California Community Colleges

Bidder's Conference

K12 Strong Workforce Program

Funding Opportunity – Request for Application

August 27, 2025

K12 SWP Team

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Objectives & Housekeeping Items

- Walk through of the K12 SWP Request for Application (RFA) for Round 8
  - **Application Due Date** - Friday, Oct. 10, 2025, by 5 p.m. Pacific Time
  - Only applications submitted via the NOVA system will be accepted.
- Performance Period: Jan. 1, 2026 to Jun. 30, 2028
  - 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 Friday, Sept. 12, 2025

K12 SWP 2025 Timeline

DATE	EVENT
August 18, 2025	K12 SWP Application Released/NOVA platform opens
TBD	NOVA Platform training posted to Chancellor's Office Website
August 27, 2025	Live Bidder's Conference
September 12, 2025	Questions Submission deadline to K12SWP@CCCCO.edu
October 3, 2025	Regional Engagement Information Sessions conclude
October 10, 2025	K12 SWP Applications due in NOVA system
November 20, 2025	K12 Selection Committees review period concludes
November 21, 2025	K12 SWP preliminary awards announced by Regional Consortia
December 12, 2025	Round 8 Appeals due to SWP Regional Consortia
December 19, 2025	SWP Regional Consortia release Intent to Award to LEAs
January 2026	Regional Consortia initiate subcontract process
January 1, 2026	K12 SWP project term begins
June 30, 2028	K12 SWP project term ends

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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

- **FY 2025-26 Round 8 allocations are calculated using FY 2024-25 data**

Regional Consortium	K12 SWP Allocation
Bay Area	$28,477,914
Central Valley/Mother Lode	$21,943,640
Inland Empire/Desert	$20,265,782
Los Angeles	$23,932,350
Orange County	$11,441,042
North/Far North	$20,418,918
San Diego/Imperial	$13,748,172
South Central Coast	$9,772,182
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

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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) must engage in regional efforts to align workforce, employment, and education services.

4) Each LEA (Lead and all K-12 Partners) must report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program.

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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 13, 2025 - November 20, 2025**.

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Application Details (Part 2)

Incomplete and Late Applications

- The Chancellor's Office and K12 Selection Committees may disqualify applications prior to scoring if any of the following conditions occur:

  - The application is not submitted in NOVA by 5 p.m. on Friday, October 10, 2025.
  - The proposed budget exceeds the maximum allowable amount outlined in the RFA instructions.
  - The application does not meet the required match funding levels or identifies non-allowable match sources.
  - The application is incomplete or missing required documents.

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RFA Questions and Clarifications

- If any ambiguity, conflict, discrepancy, or omission, in this RFA is discovered, please contact 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 **Friday, September 12th at 5:00pm.**

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

    - Frequently Asked Questions (FAQs) will be updated on the K12 SWP webpage in the following weeks and will include questions submitted to K12SWP@CCCCO.edu

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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 p.m. on Friday, December 12, 2025

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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
6A. Positive Considerations	13 Points
6B. Positive Considerations - Additional points	3 Points
7. Problem Statement and Project Objectives	40 Points
8. Industry Sectors and Pathways	Not Scored/Required
9. Project Work Plan	40 points
10. Budget & Match	10 points
11. Assurances	Not Scored/Required
12. Supporting Documentation	Not Scored/Required

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Application Format & Instructions

Applicants selected for funding 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 106-point scale
- A minimum average score of 75 must be obtained during the review process

Positive Considerations 6B

❖ *Please note that these 3 points are in addition to the 103 points*

- **1 point** for creating new CTE programs and/or pathways aligned with Vision 2030, in the field of STEM, Health, Education, Early Education, and/or Climate Sustainability.
- **1 point** for new K12 SWP applicants having never received K12 funds or services
- **1 point** for focus on early college credit, youth apprenticeship/pre-apprenticeship, and/or Artificial Intelligence (AI) Literacy

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Pathway Identification

Maximum Points: Not Scored/Required

Pathway Identification (Maximum Points: Not Scored/Required)

- Project Title

- California Technical Education Incentive Grant Award (CTEIG): Please indicate whether your organization was awarded CTEIG funds in 2024-25.

Lead LEA

Maximum Points: Not Scored/Required

Lead Local Education Agency (LEA) (Maximum Points: Not Scored/ Required)

- **Select the Agency Type** from the drop-down list
  The Lead Agency/fiscal agent on the application must be one of the following eligible LEAs: school district, county office of education, direct-funded charter school, or ROC/P operated by a joint powers' authority or county office of education. If applying as an ROC/P based at a county office of education, be sure to select the appropriate ROC/P option.

- **Select the LEA** that will serve as the Lead Agency for this proposed grant project
  If the agency cannot be found or if the information is inaccurate, please contact the K12 SWP help desk by clicking the link in the instructions. (Address and ADA for Lead LEA are auto-populated by NOVA.)

- **Lead LEA Primary Contact**:
  Please identify the individual who will serve as Primary Contact for this proposed grant project. Include name, phone, and email. If applicable, include Lead LEA Reporting Designee.

- **Project Lead Alternate**:
  Please identify the individual who will serve as the alternate lead contact for this proposed grant project. Include name, phone, and email.

Any K12 SWP LEA not in compliance may be ineligible for future K12 SWP funding.

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Lead LEA – Permissions in NOVA

- **Project Lead:** Please designate one individual to be the first point of contact for the entire project. The Project Lead is the accountable party for the project.

    - Permissions include:
        - submitting and editing the project application
        - submitting and editing project plan budgets and contacts
        - submitting and editing progress and expenditure reports

- **Project Lead Alternate(s):** Multiple individuals can be assigned to this role. The Alternate(s) will not be the first point of contact and will not have the same permissions as the Project Lead. Communication through the NOVA system will only be received by the Project Lead.
    - Permissions include:
        - editing the project application

- **Project Contributor & Reporter:** Multiple individuals can be assigned to this role. The Project Contributor & Reporter can contribute to the application **but cannot submit**. This is the role that should be provided to anybody that is not a lead but is a delegate of the lead.

    - Permissions are limited to:
        - submitting and editing expenditure reports

- **Project Viewer:** Multiple individuals can be assigned to this role. The role of Project Viewer is for information purposes only. Permissions are limited to view only.

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Lead Responsibilities

- Agree to the Statements of Assurance

- Ensure all required Progress and Fiscal reports are submitted on behalf of all K–12 Partner Agencies,

- Have an invoice process for all K–12 Partner Agencies (sub-grantees), and

- Share K12 SWP-relevant communications and information with all partners.

Any LEA not in compliance may be ineligible for future K12 SWP funding.

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K-12 Partner Agencies
Maximum Points: Not Scored

- **K–12 Partner Agency Type:** Select from the drop-down list.

- **K–12 Partner Agency:** Select the K–12 Partner Agency for this proposed grant project.
    - 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 or services, and
        - Submit required K12 SWP Progress, Fiscal, and data reports.

- **K–12 Partner Agency Primary Contact**:
Please identify the individual who will serve as Primary Contact. Include name, phone, and email. (Contact information must be provided for each K–12 Partner Agency.)

- **K–12 Participating Schools**:
Enter each of the partner LEA's K–12 schools that are participating in the proposed grant project.

Note: Per Education Code, Section 88830, the Chancellor's Office will verify that required course data files have been submitted to the Department of Education. Currently, the Chancellor's Office is enhancing the data reporting tools and developing a comprehensive solution to manage the data upload process. More details will be shared in the coming months and technical assistance will be provided for the new data tool process.

Any K12 SWP LEA not in compliance may be ineligible for future K12 SWP funding.

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Higher Education Partner(s)

Maximum Points: Not Scored/Required

For each Higher Education Partner select

- **CA Community College or District Partner**

Note: K12 SWP requires an intersegmental partnership between the K–12 system and at least one California community college (CCC) or California community college district (CCD).

- **CA Community College Primary Contact**:
  Please identify the individual who will serve as Primary Contact for this college's participation in the proposed grant project. Include name, phone, and email.
  (Contact information must be provided for each Partner.)

(OPTIONAL) Additional Higher Education Partner(s): If applicable, select additional higher education partners participating in the proposed grant project. Additional higher education partners may include four-year colleges, including California State Universities, Universities of California, and private colleges.

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Collaborative Partners

Maximum Points: Not Scored/Optional

For each Collaborative Partner provide:

- Collaborative Partner:
  List the Collaborative Partner name and identify partner type and their proposed role for this proposed grant project. Include name, phone, and email. (Contact information must be provided for each Partner.)
    - Collaborative Partner(s) Types include:
      Businesses, community organizations, industry organizations, philanthropic organizations, workforce development agencies, and government agencies, K12 agencies not receiving funds or services, 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.

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Positive Considerations (Part 1)
Maximum Points: 16 Points

- When determining grant recipients, the K12 Selection Committee shall give positive consideration and <u>the greatest weight</u> to the following applicant characteristics:
    1. Does the application include CTE programs that serve "unduplicated pupils," as defined in Ed. Code Section 42238.02?
    2. Has the K-12 Selection Committee, in consultation with the consortium, determined this program most effectively meets the needs of the local and regional economies?
    3. Will the proposed project serve pupil subgroups that have a dropout rate higher than the statewide average dropout rate of 8.9% as determined by the Superintendent of Public Instruction?
    4. Is the program located in an area of the state with a high unemployment rate identified by the Employment Development Department's Labor Market Information Division (FY 24 6.6%)?
    5. Will the proposed project serve pupils enrolled at an LEA receiving Local Control Funding Formula Equity Multiplier funding pursuant to Education Code Section 42238.02, as identified through the stability rate data file produced by the State Department of Education in the prior fiscal year?

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Positive Considerations (Part 2)

The K–12 Selection Committee shall also give positive consideration to programs to the extent they do any of the following:

6. Does the program successfully leverage one or both of the following:

   - Existing structures, requirements, and resources of the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (Public Law 115-224), the California Partnership Academies pursuant to Article 5 (commencing with Section 54690) of Chapter 9 of Part 29 of Division 4 of Title 2, or the Agricultural Career Technical Education Incentive Program pursuant to Article 7.5 (commencing with Section 52460) of Chapter 9 of Part 28 of Division 4 of Title 2.

   - Contributions from industry, labor, and philanthropic sources

7. Does the program make significant investments in career technical education infrastructure, equipment, and facilities?

8. Does the program operate within rural school districts?

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Positive Considerations (Part 3)

In addition, positive consideration may be given to a proposed project that:

9. Creates one or more new high school CTE pathways aligned with Vision 2030: STEM, Health, Education & Early Childhood, and/or Climate Sustainability.

10. Includes first-time K12 SWP applicants who have never received K12 SWP funds or services as either a Lead or K–12 Partner Agency in any prior round of K12 SWP funding.

11. Focus on early college credit, youth apprenticeship/pre-apprenticeship, and/or Artificial Intelligence (AI) Literacy.

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Positive Considerations (Part 4)

Scoring Breakdown

Characteristics	Yes	No
1. Does the application include CTE programs that serve "unduplicated pupils," as defined in Ed. Code Section 42238.02, meaning a pupil enrolled in a school district or a charter school who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth?	2	0
2. Has the K-12 Selection Committee, in consultation with the consortium, determined this program most effectively meets the needs of the local and regional economies?	2	0
3. Will the proposed project serve pupil subgroups that have a dropout rate higher than the statewide average dropout rate of 8.9% as determined by the Superintendent of Public Instruction?	2	0
4. Is the program located in an area of the state with a high unemployment rate identified by the Employment Development Department's Labor Market Information Division (FY 24 6.6%)?	2	0
5. Will the proposed project serve pupils enrolled at an LEA receiving Local Control Funding Formula Equity Multiplier funding pursuant to Education Code Section 42238.02, as identified through the stability rate data file produced by the State Department of Education in the prior fiscal year? *Applications should demonstrate how the project is serving these students in the Problem Statement, Project Objectives, and Work Plan.*	2	0
6. Does the program successfully leverage one or both of the following: • Existing structures, requirements, and resources of the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (Public Law 115-224), the California Partnership Academies pursuant to Article 5 (commencing with Section 54690) of Chapter 9 of Part 29 of Division 4 of Title 2, or the Agricultural Career Technical Education Incentive Program pursuant to Article 7.5 (commencing with Section 52460) of Chapter 9 of Part 28 of Division 4 of Title 2. • Contributions from industry, labor, and philanthropic sources.	1	0
7. Does the program make significant investments in career technical education infrastructure, equipment, and facilities?	1	0
8. Does the program operate within rural school districts?	1	0
9. Will the proposed project create one or more new high school CTE pathways aligned with Vision 2030, in the field of STEM, Health, Education, Early Education, and/or Climate Sustainability?	1	
10. Is the Lead LEA and/or any K12 partner LEA a **new applicant** having never received K12 SWP funds or services as either a Lead or K-12 Partner LEA in any prior round of K12 SWP funding?	1	
11. Does the proposed project have a focus on early college credit, youth apprenticeship/pre- apprenticeship, and/or Artificial Intelligence (AI) Literacy? *Applications should demonstrate how the project is serving these students in the Problem Statement, Project Objectives, and Work Plan.*	1	

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Problem Statement

Maximum Points: 20 Points

Problem Statement should:

1. Explain the regional problem this grant project is trying to solve. Illustrate the problem using the region's Strong Workforce Program Regional Plan and Centers of Excellence Labor Market Information. Utilize and include information about the wage rate and demand for skilled workers in the industries/sectors the grant project includes. (2500 characters maximum)

2. Identify the applicant LEA's challenges the proposed project will address and how they align with the Strong Workforce Program Regional Plan and Labor Market information provided by the COE. (2500 characters maximum)

3. Identify the need or opportunity to create alignment with your Community College partner(s) that the K12 SWP project will address. (2500 characters maximum)

4. Provide data that identifies equity gaps on how student subgroups (e.g., race, gender, socioeconomics, unduplicated) access, participate in, and complete high school coursework that are aligned to 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. (2500 characters maximum)

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Project Objectives

Maximum Points: 20 Points

Project Objectives should:

1. Identify measurable outcomes for this project that align career pathways/programs to community college programs AND lead to high-wage, high-demand career opportunities.

2. Describe the efforts your project will include that will 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.

3. Explain how objectives respond to the needs described in the Problem Statement?

4. Describe how the objectives are informed by and aligned with the region's Strong Workforce Program Regional Plan and the region's Labor Market Information provided by the region's Centers of Excellence.

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Industry Sectors & Pathways

Maximum Points: Not Scored/Required

a) **Select the appropriate Industry Sectors you plan to target.** The California Department of Education Industry Sectors are cross walked with the California Community Colleges. When you select the appropriate CDE sector(s), the associated sector(s) will automatically populate.

b) **Select the pathway(s)** to be included in the grant project. At least one pathway must be selected.

c) **Identify the design purpose for each Pathways/Programs** involved in the project.

- Create a new High School Pathway(s)
- Expand and/or Scale existing High School Pathway(s)
- Implement work across Industry Sectors (i.e. WBL across sectors, career exploration across sectors, student supports across sectors)
- Middle School Career Exploration

It is acceptable for a project's scope of work to focus on only one design purpose.

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Project Work Plan

Maximum Points: 40 Points

(a) K14 Pathway Quality Strategies

Please identify which of the following four K14 Pathway Quality Strategies (Strategies) will be addressed by the proposed grant project 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.

Important Reminder:

- Proposed grant projects that include middle school must select Curriculum & Instruction and/or College & Career Exploration.
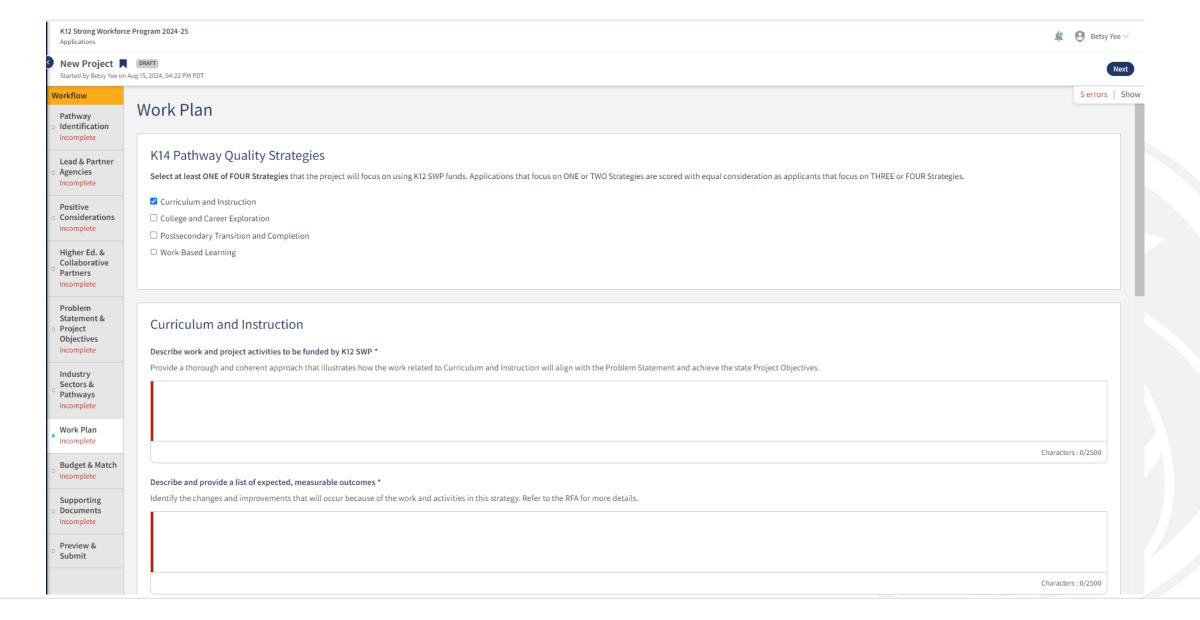
Project Work Plan Cont. (Part 2)

