pathways Program, formerly known as Senate Bill 70 but now reauthorized as Senate Bill 1070 (Steinberg) with proposition 98 dollars and effective fiscal year 2013; and
- Carl D. Perkins Career and Technical Education Improvement Act of 2006 – which is comprised of Title I-B Leadership, Title I-C and CTE Transitions 10% set-aside funding.

The division collaborates with employers and industries, organized labor, the workforce system, local communities, their community colleges, and other education partners through programming supported by these funds to close the skills gap and foster successful student completion and employment outcomes.

The strategic framework for the division moving forward is entitled “Doing What Matters for Jobs and the Economy.” The four prongs of this framework are below (with more information available at <http://doingwhatmatters.cccco.edu/>), with the ‘braiding’ approach reflected in this expenditure plan as item ‘3a’ of the framework.

- Give Priority for jobs and the economy
 - 1a. Consider labor market needs when making local decisions on budgets, courses, and programs.
 - 1b. Decide on program capacity as a region.
- Make Room for jobs and the economy
 - 2a. Retool programs that are not working or not meeting a labor market need so that students can study what matters.
- Promote Student Success
 - 3a. Braid funding and advance common metrics in the division’s Request for Applications.
 - 3b. Strengthen regions with four skill-sets: data mining, convening, technology and professional development on the process for curriculum approval.
- Innovate for jobs and the economy
 - 4a. Solve a complex workforce training need so that our system can better deliver for employers and sectors.

The goals of Doing What Matters for Jobs and the Economy are as follows: to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs. Key activities under this framework include: a focus on regional priority/emergent sectors and industry clusters (to be referred to simply as “sectors”); take effective practices to scale; integrate and leverage programming between funding streams; promote common metrics for student success; remove structural barriers to execution.

It is the intent of the division, wherever possible, to target the investment of incentive funds against three thematic areas in support of this framework: regions, sectors, and technical assistance.

NEED (*Narrative – Limited to 5 pages, 1” margins, single or double-spaced, 12 pt. Arial font*)

In accordance with the Carl D. Perkins Act and the Doing What Matters for Jobs and the Economy framework, programs and services provided shall be flexible and responsive to the needs identified through the statewide and regional planning processes.

It is therefore the intent of the Chancellor’s Office to fund seven grants under this RFA that will meet these needs. The following questions will be responded to in order to identify the statewide need within the chosen region:

1. Define the size, common characteristics of the businesses and workforce, locations, industry associations, educational partners (including high schools, ROPs, community colleges, Universities and others), competitors, projected growth and prospect for positive outcomes in serving this region. Please identify and discuss supply and demand gaps in this region's workforce.
2. Based on the region's selected priority and emergent sectors, describe your efforts and focus for each sector. Discuss curricular challenges facing the region – within the community college tier of education, between tiers of education, and between higher education and industry – specific to each priority and emergent sector.
3. Discuss the inventory of organizations, bodies, advisories, hubs, centers, collaboratives, and other entities inside and outside of the community college system that are currently active in this region (including the Perkins collaboratives and advisories). Identify the gaps, overlaps, and opportunities for improvement and discuss plans to leverage, partner or navigate them and to transition assets into the current structure.
4. Describe the opportunity for more effective communication and collaboration with an array of constituents, ranging from the CCCCO, the Sector Navigators, Centers, community college faculty and administrators, K-12 and four-year partner education institutions, the workforce system, credentialing bodies and trade associations, public policy stakeholders, and any other interested parties.

RESPONSE TO NEED (*Narrative – Limited to 10 Pages, 1" margins, single or double-spaced, 12 pt. Arial font*)

Within the response to need it is the expectation that this narrative section will relate to all the required objectives within the section below and how they will respond to the need within a specific region to act as a workforce systems integrator, identifying and connecting needs and resources. Descriptions of design and delivery systems, organizational structures, collaborative structures should be included as part of the response.

OBJECTIVES

The career technical education funds must address the intent of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV). Program improvement in the areas of professional development, curriculum development, educational technology, and partnership development should result in an increased number of students, including special populations, advancing in higher education and in obtaining high level skills leading to high wage jobs. The Regional Consortium Chairs in collaboration with the CCCCO will respond to the regional need within the identified

priority industry sectors to identify and connect needs and resources, and to design and respond to outcomes that directly or indirectly move the needle on student success and student wage gain. Additionally the Regional Consortium Chairs will support and strengthen their region by:

1. Organizing and continuously improving the process for identifying, validating, and submitting priority and emergent sectors to the CCCCCO.
2. Developing a process to ensure that every community college in the region is aware of opportunities to participate in each gathering and decision making process. Describe practices and methodologies that the Regional Consortium Chair will use to regularly convene workforce development stakeholders from the member colleges in ways that connect faculty, staff, and administrators.
3. Providing convening, technical assistance, curricular, and logistical support to regional projects that affect Common Metrics and Accountability Measures and meet the labor market needs of regional priority and emergent sectors.
4. Coordinating with and leveraging efforts of other regions, Sector Navigators, Centers, Technical Assistance providers, colleges, national efforts, etc.
5. Outlining a plan of engagement with the region's workforce and economic development networks and college leadership (CEOs, CIOs, local Curriculum Committees, etc.) that includes the opportunity for CEOs from participating colleges to provide input and receive briefings.
6. Acting as first point of contact representing the Chancellor's Office for region inquiries, including facilitating business/industry connection with college programs.
7. In collaboration with Sector Navigators, funding, prioritizing and cultivating regional collaborative communities so that practitioners and/or faculty can collaborate for the region's priority and emergent sectors. Collaborative communities will have specific objectives, timelines and outcomes for improvement of the region's priority and emergent sectors.
8. Outlining a plan for how the Consortium will administer and monitor mini grants or sub-contracts if empowered to run grant competitions.
9. Creating and managing consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges. Websites at a minimum should provide relevant and up-to-date information concerning the consortium activities including: consortium member listing, available products, meeting minutes, opportunities to participate within the consortium, listing of active collaborative communities, in-region contacts for priority and emergent sectors, and listing of professional development opportunities.

