California Community Colleges

Bidder's Conference

K12 Strong Workforce Program

Funding Opportunity – Request for Application

August 31, 2023

Today's Presenters

Lynda Phan
Dean for K12 Strong Workforce Program, Chancellor's Office (CCCCO)

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Specialist for K12 Strong Workforce Program, CCCCO

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Objectives & Housekeeping Items

- Walk through of the K12 SWP Funding Opportunity & Request for Application (RFA) for Round 6
  - **Application Due Date** -Friday, October 6, 2023, by 5:00pm Pacific Time
  - Only applications submitted via the NOVA system will be accepted.
- Performance Period: January 2024 to June 2026
  - There will be NO extensions to the performance period.
- Questions about the Request for Application must be submitted to K12SWP@cccco.edu by 5 p.m. on Wednesday, September 20, 2023

K12 SWP 2023 Timeline

DATE	EVENT
August 25, 2023	K12 SWP Application Released/NOVA Platform Opens
August 31, 2023	Posting of Pre-recorded Bidder's Conference Webinar
September 5, 2023	NOVA Platform Applicant Training Video Release
September 20, 2023	Question Submission Deadline to K12SWP@cccco.edu
October 5, 2023	Regional Engagement Information Sessions Conclude
October 6, 2023	K12 SWP Applications due in NOVA
November 17, 2023	K12 Selection Committees Review Period Concludes
November 17, 2023	K12 SWP Preliminary Awards Announced
December 5, 2023	Appeals Due to SWP Regional Consortium
December 15, 2023	Regional Consortium Communicate Intent to Award
January 1, 2024	K12 SWP Project Term Begins
June 30, 2026	K12 SWP Project Term Ends

Funding

Statewide Funding Allocations to the Regions

- **Weighted Factors**
  - Unemployment Rate
  - Region's Total Average Daily Attendance (ADA) for pupils in grades 7 through 12
  - Proportion to projected regional job openings
- **Round 6 will use the data numbers from 2021-22**

Regional Consortium	K12 SWP Allocation
Bay Area	$28,380,398
Central Valley/Mother Lode	$20,632,608
Inland Empire/Desert	$18,600,959
Los Angeles	$26,849,623
North/Far North	$19,673,567
Orange County	$12,014,345
San Diego/Imperial	$13,811,110
South Central Coast	$10,037,389
TOTAL	**$150,000,000**

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Awarded Funding Levels for LEAs

There are four funding levels of maximum allowable dollar amounts for each application based on total ADA of the grant-seeking Local Education Agencies (LEAs) as shown in the table below:

Total Average Daily Attendance of LEAs	Maximum Allowable Grant Amount
Up to 140 ADA	Up to $250,000
141 to 550 ADA	Up to $500,000
551 to 10,000 ADA	Up to $1,000,000
Over 10,000 ADA	Up to $2,000,000

Eligible Applicants

Eligible K12 SWP applicants consist of one or more of any combination of the following LEAs:

- School District
- County Office of Education
- Charter School
- Regional Occupational Center or Program (ROC/P)

Eligibility Requirements

1) LEA applicants must partner with at least one community college/district in their application.

2) The LEA (Lead and all K-12 Partners) shall be located within the geographical boundaries of the region from which it is applying for funds.

3) Each LEA (Lead and all K-12 Partners) will be required to upload a completed High-Quality CTE Program evaluation.

4) Each LEA (Lead and all K-12 Partners) must engage in regional efforts to align workforce, employment, and education services.

5) Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program.

Note: Per Ed. Code, Section 88830, the Chancellor's Office will verify that required course data files to Cal-PASS Plus have been submitted. Additionally, K12 SWP awardees who did not submit required course data files may be ineligible to apply.

Application Details

Application Review

- Each application will be read and scored by a minimum of three trained reviewers from the regional K12 Selection Committee formed by the Regional Consortium in the region in which the applicant is applying.

- Application reviews will occur from **October 9, 2023 - November 17, 2023**.

Application Details

Incomplete and Late Applications

- The Chancellor's Office and K12 Selection Committees reserve the right to reject any and all applications received prior to scoring should the following occur:
  - The application is not received through the NOVA reporting system by **5:00pm on Friday, October 6, 2023.**
  - The budget exceeds the maximum amount allowed as specified in the RFA instructions.
  - The application does not meet the match requirement funding levels and/or indicates that the match comes from non-allowable sources.
  - The application is incomplete and/or missing any required documents.

RFA Clarification

- If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office.

- Written questions concerning the specifications and instructions in this RFA must be submitted by email to K12SWP@cccco.edu no later than **Wednesday, September 20, 2023 at 5:00pm.**

    - Following this deadline, only technical questions will be answered.

        - FAQs will be updated on the K12 SWP webpage by **September 25, 2023** and will include questions submitted to K12SWP@cccco.edu.

Appeals Process

- Applicants who wish to appeal a grant award decision must submit a letter of appeal to the Regional Consortium for the region in which the application was submitted.

- The Regional Consortium must receive the letter of appeal, with a signature by the authorized person, no later than…

5:00pm on Tuesday, December 5, 2023

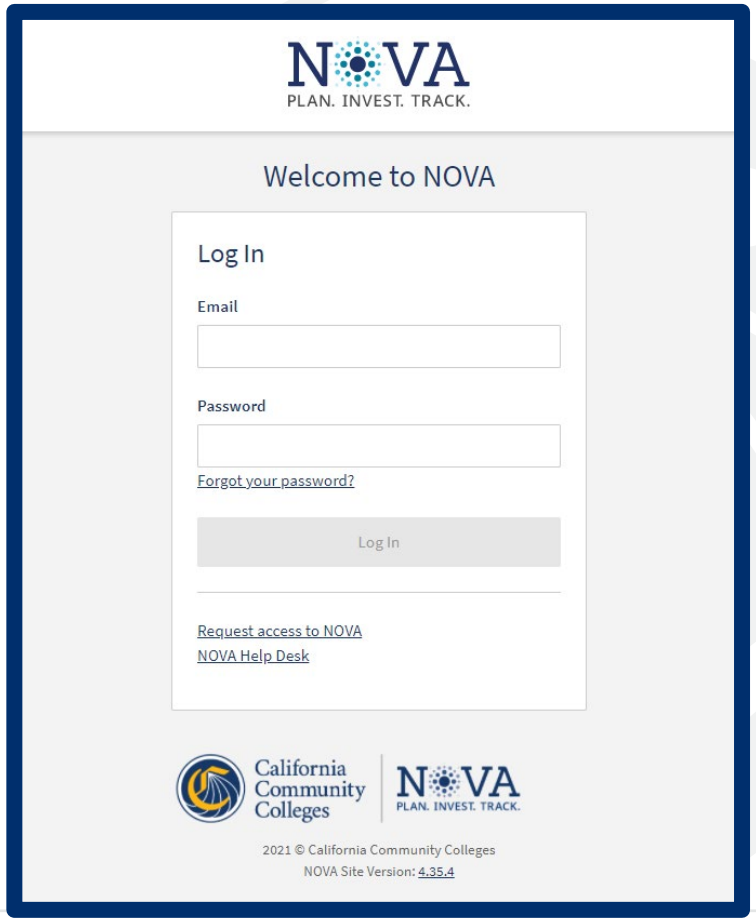
Instructions for NOVA

A. Creating/Accessing Your NOVA Account

- New Users – https://t.ly/s8ayV
- Returning Users – https://nova.cccco.edu

B. NOVA Technical Assistance

- For questions related to the NOVA System, please contact K12SWP@cccco.edu
- NOVA Platform Applicant Training Webinar to be posted on the Chancellor's Office website on: **September 5, 2023**



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Application Sections & Instructions

Application Section	Maximum Points
1. Pathway Identification	Not Scored/Required
2. Lead Local Education Agency (LEA)	Not Scored/Required
3. K-12 Partner Agencies (LEA)	Not Scored/Optional
4. Higher Education Partners	Not Scored/Required
5. Collaborative Partners	Not Scored/Optional
6. Problem Statement and Project Objectives	40 Points
7. Positive Considerations	20 Points
8. Industry Sectors and Pathways	Not Scored/Required
9. CTE Pathway/Program Work Plan	35 Points
10. Budget	15 Points
11. Assurances	Not Scored/Required
12. Supporting Documentation	Not Scored/Required

Application Format & Instructions

- Applicants may be required to make adjustments in the budget, work plan, or other aspects of the application prior to distribution of funds.
  - Grant applications are scored based on a 100-point scale
  - A minimum average score of 75 must be obtained during the review process
  - New K12 SWP applicants and applications proposing new CTE programs and/or pathways are eligible to receive up to 10 additional points
    - 5 points for new CTE programs and/or pathways
    - 5 points for new K12 SWP applicants
      - ❖ Please note that these 10 points are in addition to the 100 points

Pathway Identification

Maximum Points: Not Scored/Required

- Pathway/Project Title
- Project Start and End Dates for proposed work
- Prior K12 SWP Awards: If applicable, please indicate for which round your organization, as a Lead or a K-12 Partner Agency, was awarded K12 SWP funds:
  - Round 1: 2018-19
  - Round 2: 2019-20
  - Round 3: 2020-21
  - Round 4: 2021-22
  - Round 5: 2022-23
    - ❖ **Note: K12 SWP applicants who were awarded funds as a Lead or K-12 Partner Agency will be requested to include information on prior awards including a brief description of efforts K12 SWP awarded funds have supported to date.**
- CTEIG Award: Please indicate whether your organization was awarded funds in 2022-23 and whether your organization has applied for 2023-24 CTEIG funds.

Lead LEA

Maximum Points: Not Scored/Required

- Lead LEAs must do the following:
  - Agree to the Statements of Assurance (forms found on the CO website)
  - **Ensure the Lead LEA and all K-12 Partner Agencies have a MOU with Cal-PASS Plus.**
  - **Ensure all required Progress, Fiscal, and Cal-PASS Plus reports are submitted on behalf of all K-12 Partner Agencies.**
  - Have an invoice process for all K-12 Partner Agencies.
  - Share K12 SWP relevant communications and information with all partners.
- **Any K12 SWP LEA not in compliance may be ineligible for future K12 SWP funding.**

Higher Education Partner(s)

Maximum Points: Not Scored/Required

- Please note that the K12 SWP requires an intersegmental partnership between K-12 system and at least one California Community College/District.

- **(OPTIONAL)** Additional Higher Education Partners may include four-year colleges, including California State Universities, Universities of California, and private colleges.

K-12 Partner Agencies

Maximum Points: Not Scored/Optional

- If the ADA for a K-12 Partner Agency is included in the application, that K-12 Partner Agency must:
  - Receive K12 SWP awarded funds and
  - Submit all required K12 SWP Progress, Fiscal, and Cal-PASS Plus reports
- **Any K12 SWP LEA not in compliance may be ineligible for future K12 SWP funding.**

Collaborative Partners

Maximum Points: Not Scored/Optional

- **Collaborative Partner(s) Types include:** Businesses, community organizations, industry organizations, philanthropic organizations, workforce development agencies, and government agencies, among others.

- **Collaborative Partner Roles include:** Fiscal/financial contribution, partnership and subject-matter expertise, curriculum development/alignment, work-based learning experiences for students, and externship experience for educators and administrators, among others.

Problem Statement

Maximum Points: 20 Points

- **Problem Statements should:**
  - **Be informed by and aligned with the region's Strong Workforce Program (SWP) Regional Plan and region's Labor Market Information provided by the region's Centers of Excellence.**
  - **Identify the sector/industry challenge(s) or need(s) the proposed K12 SWP plan(s) will address with the local/regional sector/industry data that supports the stated challenge(s) or need(s), including information about the wage rate and demand for skilled workers.**
  - **Identify the need or opportunity in creating alignment with your Community College partner(s) that the K12 SWP plan will address**
  - **Use data to identify equity gaps of how student subgroups (e.g., race, gender, socioeconomics) access, experience opportunities, and complete high school course work that are aligned to STEM and high-potential CTE programs at disproportionate rates. Specifically, include evidence from demographic, enrollment and completion data to substantiate the targeted student population to be served.**

Project Objectives

Maximum Points: 20 Points

- Project Objectives should:
  - Respond to the needs described in the Problem Statement.
  - Be informed by region's SWP Plan and/or region's Labor Market Information.
  - Identify measurable outcomes that align career pathways/programs to community college programs and lead to high-wage, high-demand career opportunities.
  - Describe efforts to close equity gaps by improving access to and completion of high-skill/high-wage CTE opportunities for disproportionately impacted students. Include student services that are designed to intentionally improve outreach and increase targeted academic supports, such as tutoring, mentoring by professionals and work-based learning.

Positive Considerations

Maximum Points: 20 Points

- Area of Substantial Unemployment
- Rural School Districts
- Dropout Rate
- Unduplicated Pupils
- Special Populations
- **New CTE Programs/Pathways**
- **New K12 SWP Applicant**

Positive Considerations	Round 4	Round 5
Area of Substantial Unemployment	2	2
Rural School Districts	2	2
Dropout Rate	2	2
Unduplicated Pupils	2	2
Special Populations	2	2
New CTE Programs/Pathways	+5	+5
New K12 SWP Applicant	+5	+5
Total	**20**	**20**

Positive Considerations

- Aligned programs serving “unduplicated pupils”.
- Programs serving pupil subgroups that have higher than average dropout rates.
- Programs located in an area of the state with a high unemployment rate.
- Programs that operate within rural school districts.
- Programs that create new pathways.
- Programs that serve K12 students that are defined as special populations per Perkins V.
- First time K12 SWP applicants who have never received K12 SWP funds as a Lead or K-12 Partner.

Additional information can be found in the RFA in the section:
(7) Positive Considerations

Positive Considerations Continued

The K12 Selection Committee, in consultation with the Regional Consortium, has the discretion to give positive consideration to programs to the extent they demonstrate and of the following:

- Most effectively meet the needs of the local and regional economies.
- Successfully leverage one or both of the following to support and sustain programs:
  - Existing structures, requirements, and resources of the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006
  - Contributions from industry, labor, and philanthropic sources
  - Make significant investments in career technical education infrastructure, equipment, and facilities.

Industry Sectors & Pathways

Maximum Points: Not Scored/Required

- Select the appropriate Industry Sectors you plan to target.
- Select the proposed CTE Pathway/Program work.
  - At least one pathway must be selected
- Identify the design purpose of the proposed K12 SWP work and for each, list the number of Pathways/Programs involved.
  - Create a new pathway(s)
  - Scale an existing pathway(s)
  - Implement work industry across industry sectors
  - Middle school career exploration

CTE Pathway/Program Work Plan

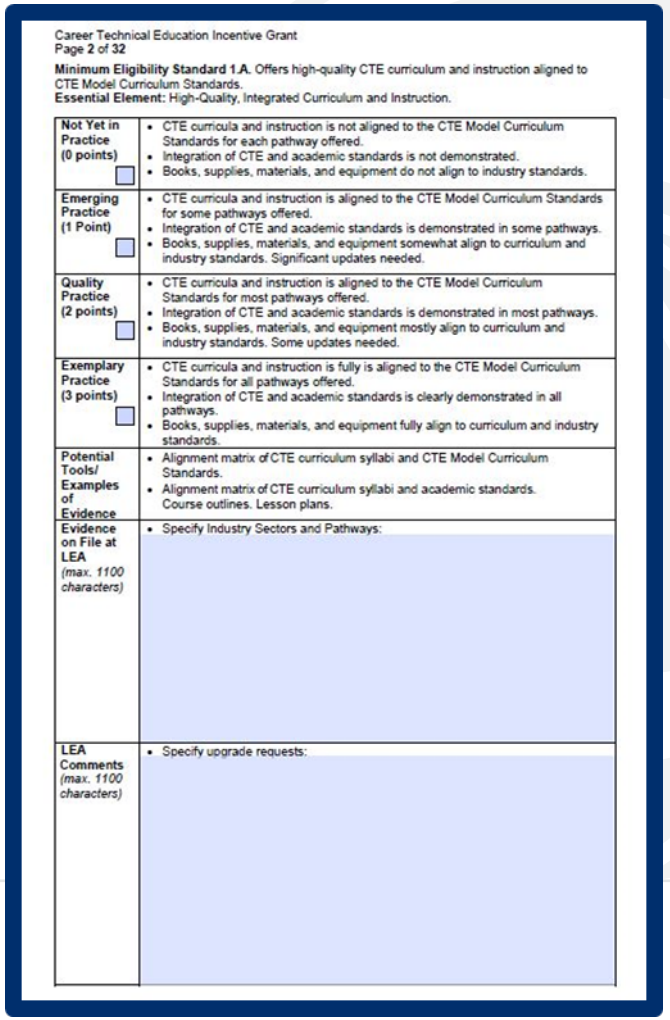
Maximum Points: 35 Points

- Upload the 2023-24 High-Quality CTE Program Evaluation
- Identify K14 Pathway Quality Strategies
- Complete the CTE Pathway/Program Work Plan
  - The work plan for 23-24 is embedded into the NOVA Application
- Review the K12 SWP Scoring Rubrics to ensure that your work plan addresses each item that will contribute to the overall work plan score.
  - There should be alignment between each section of the work plan, the Problem Statement, and the Project Objectives.
  - Leverage other CTE Funds to support this work.

CTE Pathway/Program Work Plan Cont.

High-Quality CTE Program Evaluation

- A completed High-Quality CTE Program Evaluation must be included for each lead and partner.
- For each LEA – including Leads and Partners – please upload a copy of the High-Quality CTE Program Evaluation completed for your CTEIG application.
- All other applicants who have not applied for the 2023-24 CTEIG Grant, please complete the High-Quality CTE Program Evaluation for each LEA – Lead and Partners – and upload a completed copy.



Career Technical Education Incentive Grant
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Minimum Eligibility Standard 1.A. Offers high-quality CTE curriculum and instruction aligned to CTE Model Curriculum Standards.
Essential Element: High-Quality, Integrated Curriculum and Instruction.

Not Yet in Practice (0 points) ☐	• CTE curricula and instruction is not aligned to the CTE Model Curriculum Standards for each pathway offered. • Integration of CTE and academic standards is not demonstrated. • Books, supplies, materials, and equipment do not align to industry standards.
Emerging Practice (1 Point) ☐	• CTE curricula and instruction is aligned to the CTE Model Curriculum Standards for some pathways offered. • Integration of CTE and academic standards is demonstrated in some pathways. • Books, supplies, materials, and equipment somewhat align to curriculum and industry standards. Significant updates needed.
Quality Practice (2 points) ☐	• CTE curricula and instruction is aligned to the CTE Model Curriculum Standards for most pathways offered. • Integration of CTE and academic standards is demonstrated in most pathways. • Books, supplies, materials, and equipment mostly align to curriculum and industry standards. Some updates needed.
Exemplary Practice (3 points) ☐	• CTE curricula and instruction is fully is aligned to the CTE Model Curriculum Standards for all pathways offered. • Integration of CTE and academic standards is clearly demonstrated in all pathways. • Books, supplies, materials, and equipment fully align to curriculum and industry standards.
Potential Tools/ Examples of Evidence	• Alignment matrix of CTE curriculum syllabi and CTE Model Curriculum Standards. • Alignment matrix of CTE curriculum syllabi and academic standards. Course outlines. Lesson plans.
Evidence on File at LEA *(max. 1100 characters)*	• Specify Industry Sectors and Pathways:
LEA Comments *(max. 1100 characters)*	• Specify upgrade requests:

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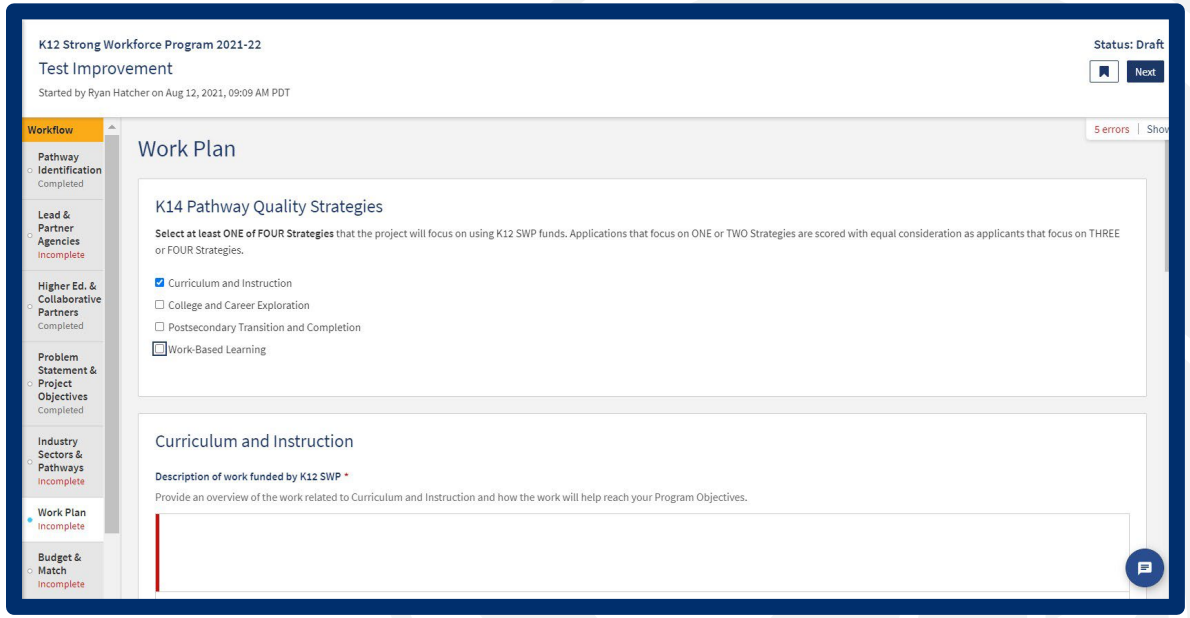
CTE Pathway/Program Work Plan Cont.

K14 Pathway Quality Strategies

- Please identify which of the following four K14 Pathway Quality Strategies will be addressed by the proposed CTE Program/Pathway work:
  - Curriculum and Instruction
  - College and Career Exploration
  - Postsecondary Transition
  - Work-Based Learning



- It is acceptable for the proposed work to focus on only one Strategy. Your application will be scored on only the applicable Strategy(ies) selected.

CTE Pathway/Program Work Plan Cont.

CTE Pathway/Program Work Plan

- Describe work and project activities to be funded by K12 SWP.
- Describe and provide a list of expected measurable outcomes.
- Identify partner roles and responsibilities.
- Identify number of students and/or teachers to be served and describe the way they will be impacted by each strategy.
- Describe the student activities designed to improve access to and completion of high-skill/high-wage CTE opportunities for disproportionately impacted students.

Additional information can be found in the RFA in the section:
(9) CTE Pathway/Program Work Plan

CTE Pathway/Program Work Plan Cont.

Leveraging other CTE Funds to Support this Work

- LCFF (Local Control Funding Formula) - general funds
- Perkins V (Strengthening Career and Technical Education for the 21st Century Act)
- Agricultural Career Technical Education Incentive Grant
- CTEFP (Career Technical Education Facilities Program/Prop 51)
- CPA (California Partnership Academies grants)
- SSP (Specialized Secondary Programs grant)
- SWP (Strong Workforce Program)
- Others

Budget

Maximum Points: 15 Points

Each Lead LEA and K-12 Partner Agency must prepare a budget by object code, provide descriptions, and identify match funds. The budget plan should demonstrate measurable and actionable outcomes.

- Use the Budget and Match templates as planning tools.
- Include how the grant funds will be distributed to each Lead Agency and K-12 Partner Agency for each fiscal year the proposed work will span.

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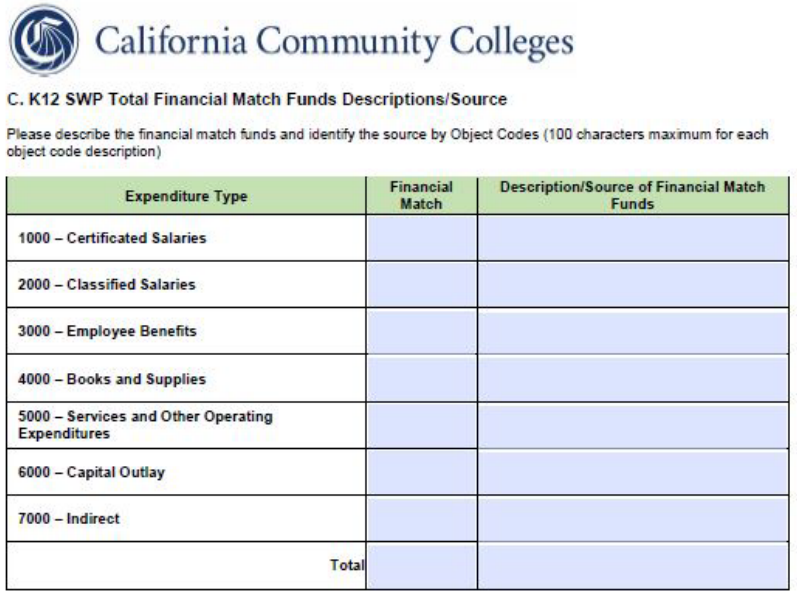
A. K12 SWP Requested Budget Funds by Participating LEA by Year

Expenditure Type	2021-22 *Jan-June 2022 (6 mos.)*	2022-23 *July 2022-June 2023 (12 mos.)*	2023-24 *July 2023-June 2024 (12 mos.)*	Totals *TOTAL FUNDS REQUESTED*
1000 – Certificated Salaries				
2000 – Classified Salaries				
3000 – Employee Benefits				
4000 – Books and Supplies				
5000 – Services and Other Operating Expenditures				
6000 – Capital Outlay				
7000 – Indirect Costs				
Total Budget Request				



Application Details

Administrative Indirect Cost Rate

- An LEA may take a maximum of 4% administrative indirect costs for the term of the grant.
  - This is the approved rate set by the Chancellor's Office.
  - Please visit the California Department of Education website for guidelines regarding direct and indirect costs.

Match Requirements

Proportional Dollar Match

- Per Education Code, Sections 88828, (c)(1)(A)(B), any K12 SWP funds awarded, the grantee is required to provide a proportional dollar match as follows:
  - For Regional Occupational Centers and Programs (ROCPs) operated either by a joint powers authority or by a County Office of Education, one dollar ($1) for every one dollar ($1) awarded. The ROCP needs to be the Lead Agency on the Application.
  - For all other LEAs, two dollars ($2) for every one dollar ($1) awarded.

Match Requirements

Acceptable & Unacceptable Financial Match Sources

- Financial match must directly support and benefit the projects proposed in the grant.

Acceptable	Unacceptable
School district or charter school Local Control Funding Formula (LCFF) apportionments pursuant to EC Section 42238.02	California Career Technical Education Incentive Grant Program (CTEIG)
Strengthening Career and Technical Education for the 21st Century Act (Perkins 5)	CTE Facilities Program Grant pursuant to EC Section 17078.72
Partnership Academies Program	Public School Facilities Bond (Prop 51)
Agriculture CTE Incentive Grant	Past K12 SWP award amounts
California Adult Education Program (CAEP), as approved by the local board	The same local match that is being used for California CTEIG
Community College Strong Workforce Program that directly serves K-12 pupils (i.e., dual enrollment, early college credit)	The same local match that is being used for another concurrent K12 SWP grant/application
Business, industry, philanthropic sources that will directly support the program	In-Kind Match of any kind

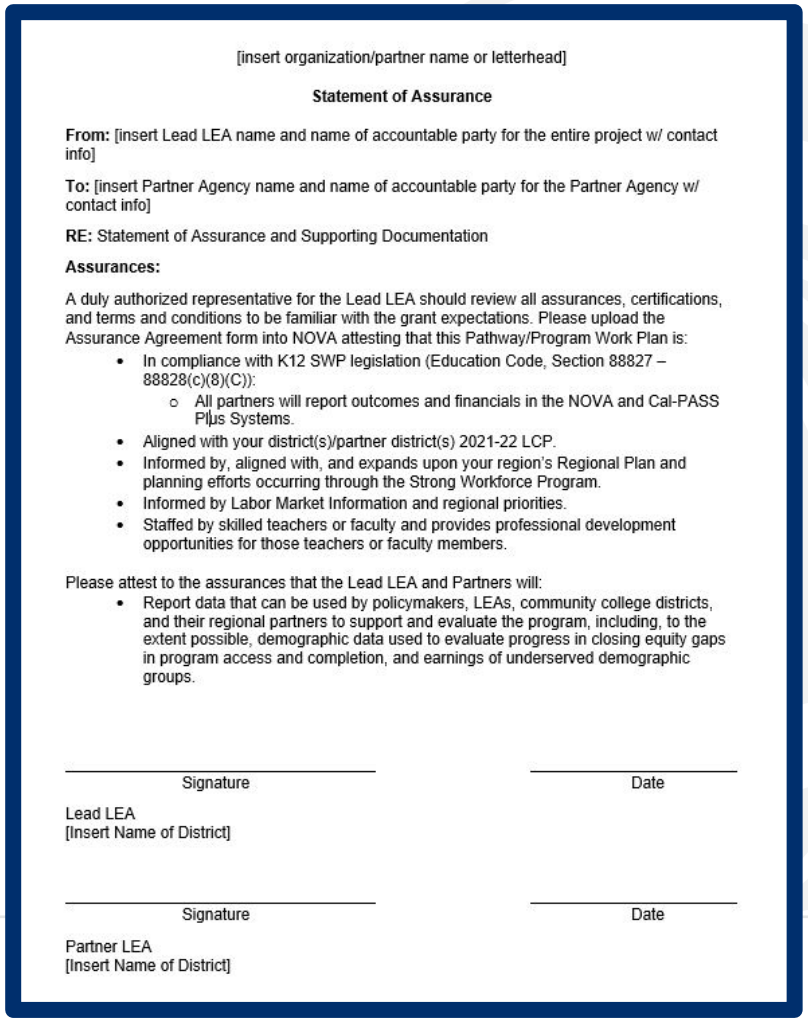
Assurances

Maximum Points: Not Scored/Required

- A duly authorized representative for the Lead LEA should review all assurances, certifications, and terms and conditions to be familiar with the grant expectations.
    - In compliance with K12 SWP legislation (Ed. Code, Section 88827-88828(c)(8)(C)):
        - All partners will report outcomes and financials in the NOVA and Cal-PASS Plus systems.
    - Aligned with your district(s)/partner district(s) 2023-24 LCP (Learning Continuity Plan)
    - Informed by, aligned with, and expands upon your region's Regional Plan and planning efforts occurring through the Strong Workforce Program.
    - Informed by Labor Market Information and regional priorities.
    - Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

Assurances Continued

- Please use the Statement of Assurance template provided on the Chancellor's Office website and add to the Lead LEAs letterhead.
  - A signed agreement will be required for each Lead and Partner relationship.



[insert organization/partner name or letterhead]

Statement of Assurance

From: [insert Lead LEA name and name of accountable party for the entire project w/ contact info]

To: [insert Partner Agency name and name of accountable party for the Partner Agency w/ contact info]

RE: Statement of Assurance and Supporting Documentation

Assurances:

A duly authorized representative for the Lead LEA should review all assurances, certifications, and terms and conditions to be familiar with the grant expectations. Please upload the Assurance Agreement form into NOVA attesting that this Pathway/Program Work Plan is:

- In compliance with K12 SWP legislation (Education Code, Section 88827 – 88828(c)(8)(C)):
  - All partners will report outcomes and financials in the NOVA and Cal-PASS Plus Systems.
- Aligned with your district(s)/partner district(s) 2021-22 LCP.
- Informed by, aligned with, and expands upon your region's Regional Plan and planning efforts occurring through the Strong Workforce Program.
- Informed by Labor Market Information and regional priorities.
- Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

Please attest to the assurances that the Lead LEA and Partners will:

- Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.

_____ Signature _____ Date

Lead LEA
[Insert Name of District]

_____ Signature _____ Date

Partner LEA
[Insert Name of District]

Supporting Documentation

Applicants must upload the following documents:

- Completed 2023-24 High-Quality CTE Program Evaluation for each applicable LEA participating in this work.
- **A signed agreement (Statement of Assurance) with each K-12 Partner Agency whose ADA is included on the application as the students served.**
- **MOUs with Cal-PASS Plus for the K12 SWP Lead LEA and all K-12 Partner Agencies or an action plan with expected timeline for securing MOUs.**

Do not upload any other types of documents, as they will not be reviewed or factored in the scoring process.

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Downloadable Application Tools

- CTE Pathway/Program Work Plan Practice Template
- CTE Pathway/Program Problem Statement and Project Objectives EXAMPLE
- CTE Pathway/Program Budget and Match Template
- CTE Pathway/Program Budget and Match EXAMPLE
- CTE Pathway/Program Scoring Rubrics
- **Statement of Assurance (*required*)**
- High-Quality CTE Program Evaluation (*required*)

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Thank you – questions should be emailed to K12SWP@cccco.edu by Sept. 20

A Q&A will be posted on our website's Frequently Asked Questions section on September 25, 2023

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Thank you!

www.cccco.edu