(b) Project Work Plan

The proposed grant project Work Plan is a requirement of the application. Use the project Work Plan to describe the activities and strategies that will be implemented to address the problem identified in the Problem Statement and to achieve the Project Objectives.

- For each K14 Pathway Quality Strategy identified describe the work and expected measurable outcomes.

- Items 1 and 2 will be answered for *each* strategy selected:

1. Describe work and project activities to be funded by K12 SWP related to the strategy selected.
Use a thorough and coherent approach that illustrates how the activities will align with the **Problem Statement** and achieve the stated **Project Objectives,** and align to the budget.

2. Describe and provide a list of expected measurable outcomes related to the project activities for the strategy selected. What changes will occur because of the work and activities put into place with this grant? What improvements will be made?
Examples may include(but not limited to) increases in CTE enrollments, CTE completers, CTE completers' graduation rates, and CTE completers with early college credit/WBL/industry certifications.

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🔔 👤 Betsy Yee ∨

New Project 🔖 DRAFT

Started by Betsy Yee on Aug 15, 2024, 04:22 PM PDT

Next

Workflow	

Pathway Identification
Incomplete

Lead & Partner Agencies
Incomplete

Positive Considerations
Incomplete

Higher Ed. & Collaborative Partners
Incomplete

Problem Statement & Project Objectives
Incomplete

Industry Sectors & Pathways
Incomplete

Work Plan
Incomplete

Budget & Match
Incomplete

Supporting Documents
Incomplete

Preview & Submit

Work Plan

5 errors | Show

K14 Pathway Quality Strategies

Select at least ONE of FOUR Strategies that the project will focus on using K12 SWP funds. Applications that focus on ONE or TWO Strategies are scored with equal consideration as applicants that focus on THREE or FOUR Strategies.

☑ Curriculum and Instruction
☐ College and Career Exploration
☐ Postsecondary Transition and Completion
☐ Work-Based Learning

Curriculum and Instruction

Describe work and project activities to be funded by K12 SWP *

Provide a thorough and coherent approach that illustrates how the work related to Curriculum and Instruction will align with the Problem Statement and achieve the state Project Objectives.

Characters : 0/2500

Describe and provide a list of expected, measurable outcomes *

Identify the changes and improvements that will occur because of the work and activities in this strategy. Refer to the RFA for more details.

Characters : 0/2500

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Project Work Plan Cont. (Part 3)

For Items 3, 4, & 5 these will be answered *only once* regardless of the number of strategies selected.

3. Identify and describe partner roles and responsibilities.
Include description of what each K12 partner, community college, and/or employer partners, etc. will contribute to the project. Internal LEA staff (data technicians, counselors, teachers, etc.) are not considered "partners" for the purposes of this application.

4. Identify the total number of students (unduplicated headcount) and/or teachers to be served by this project, including how many to be served by each selected strategy.
Provide justification for requested funds and address plans for sustainability.

5. Describe the student support services designed to improve access to and completion of high-skill/high-wage CTE opportunities for disproportionately impacted students.
Include services that are designed to intentionally improve outreach and increase targeted academic supports, such as tutoring, mentoring by professionals, and work-based learning.

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Project Work Plan Cont. (Part 4)

Leveraging other CTE Funds to Support this Work

Identify the additional funding sources that will support this work. Check all that apply.

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

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Budget & Match (Part 1)

Maximum Points: 10 Points

Budget

Each Lead LEA and K–12 Partner Agency (if applicable) must prepare a budget by object code, provide descriptions, and identify the source and provide a description of match funds.

The budget narratives should align with the Work Plan.

(a) Use the Budget and Match template as a planning tool from which information can be copied and entered into NOVA.

Expenditure Type	2025-26 Jan-June 2026(6 mos.)	2026-27 July 2025-June 2027(12 mos.)	2027-28 July 2027-June 2028 (12 mos.)	Totals TOTAL FUNDS REQUESTED
1000 – Certificated Salaries (Certificated CTE teacher or counselor salaries)				
2000 – Classified Salaries (Classified salaries associated with CTE programs)				
3000 – Employee Benefits (benefits associated with included salaries)				
4000 – Books and Supplies				
5000 – Services and Other Operating Expenditures				
6000 – Capital Outlay (Equipment purchases over $5,000)				
7000 – Indirect Costs (up to 4% of total expenditures)				
Total Budget Request				

Expenditure Type	Financial Match	Description/Source of Financial Match Funds
1000 – Certificated Salaries		
2000 – Classified Salaries		
3000 – Employee Benefits		
4000 – Books and Supplies		
5000 – Services and Other Operating Expenditures		
6000 – Capital Outlay		
7000 – Indirect		
Total		

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Budget & Match (Part 2)

Maximum Points: 10 Points

(b) Include how the grant funds will be distributed for each Lead Agency and K–12 Partner Agency for each fiscal year the proposed work will span. The template allows for expenditures in object codes 1000–7000, as follows:

- 1000 – Certificated Salaries: Certificated CTE teacher salaries
- 2000 – Classified Salaries: Classified salaries associated with CTE programs
- 3000 – Employee Benefits: Benefits associated with included salaries
- 4000 – Books and Supplies
- 5000 – Services and Other Operating Expenditures
- 6000 – Capital Outlay: Equipment purchases over $5,000
- 7000 – Indirect Costs at a rate of 4%

Only those expenses related to the CTE courses, pathways, and programs included in this project should be included in the project budget.

The total budget will populate based on the amounts entered. *This is not a guarantee of being funded the requested amount.*

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Application Details Cont.

Administrative Indirect Cost Rate

- An LEA may take a maximum of 4% administrative indirect costs for the term of the grant.

  o This is the approved rate set by the Chancellor's Office.

  o Please visit the California Department of Education website for guidelines regarding direct and indirect costs.

  o 4% of Grant Operating Budget (Grant Amount ÷ 1.04 = Grant Operating Budget × 4 percent = Indirect Costs)

Match Requirements (Part 1)

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.

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Match Requirements (Part 2)

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

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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 System

  - Aligned with your district(s)/partner district(s) 2024-25 [Local Control and Accountability Plan (LCAP)](#).

  - 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, Vision 2030, and regional priorities.

  - Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

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Supporting Documentation

Applicants must upload the following documents:

- **A signed agreement (Statement of Assurance) from the Lead LEA**

- **A signed agreement (Statement of Assurance) with each K-12 Partner Agency whose ADA is included on the application as the students served.**

- **Community College Letter of Commitment**

Note: The Lead LEA is the designee who uploads the signed agreement(s) to the application in NOVA.

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

Tools Available on the Chancellor's Office website:

- Project Workplan Template

- Problem Statement and Project Objectives Examples

- Proposed Project Budget and Match Template

- Proposed Project Budget and Match Example

- Scoring Rubrics for K12 SWP Round 8 Application 2025
- Community College Partnership Letter of Commitment Template (*required*)

- Lead LEA Statement of Assurance (*required*)
- Statement of Assurance (K12 Partner Agency) (required)

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A Q&A will be posted on our website's
Frequently Asked Questions section
in the following weeks.

Any further questions should be emailed to
K12SWP@CCCCO.edu by September 12th.

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Thank you!

www.cccco.edu