10. Building a plan to collect “launch board’ data for the region. This will eventually become the basis for evaluating regional performance and what moves the needle in affecting regional performance. **Note:** Fiscal year 2013-14 is a set-up year for this process.
11. Inventorying the region’s program offering in the priority and emergent sectors, perform a gap analysis of the region’s offerings and the needs of the region’s employers, and create a plan of action to close those gaps.

PROJECT MANAGEMENT PLAN

NOTE: *The Regional Consortium Chair role is a key talent role for the system and is expected to be minimally 30% of a position. However the RFA gives the flexibility to fund up to a 100% position depending on the size and need of a consortium. For Consortium at the \$300k level, two key talents must be proposed at minimally 30% for each position (e.g., Co-Chairs or Chair/Vice-Chair), whereby each must come from different economic regions.*

- **Management Narrative** (*Narrative – Limited to 7 pages, 1” margins, single or double-spaced, 12 pt. Arial font*)
 1. Explain the Regional Consortium Chair’s professional experience in:
 - Convening, facilitating and project managing collaborative communities and multi-constituency partnerships or consortia;
 - Major accomplishments, especially those that involve affecting curriculum as well as public-private partnerships;
 - Depth and breadth of the Regional Consortium Chair’s professional network across education entities within the region (include any prior collaboration with the workforce system);
 - Professional development opportunities the Regional Consortium Chair has completed, such as CCCAOE Leadership Program; ASCCC Curriculum Institute, Other;
 - Leadership role in creating a vision, identifying opportunities, and acquiring resources to organize cross-organizational and cross-functional teams to achieve a common set of goals; and
 - Experience and knowledge of the following systems.
 - ◆ SB 1440 Transfer Model Curriculum (TMC):
<http://www.ccccurriculum.net/associate-degrees-for-transfer/>
 - ◆ Course Identification Numbering System (C-ID):
<http://www.ccccurriculum.net/c-id/>

- ◆ Curriculum Inventory 2.0:
<http://curriculum.cccco.edu/>
 - ◆ Program and Course Approval Handbook:
<http://www.ccccurriculum.net/compliance-2/pcah/>
 - ◆ New CTE standards of the California Department of Education: <http://www.cde.ca.gov/ci/ct/sf/>
2. Describe the responsibilities and the amount of time the Regional Consortium Chair will be devoting to the project activities.
 3. If Consortium is funded at the \$300k level, describe the leadership team that the Chair will organize for the macro-region. Discuss the skillsets of each member. Discuss how the organizational structure will allow for each economic region to have representation.
 4. Describe the Consortium outreach plan to the following as these relationships will help make the consortia more effective:
 - ◆ In-region community college CEOs
 - ◆ In-region Chief Instructional Officers
 - ◆ In-region Curriculum Committees
 - ◆ In-region leaders of various economic and workforce development 'networks'
 - ◆ The CEO representing the region on EDPAC
- **Management (Misc.)**
 - Provide an organizational chart for operating the grant.
 - Provide the Regional Consortium Chair's resume.

REPORTING REQUIREMENTS

Year-to-Date Expenditures and Progress Report

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

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

Year-to-Date Expenditure and Progress Reports not certified by the due date (see Article I, Section 4. Reporting) will be paid in the subsequent payment cycle. If the final report is not received and approved by December 31, 2014 the allocation recipient can lose up to 10% of their funding.

Accountability Reporting

The accountability for and measurement of grant activities administered through CCCCO's Workforce and Economic Development Division is based on the ARCC 2.0 framework and augments that work because the Division's grants span in scope from middle schools through community college as well as post community college into the workforce. Three categories of measures have been included:

- Quality of service (applies to key talent roles)
- Leading indicators of curriculum alignment to labor market needs
- Student momentum points

Depending on the performance requirements of the funding stream from which the grant originated, certain measures within these three categories will become more relevant, but the overriding objective of moving the needle on student outcomes remains, rather than the prior practice of monitoring activities and outputs.

With this unified framework of common metrics and accountability measures, funding and program decisions can be more data-driven and evidence-based resulting in what works in moving students towards success.

All applicants for this RFA agree that they have read the following document and its links, and will be able to set up systems in 2013-14 and report in 2014-15 in order to meet the accountability and measurement of grant activities. Refer to the document entitled *Common Metrics and Accountability Measures* (see Appendix D).

REFERENCE MATERIALS

Legal Terms and Conditions Articles I & II (Appendix A)

Application Forms and Checklist (Appendix B)

Guidelines, Definitions and Allowable Expenditures (Appendix C)

Common Metrics and Accountability Measures (Appendix D)

Carl D. Perkins Career and Technical Education Act of 2006 found at:

<http://www2.ed.gov/policy/sectech/leg/perkins/index.html>

The Chancellor's Office Doing What Matters website contains a variety of documents and input from the field used to design the RFAs going out competitive this year. If you are interested in reading these documents they may be found at:

<http://doingwhatmatters.cccco.edu/PromoteStudentSuccess/RFAProcess.aspx>

TERMS AND CONDITIONS

The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference.