



Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

RFA Instructions, RFA Specification, and Terms & Conditions

Program

Adult Education Block Grant (AEBG) – Technical Assistance,
Coordination and Capacity Building

RFA Specification Number

16-206

Funding Fiscal Year

2016-2019

Total Funds Available

Up to \$5,000,000

Funding Source

Assembly Bill 104, Section 84915

RFA Release Date: Wednesday, October 5, 2016

Application Deadline

Applications must be received electronically at the Chancellor's Office by
Friday, November 11, 2016 at 5:00 p.m.

Questions Deadline

Written questions concerning the specifications in this Request for
Applications must be submitted by **Friday, October 21, 2016**, via e-
mail to: ewdappsubmittals@cccco.edu.

Bidder's Conference: Wednesday, October 19, 2016, at 1:00 P.M.

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

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Chancellor's Office, California Community Colleges

RFA Instructions

A. Introduction

The California Community Colleges Chancellor's Office (CCCCO) and The California Department of Education (CDE) are soliciting districts that are qualified to serve as the fiscal agent for the statewide technical assistance (TA), coordination, and capacity building assistance to Adult Education Consortia.

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the CCCCCO.

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

Adult Education Block Grant Program

In 2013–2014, Assembly Bill 86 was enacted, providing \$25 million for local community college districts and K–12 districts to develop coordinated plans to expand the provision of adult education within designated regional consortia boundaries. These funds were distributed to educational consortia throughout the state, as determined by need using several indicators. After a successful two-year planning phase, the state committed to ongoing investments beginning with the 2015–16 fiscal year.

On July 1, 2015, Assembly Bill 104 was passed, and the Legislature appropriated a \$500 million Adult Education Block Grant (AEBG) to the California Community Colleges Chancellor's Office to jointly work with the California Department of Education to support the expansion and improvement of the provision of adult education. These funds were distributed, based upon a needs formula, to 71 consortia <http://aebg.cccco.edu/Consortia/Consortia-List> for the purpose of supporting activities listed within each consortium plan developed during the two-year planning phase. Through Assembly Bill 104, consortia implement activities to expand and coordinate services that address the educational needs of adults in all regions of the state.

The 2016-17 Budget appropriated \$505 million from the General Fund to the Chancellor of the California Community Colleges and the Superintendent of Public Instruction. One percent of the appropriation (\$5 million) is a one-time funding mechanism to be used to contract with one selected community college district or local educational agency (LEA) to provide technical assistance to consortia over a three-year period (2016-17 through 2018-19). The assistance is intended to help consortia successfully transition to the new adult education system.

Additionally, the CDE and the CCCCCO ensure the coordination of programs that support education and workforce services for adults, such as Title II of the Workforce Innovation and Opportunity Act (WIOA), Carl D. Perkins Career Technical Education Act (Public Law 109-270), and alternative structures included in this endeavor..

C. Funding Authority

The total budget for this Request for Application for FY 2016-19 is \$5 million. One (1) grant will be awarded. The following budget language, per the Adult Education Block Grant Program, provides the authority and purpose for the funding:

(b) Pursuant to a competitive process, and using one-time funds appropriated for this purpose in the Budget Act of 2016, the Chancellor of the California Community Colleges and the Superintendent of Public Instruction shall jointly select a community college district, school district, county office of education, or adult education consortium to provide statewide leadership for community college districts and local educational agencies participating in the Adult Education Block Grant Program (Article 9 (commencing with Section 84900) of Chapter 5 of Part 50 of Division 7 of Title 3 of the Education Code). Each community college district and local educational agency participating in the Adult Education Block Grant Program shall be provided with the opportunity to participate in the statewide leadership activities specified in this section.

(c) For purposes of this section, “statewide leadership activities” include, but not limited to, all of the following:

- (1) Developing and disseminating effective practices and other guidance documents.
- (2) Providing adult education consortia with technical assistance to enhance the effectiveness of their local adult education programs.
- (3) Providing professional development opportunities to adult education consortia.
- (4) Providing weekly webinars.
- (5) Establishing and maintenance of an Internet Web site containing programmatic guidance.
- (6) Researching effective adult education practices in other states.
- (7) Enhancing programmatic collaboration with other state and federal education and workforce development programs.

(d) The selected community college district or local educational agency shall expend funds received pursuant to subdivision (b) to support the statewide leadership activities identified in subdivision (c). The funds allocated pursuant to this section shall be expended by the selected community college district or local educational agency to provide leadership activities in the 2016–17, 2017–18, and 2018–19 fiscal years.

The CDE and CCCCCO reserve the right to adjust the award based upon the availability of funds. The CCCCCO 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.

D. Scope

The Board of Governors will award a contract to a California Community College district or LEA with the capacity to serve as the fiscal agent and project manager to provide technical assistance, coordination and capacity building for 71 adult education consortia throughout California. More specifically, the selected grantee must have the capacity to administer, at a minimum, the statewide leadership activities addressed in Section C of this RFA.

The AEBG Office will manage the project, retain day-to-day control over its direction, approve the final selection of subcontractor(s) to perform the services under this Agreement, and retain final approval of all expenditures.

E. Expected Outcomes/Deliverables

With guidance and direction from the AEBG Office, the selected contractor must provide a technical proposal that addresses the maintenance and sustainability of the adult education system that includes the following tasks:

- Task 1: Comprehensive Plan and Schedule
- Task 2: Project Coordination And Communication
- Task 3: Technical Assistance (TA)
- Task 4: Professional Development/Capacity Building/Training
- Task 5: Reports And Invoices
- Task 6: Data Files And Reports

The contractor must work with all existing AEBG grantees and contractors to transition all work products. More specifically, the contractor must describe in detail, how they propose to transition all work products held by the AEBG office, prior contractors and grantees into the current contract. This could include, but is not limited to, coordinating and collaborating with other state agencies, future contractors, and grantees.

The contractor must work with the prior contractors and grantees transition team to ensure an effective transition into the new system. The new grantee must begin to provide services as soon as the contract is executed, for the AEBG office to begin work on the 2017/2018 Program Year. As applicable the contractor will identify subcontractors for the tasks listed below. The contractor with the AEBG office will subcontract for a Project Coordinator who will be the principal for coordinating process and efforts that are logistical and strategic in nature and include efforts in support of the AEBG systems development. The position will coordinate with the AEBG leadership to carry out project work plans.

Task 1 - Comprehensive Plan and Schedule

The contractor will provide a description of the approach and methodology by which to accomplish all associated tasks, subtasks and activities. The description will contain sufficient detail to convey the contractor's knowledge and skills necessary to successfully complete the project. The contractor must address Tasks 1- 6:

1.1 Narrative Schedule and Timeline

The contractor will provide a detailed narrative schedule and timeline that outlines, both by task and chronology for each activity to be performed, the entire contract term. The schedule and timeline must list all tasks, subtasks and deliverables for this project. The chronological schedule and timeline must include proposed task initiation and completion dates for each fiscal year covered under this contract or part thereof. The schedule and timeline will also serve as the monitoring document to assure timely completion of tasks as proposed by the contractor.

The contractor will provide a detailed project schedule for all work delineated to a single product description in order for the state project monitor to sufficiently understand tasks and activities performed within the reported contract/project work. The contractor will provide a timeline that describes all work to be completed with durations, effort required, and relationships between deliverables and activities. The contractor will provide a Risk Management Plan for this project, indicating how risks and issues will be identified and managed.

Task 2: Project Coordination and Communication

The contractor will ensure the ongoing delivery of activities throughout the year under the direction of the AEBG office. The following activities are incorporated across all tasks. The AEBG Office will monitor the contractor to ensure that project coordination is completed according to the specifics below:

2.1 Orientation Meeting

The contractor will provide a detailed plan for conducting an orientation meeting that will occur within the first month of the commencement of this contract. The plan will ensure that all key prime contractor and subcontractor personnel, including the management team, task leaders, and significant subcontractors will meet in person with the AEBG for one full day at the CCCCCO headquarters located at 1102 Q Street, 6th Floor, Sacramento, California.

The contractor will, during the orientation meeting, address each task and subtask, the project timeline and staffing regarding the implementation of the contract. The contractor will ensure that the project schedule for all work will be delineated to a single product description in order for the AEBG Office to sufficiently understand tasks and activities performed within the reported contract/project. The contractor will provide a timeline that describes all work to be completed with duration, effort required, and relationships between deliverables and activities.

2.2: The contractor will maintain ongoing monthly communication with the AEBG Office by e-mail, face-to-face, and by phone, as needed and directed.

2.3: Items produced under the terms of this contract are the property of the AEBG Office and shall have the following statement prominently displayed on any materials produced as part of the project: *Funded by the California Department of Education and Chancellor's Office of the California Community Colleges (CCCCO).*

2.4: The contractor will be required to obtain prior formal written approval from the AEBG Office before changing project management or key personnel.

2.5: Quarterly Progress reports will accompany invoices for the same period. The progress reports will reflect completed work (status) and describe activities within the time period for the tasks in the timeline for deliverables. Progress reports, broken down by task in a table format using Microsoft tools, will be included in the invoice package and submitted electronically to the AEBG Office.

2.6: The contractor will develop a process for gathering ongoing feedback from AEBG grantees related to workshops and TA.

- a. Participants will complete an evaluation form at the completion of each event.
- b. The evaluation form and sign-in sheets will be approved by the AEBG Office prior to being used.
- c. Evaluations will be used to create a summative report about each activity, and will include information about the number of attendees, the utility of the information to the participants, knowledge gained, and the likelihood of implementation.
- d. The contractor will analyze the evaluation data and implement recommendations for improvement in the delivery of the TA.

2.7: The contractor will prepare and submit a final report Quarterly electronically to the AEBG Office. The report will include, but not limited to:

- a. A list of all TA provided to all AEBG grantees, including:
 - i. Number of participants
 - ii. AEBG grantees represented
- b. Results from evaluation, feedback, and observation
- c. Refinements made to TA based on data
- d. An index of all AEBG tools/resources provided
- e. A summary of challenges and limitations encountered throughout the project

Task 3: Technical Assistance

The contractor will provide TA and information to grantees working to implement the AEBG program.

3.1: The contractor will draft a needs assessment survey to identify needs of AEBG grantees. The AEBG Office will review the draft needs assessment survey and provide the contractor with edits. The contractor will finalize all materials and submit final versions to the AEBG Office no later than January 31, 2017. The contractor will electronically disseminate the finalized survey to all AEBG grantees and collect the results.

3.2: The contractor will analyze the results of the needs assessment to identify TA needs at the local and regional level.

3.3: The contractor will inform AEBG grantees of the availability and means of accessing technical assistance using e-mail, phone and in person meetings.

- a. The contractor will provide focused and individualized TA to grantees. Assistance will be provided via e-mail, phone, in person, and Webinar(s) to address the needs of grantees. The Contractor will travel to grantees to provide onsite TA as needed. The mode of response will be determined by the nature of the request, and every request will receive a response within five business days.
- b. The contractor will develop tools, resources, data reporting templates and provide promising practices when appropriate to address the needs. All tools and resources will be reviewed and approved by the AEBG Office. Follow-up surveys will be completed electronically after each TA activity to determine the effectiveness of the services, tools, resources, and promising practices.
- c. The contractor will travel to sites, attend and/or present at conferences as requested by the AEBG Office. All site, conference travel and workshop materials will be reviewed and approved by the AEBG Office. The contractor will submit findings to the AEBG Office.

Task 4: Professional Development/Capacity Building and Training

The contractor will utilize the results of the needs assessment survey in subtask 2.1 to provide training in response to grantee TA requests. Training will be provided through various modes of delivery.

4.1 The contractor will identify subject-matter experts to establish a facilitator/TA pool through grantee specific outreach. The pool will be utilized for webinars, workshops and onsite TA throughout the project. The AEBG Office will review and approve the selection process and all TA facilitators added to the list.

4.2 The contractor will provide grantees with a list of organizations that provide training related to adult education program areas.

4.3 The contractor will lead and coordinate a two-day annual statewide Summit and other events as needed for AEBG consortia members.

- a. The contractor will conduct preliminary planning with the AEBG Office to determine institute size, geographic area, and dates.
- b. The contractor will secure the location, approved by the AEBG Office, and handle all logistics related to the summit.
- c. The contractor will facilitate and coordinate planning meetings with the AEBG Office and key stakeholders (including WIOA funded leadership projects).
- d. The contractor will provide registration material, reviewed and approved by the AEBG Office and handle all registration.
- e. The contractor will prepare draft agendas, which will be reviewed and finalized by the AEBG Office at least one month prior to each event.
- f. The contractor will identify proposed keynote speakers through internet research and outreach to AEBG grantees. Keynote speakers will be responsible for creating their

own material, reviewed and approved by the AEBG Office. The contractor will identify workshop presenters through a call for presenters, reviewed and approved by the AEBG Office. The “call for presenters” will be sent to AEBG Project Directors and partners.

- g. The contractor will create the program for the AEBG website, reviewed and approved by the AEBG Office.
- h. The contractor will create a summit evaluation and present the findings to the AEBG Office within one month.
- i. Where needed, the contractor may subcontract with AEBG Office Approval.

4.4 The contractor will provide at Webinar(s) using appropriate technology. The contractor will utilize established standards and criteria to ensure all presentations are consistent, interactive, and of highest quality. The contractor will provide the content, training and produce the Webinar.

- a. The topic for the Webinar will be determined through the contractor’s developed survey results analysis and discussions with the AEBG Office. A Webinar calendar will be developed and submitted quarterly to the AEBG Office. The content and logistics of the Webinar will be submitted by the contractor for review and approval to the AEBG Office by no later than one month prior to the scheduled Webinar.
- b. The contractor will arrange the logistics for the Webinar.
- c. The contractor will provide facilitators, identified through Task 3.1, with training and support for the Webinar. The facilitator will develop the training material, reviewed and approved by the AEBG Office, and deliver training via the Webinar.
- d. The contractor will disseminate information announcing the Webinar via e-mail, one month prior to the scheduled Webinar.
- e. The contractor will survey participants to obtain feedback and use the feedback to improve future TA products. The survey will be reviewed and approved by the AEBG Office contract monitor.
- f. The contractor will archive Webinar and training materials on the website within two weeks of delivery.

Task 5: Reports and Invoices

5.1 Monthly and Annual Progress Reports

The contractor will provide a monthly written progress report to the AEBG Office. The progress report must: (1) include task and subtask number and title; description of task and subtask; (2) include a detailed report of activities completed during the prior month under each task and subtask for the monthly invoice being submitted; (3) include an update of current or ongoing activities and the progress noted for each. The monthly progress report must be submitted to the AEBG Office on or before the last Friday of each month. The AEBG Office will not approve invoices for payments on this contract without receipt of the monthly progress report.

The monthly progress reports will note the progress on all tasks, subtasks, and activities. The information serves as a basis for tracking progress and making improvements. The progress report must disclose any issues encountered. At a minimum, the issue/risk management plan must include the following:

- a. Identify the problem
- b. Evaluate the significance and impact of the problem
- c. Identify root cause of the problem
- d. Recommend actions to prevent recurrence of this or similar problems
- e. Assign responsibility for taking corrective action
- f. Implement new processes or quality controls as necessary
- g. Determine what to do with failed items
- h. Record permanent changes in process documentation

The original monthly progress report must be signed by the contractor's Project Manager/Director and submitted to the AEBG Office with the monthly invoice.

The contractor will submit electronically an annual summary progress report on or before July 30 of each year that reflects all tasks and subtasks specified in Task 1. The original annual summary progress report must be signed by the contractor's Project Manager.

5.2 Invoices

The contractor will provide a monthly invoice to the AEBG Office that

- a. Includes task and subtask number and title; description of task and subtask
- b. Includes detail of all activities completed during the prior month under each task and subtask for the monthly invoice being submitted
- c. Includes, as an attachment to the invoice, a monthly progress report on current or ongoing activities, and the progress noted for each
- d. Includes, as an attachment to the invoice, a monthly ledger on current or ongoing activities, and the progress noted for each

The invoice must be submitted to the AEBG Office on or before the last Friday of each month. The AEBG Office will not approve invoices for payments on this contract without the detail mentioned above.

The monthly invoices produced will note all tasks, subtasks, staff, materials, and activities as a basis for tracking progress and making improvements

The monthly invoice must reflect all tasks and subtasks and be submitted with a ledger of all transactions showing all tasks and subtasks. The original monthly invoice and ledger must be signed by the contractor's Project Manager and submitted to the AEBG monthly.

The contractor will submit an annual invoice on or before June 30 of each year that reflects all tasks and subtasks. The original annual invoice report must be signed by the contractor's Project Manager/Director.

5.3 Annual Reports

The contractor must deliver annual reports electronically by e-mail and as hard copies by certified mail to the AEBG Office. The Technical Proposal must ensure that the annual reports will include descriptive statistics, data tables and analyses that turn data elements into clear, usable information to inform policies for program years 2016/2017, 2017/2018, 2018/2019 as detailed in the AB 104 legislation.

The contractor will provide an electronic ADA version, Interactive version of the AB104 Legislation report for Web posting, as well as printed copies as requested by the AEBG Office.

The California Legislature requires the CCCCO and CDE to report on or before October 30 and February 1 of each year.

The contractor will provide the AEBG Office an annual report for the California Legislature, Creation of the report will begin four months prior to submission date. It must be submitted electronically to the AEBG Office for review, in order to meet the submission deadline to the Legislature. An example of a prior report may be viewed at
<http://californiacommunitycolleges.cccco.edu/ChancellorsOffice/ReportsandResources.aspx>

Task 6: Data Files and Reports

The contractor will adhere to the CCCCO and CDE Style Guidelines, Web standards, and data file requirements. The CCCCO and CDE Style Guidelines and Web standards are available via the following links, respectively.

1. CCCCO at
http://californiacommunitycolleges.cccco.edu/Portals/0/CommTools/Communications-Manual_4.2-ADA-Review-4-13-2015-FINAL.pdf
2. CDE Web Standards Web page at
<http://www.cde.ca.gov/re/di/ws/webstandards.asp>

The contractor, unless otherwise specified in this RFA, will provide all final documents in an agreed upon format approved by the AEBG Office. The contractor will ensure that documents provided as word or PDF are fully accessible to persons with disabilities, including at a minimum that they are text based, have the correct reading order, and all non-text elements, (e.g., pictures, charts, graphs) have fully equivalent alternative text and alternative text tags.

Once a document has been fully approved by the AEBG Office, the contractor will provide materials that meet the CCCCO and CDE Accessibility Standards. The Technical Proposal must ensure that the PDF Documents be tagged for accessibility. Accessibility requirements are not waived because content is received from schools or any other third party. The

contractor will provide approved PowerPoint documents, for posting on the Internet with a text only Word version, with fully equivalent alternative text for every non-text element (e.g., graphics, pictures, charts, graphs).

The contractor will ensure that videos or Webinars that are to be posted to any Web site are fully captioned and meet CCCC and CDE Web standards. Also, the contractor will provide resources with knowledge, skills, and abilities to deliver Section 508 accessible products.

The contractor will deliver, unless otherwise specified, all data files in text files using a comma separated values (CSV) format with double quote field delimiters. The files must be encrypted using FIPS 140-2 validation product that can be incorporated into Microsoft Access and Microsoft SQL Server.

All materials and/or deliverables developed in conjunction with this contract must be approved by the AEBG Office. The contractor will not disseminate any written information, materials, or deliverables to the field, public, or any other third party without written approval by the AEBG Office. The contractor will allow sufficient time for the AEBG Office to review the materials and/or deliverables, and if necessary, to make modifications. The AEBG Office will review and sign-off on the revised submission.

The contractor is responsible for any costs associated with making modifications to materials and deliverables necessary to obtain sign-off by the AEBG Office.

The contractor will ensure that the CCCC and CDE have access to all internal and external reports, documents, data, and working papers used by the contractor and subcontractors in the performance and administration of the contract. The AEBG Office will monitor all aspects of the contractor's performance.

F. Eligibility

A California Community College District or local educational agency is eligible to apply.

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

The Chancellor's Office 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 a consideration prior to final selection.

Capacity-Building Grant

If there are no applications or insufficient applicants passing the 75 point threshold, the Chancellor's Office may opt to issue a capacity-building grant to seed the needed public capacity sole source.

Past Performance

Per Article I, the Chancellor's Office can consider past performance prior to making final selection and as a basis for not making an award to an applicant.

G. Performance Period

The application will be awarded for the time period January 19, 2017, through December 31, 2019. See listing of **key dates** for quarterly and final report deadlines. The application may be renewed annually for up to an additional three (3) 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.

H. 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.

Contact person for these Instructions and/or RFA Specification is:
Nita Patel via e-mail at npatel@cccco.edu.

I. Bidder's Conference

A Bidder's Conference will be held for this RFA as a webinar on Wednesday, October 19, 2016 at 1:00 pm. The CDE and CCCCO requests that potential applicants register for this Webinar at www.cccconfer.org. Failure to attend the Bidder's Conference will not preclude the submission of an application.

J. 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 Out-of-State travel form and the CEO Cover Letter Template can be found with the online application materials.

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, the CEO cover letter template, and the out-of-state travel form found with the online application materials.

The Chancellor’s Office may require the applicant to make adjustments in the budget, annual work plan, or other aspects of the application 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	10
Response to Need	20
Annual Work Plan	25
Application Budget Summary/Application Budget Detail Sheet	10
Project Management Plan	20
Quality of Service	15
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, an appropriate face sheet with instructions will be sent out 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).

- If a college within the District is housing the project director then this college will be selected (click twice on the college text box and choose the college from the drop down menu provided). If the project director is working out of the District office (in a multi-college District) than click twice on the college text box and choose N/A out of the college 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 Points 10

(Narrative – Limited to six (6) 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 the questions listed in the Need section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

7. Response to Need

Maximum Points 20

(Narrative – Limited to three (3) 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. Statement of Work (Annual Work Plan)

Maximum Points 25

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 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 Statement of Work (Annual Work Plan).

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 *year long*. An estimated completion date must be entered.

e. Responsible Persons

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

**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 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.

This grant requires (TAPs) to attend the Fall and Spring California Community College Association of Occupational Education (CCCAOE) conferences to receive professional development scheduled by the Chancellor's Office. These conferences are mandatory and so must be clearly budgeted within the application detail sheet.

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.

e. Coordination Meetings

The fiscal and contracting coordinator may be required to attend multi-district and regional meetings

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

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

See the RFA Specification for a complete description of Management Plan requirements. 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.

11. Quality of Service **Maximum Points 15**
(Narrative – Limited to three (3) pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

In this section, please discuss your processes, staffing and subcontractor arrangements that meet the requirements of the grant and ensure timely, responsive, and quality service as well as quality monitoring. Please include responses to the questions in this section of the RFA Specifications.

13. 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: **2016-19 Adult Education Block Grant (AEBG) – Technical Assistance, Coordination and Capacity Building** to ewdappsubmittals@cccco.edu by **5:00 P.M. on Friday, November 11, 2016**. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

Nita Patel via e-mail at npatel@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 **Nita Patel** at the e-mail address above to confirm receipt of their application.

K. 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 **5:00 P.M. on Friday, November 11, 2016** 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. The Annual Work Plan and/or Application Budget Detail Sheet do not show attendance at the AEBG meetings.
5. 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
 - Need (narrative must not exceed page limit)
 - Response to Need (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)
 - Quality of Services (narrative must not exceed page limit)
6. The applications contains facsimiles of forms and has changed language on those forms (this may cause a rejection).
7. The narrative sections of the application exceed the maximum page limit specified.

L. Calendar of Key/Reporting Dates

Key Dates

October 5, 2016	RFA Released
October 19, 2016	Bidder's Conference
October 21, 2016	All Clarifying Questions Due
November 11, 2016	Deadline for Submitting Application
December 5, 2016	Notification of Intent to Award
December 19, 2016	Appeal Deadline
January 17-18, 2017	Board of Governors Approval (grants over \$100,000)
January 19, 2017	Grant Commencement
December 31, 2019	Grant End Date

Reporting Dates

April 25, 2017	1 st Quarter	Year-to-Date Expenditure and Progress Report due
July 25, 2017	2 nd Quarter	Year-to-Date Expenditure and Progress Report due
October 25, 2017	3 rd Quarter	Year-to-Date Expenditure and Progress Report due
January 25, 2018	4 th Quarter	Year-to-Date Expenditure and Progress Report due
April 25, 2018	5 th Quarter	Year-to-Date Expenditure and Progress Report due
July 25, 2018	6 th Quarter	Year-to-Date Expenditure and Progress Report due
October 25, 2018	7 th Quarter	Year-to-Date Expenditure and Progress Report due
January 25, 2019	8 th Quarter	Year-to-Date Expenditure and Progress Report due
April 25, 2019	9 th Quarter	Year-to-Date Expenditure and Progress Report due
July 25, 2019	10 th Quarter	Year-to-Date Expenditure and Progress Report due
October 25, 2019	11 th Quarter	Year-to-Date Expenditure and Progress Report due
January 25, 2019	12 th Quarter	Year-to-Date Expenditure and Progress Report due
February 28, 2020		Final Claim of Expenditures and Final Report due

Chancellor's Office, California Community Colleges

RFA Specification

RFA Specification No.:	16-206
RFA Title:	Adult Education Block Grant (AEBG) Technical Assistance, Coordination and Capacity Building
Funding Source:	Assembly Bill 104, Section 84915
Funding Period:	January 19, 2017, through December 31, 2019
Total Funds Available:	Up to \$5,000,000
Number of Awards:	One
Match:	None

BACKGROUND

There are there are links to the Adult Education Block Grant website, Senate Bill 104, Section 84915 within the Reference Materials section at the end of the RFA.

INTRODUCTION

The Adult Education Block Grant secures a fiscal agent for the statewide technical assistance, coordination, and capacity building assistance to Adult Education Consortia.

NEED

1. Describe your understanding of the Adult Education Block Grant (AEBG) Program.
2. Describe how a fiscal agent of the Adult Education Block Grant Program can enable effective implementation at the direction of the CCCCO and CDE.
3. Describe how the Adult Education Block Grant (AEBG) will ensure that Technical Assistance Providers retained under this grant will act in accordance with Section E: Outcomes/Deliverables.

RESPONSE TO NEED

The fiscal agent will monitor the activities commissioned under this grant. Therefore, applicants should address the following:

1. Service as a fiscal agent and/or fiscal management of grants/contracts.
2. Timely and efficient management and payment of subcontracts for projects.
3. Experience administering grants/contracts with multiple project stakeholders and subcontractors.
4. Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.
5. Description of staffing the grant to ensure its responsiveness to address the Adult Education Block Grant (AEBG) Program
6. Provide a chart of the district's billing process and describe the standard turn-around time/process for payment and follow up.
7. Identify any special vendor relationships that may be beneficial.
8. Identify any efficacy in your contractual processes that might distinguish you from other applicants.
9. Describe the organization and structures in place to accomplish the outcomes or the structure you will put in place to take on these activities.
10. Describe distinguishing assets or competencies of your application with regards to the following Adult Education budget language:

PROGRAM MANAGEMENT

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.

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

A. Management Narrative

Explain the District's/LEA/County service as a fiscal agent and/or fiscal management of contracts.

Describe the District's process for executing and payment of subcontracts for projects.

Including average time it takes to execute a subcontract and the average time it takes to process a subcontractor's invoice for payment. Please include any quality assurance functions that the District takes to ensure efficient and accurate transactions.

Please describe your process for administering contracts with multiple project stakeholders and subcontractors. Also, please provide the District's process for rapid start up and implementation of fiscal agent responsibilities.

1. Grantees are required to report expenditure information and report it quarterly in the Chancellor's Office Year-to-Date Expenditure and Progress Reporting System. Discuss the District's readiness to undertake that responsibility.
2. Identify whether the District submitting the grant application has previously received any funding from the Adult Education Block Grant Program.

B. Management (Attachments)

(The following required documents do not count as part of the narrative page count.)

1. Provide an organizational chart for operating the project.
2. Provide a governance chart for the regional consortia or collaborative.
3. Provide intent-to-participate letters from partners if any. The RFA does not require the participation of other colleges or vendors; however, it is encouraged where appropriate.

QUALITY OF SERVICE

1. Provide additional supplemental vendor information that can strengthen your application.
2. Discuss the qualifications and experience of the Fiscal and Contracting Coordinator in to navigate internal processes and troubleshoot issues in order to ensure the provision of timely, responsive, and quality service.

F. Reporting Requirements

Year-to-Date Expenditures and Progress Report

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 J 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.

G. Reference Materials

Appendix A

- Article I: Program-Specific Legal Terms and Conditions
- Article II: Standard Legal Terms and Conditions

Appendix B

Application Forms (Excel Spreadsheet)

Appendix C

Guidelines, Definitions and Allowable Expenditures

TERMS AND CONDITIONS

The executed grant shall consist of a Grant Agreement face sheet, the Grantee's application, and 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.