



California Community Colleges

Request for Applications

California Community Colleges Chancellor's Office Statewide Career Mobility Accelerator Center

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION
Equitable Student Learning, Experience, and Impact Office

Funding Years January 1, 2024 – December 31, 2028

Funding for years 4 and 5 of this 5-year grant are contingent upon satisfactory performance during years 1-3.

Release Date August 1, 2023

Application Deadline Applications must be received on **September 11, 2023**, at 5:00 PM in NOVA

Funding Source Economic and Workforce Development

A competitive grant of \$5,000,000 with a 25 percent in-kind or cash match requirement.

Bidders' Conference August 11, 2023, at 9:30 AM PDT

[Register here!](#)

Questions Deadline Written questions concerning the specifications of this Request for Applications must be submitted via email to EWD@cccco.edu by 5:00PM on August 25, 2023.

Notification of Intent to Award October 4, 2023

Appeal Deadline October 13, 2023

Grant Begins January 1, 2024

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BACKGROUND AND PURPOSE

Background of Workforce and Job Recovery with Equity

The California Community Colleges Chancellor’s Office (Chancellor’s Office), in support of the state’s overall workforce efforts, is focused on a broad-based approach to post-pandemic workforce recovery. This approach targets regional investments to serve greater numbers of diverse populations of Californians and to deliver flexible workforce training and education for career pathways that result in high-skill/high-wage employment. Specifically, the Chancellor’s Office is interested in making investments that expand and enhance proven workforce training models and support systems that focus on equity, access and inclusion, and deeper participation by individuals and employers.

The Equitable Student Learning Experience and Impact Office (ESLEI) seeks transformational change across the system to improve overall student success and career mobility outcomes. In Fall 2022 ESLEI developed the following three Vision Destination Goals to support the Vision 2030 goals.



Vision Destination: Career Mobility Goals:

Empowered Learners

- Adaptable Learning Constructs and Modality
- Inclusive Learning Environments
- Supported Learning Leadership

Career Mobility

- Regional Infrastructure to Realize CO Vision & Career Mobility Goals
- Universal Access to Employment Experiences & Transitions
- Supported Network Leadership

Unconditional Belonging

- Enabling Conditions that Improve Social Determinants
- DEIA Affirming Campus Climates
- Shifting Access and Navigation Burdens from Students to Institutions

In the last three years, the Chancellor’s Office has begun to take notable steps toward more progressive regional approaches to workforce and economic development, with career mobility and student-centered pathways rapidly evolving as primary strategies to move the community college workforce system forward.

Purpose of this Request for Applications (RFA)

The Workforce and Economic Development Division (WEDD) of the Chancellor’s Office is seeking applications for a multi-year grant from eligible organizations (see [Eligibility section](#) below) to serve as the Statewide Career Mobility Accelerator Center (Career Mobility Accelerator Center).

A primary function of the Career Mobility Accelerator Center will be to lead a regional network of eight unique Regional Centers of Excellence, formerly Centers of Excellence, located across California by facilitating leadership support and development to help them accomplish their goals related to community

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college student retention and completion, employers, career mobility, and transition to the workforce.¹

This work requires an extensive use of Labor Market Information (LMI), data analytics, and data storytelling, which allows the colleges and workforce education providers in the regions to be more responsive to the needs of students and businesses. Additionally, the Career Mobility Accelerator Center will provide direct support to the Chancellor's Office as the work to build the community college regional infrastructure evolves.

GOALS, EXPECTATIONS, ROLES, AND FUNCTIONS OF CAREER MOBILITY ACCELERATOR CENTER

Goals

The Career Mobility Accelerator Center will focus on assisting the Chancellor's Office and Regional Centers of Excellence across the following proposed phases:

Phase 1 (2024-2026)

- Oversee and help develop the work of the Regional Centers of Excellence to ensure center goals and objectives are met.
- Serve as a subject-matter expert to coalesce the work of the Regional Centers of Excellence into a statewide strategy for workforce and economic development through community colleges.
- Support the Regional Centers of Excellence with contextualizing LMI/Next Generation student-centered data by integrating data from the colleges across the regions and disaggregating data for stronger equity considerations, and the prioritizing of actions and strategies.
- Enhance the capacity of Regional Centers of Excellence by supporting approaches for deploying staff to colleges for technical assistance and professional development that ensures high quality offerings.

Phase 2 (2027-2028)

- Expand state-level and Chancellor's Office-level data functions to inform system performance and continuous improvement by being a liaison with the Office of Innovation, Data, Evidence and Analytics (Research and Data Division) in the Chancellor's Office to align data and metrics more efficiently. This provides a clear line of sight for state-level analyses and supports dashboards that permit drilling down to regional data and drawing connections across the regions to facilitate stronger state-wide investments.
- Provide coaching to Regional Centers of Excellence staff helping staff build network coordination that supports the regions in expanding their partnership development and facilitation capacity. This focus on network coordination can better align proof of concept and pilot projects at the regional level for implementation. The work would draw on successful regional examples, Regional Centers of Excellence staff expertise, and peer-to-peer sharing across the regions.

¹ The eight regions (refer to the Workforce & Economic Development website for regions and sector's map at <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/ewd-regional-sector-investments>)

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Expectations

- The statewide center will help drive and be held responsible for improving overall workforce outcomes identified by the Vision 2030 and will play a key role in the development of workforce goals and metrics.
- Assume a leadership role in coordinating performance metrics with each of the eight Regional Centers of Excellence and aggregating the full picture of regional progress to the Chancellor's Office Executive Team, Research and Data Division, and WEDD leadership for decision-making and continuous improvement.
- Ensure the provision of customized professional development for increasing student-centered LMI expertise and training for Regional Centers of Excellence staff to support colleges within their region to collect, analyze, and use data, possibly with external consultant expertise.
- Routinely meet with the Regional Centers of Excellence and co-design an annual **Learning Arc** with them with themes and purpose-driven meetings to keep a laser focus on regional career mobility goals and strategies.
- Identify and contract with national regional data/LMI experts to provide ongoing training to Regional Centers of Excellence staff through a "train-the-trainer" model to boost the capability of supporting college institutional research and consortia partnerships to analyze data and design interventions based on the evidence.
- Design effective dashboards and routinely update the Regional Centers of Excellence and the Chancellor's Office team with a state-wide view of progress toward performance goals and Vision for Success metrics.
- Identify state-wide needs and disseminate communications and resources to support Regional Centers of Excellence's goals.
- Inform the design and planning of annual statewide and regional institutes in partnership with the Chancellor's Office to build the Regional Centers of Excellence into effective regional leaders and content-rich partners.
- Provide a liaison role with the Chancellor's Office Institutional Effectiveness Partnership Initiative (IEPI) Division to leverage professional development opportunities for Regional Centers of Excellence staff and stakeholders.
- Commit to a student and equity-centered philosophy when working with the Regional Centers of Excellence.
- Provide leadership to the Regional Centers of Excellence by attending various national or external state conferences to bring back trends, effective policies and practices, access to national Subject Matter Experts, and other information and resources to the Regional Centers of Excellence staff.
- Ensure the provision of technical assistance training for Regional Centers of Excellence staff on how to deliver effective coaching and technical assistance to the colleges and regional stakeholders.
- Be the first Point of Contact for the Chancellor's Office staff and the Regional Centers of Excellence directors and navigate inquiries to respective Chancellor's Office staff when appropriate.
- Support the development of large-scale national grant opportunities for WEDD and Foundation for California Community Colleges staff, that support and foster statewide/regional partnership and collaboration for pursuing funding opportunities that are aligned to system-wide priorities.

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- Pay close attention to how the Regional Centers of Excellence are helping to advance the Vision 2030 goals: *(Below are the initial goals set. These are evolving and should be final during the first year of this grant award.)*

Three Goals and Six Outcomes

Equity in Success:

1. Increase **completion** of a degree or certificate at a community college with equity
2. Baccalaureate attainment: Increase in **baccalaureate** attainment with equity
 - a). Increase Transfer Preparation
 - b). Increase CC Baccalaureate
3. Workforce: Earning a living wage metric
 - a). Reduce regional achievement gaps through faster improvements among colleges in regions with the lowest educational attainment of adults, with the ultimate goal of fully closing regional achievement gaps.

Equity in Access:

4. Increase with equity, participation/enrollments for dual enrollment, justice involved individuals, veterans, working adults, low-income adults.
 - a). Increase the percentage of exiting Career Technical Education (CTE) students who report being employed in their field of study from the most recent statewide average of 69 percent to an improved rate of 76 percent—the average among the quintile of colleges showing the strongest performance on this measure.

Equity in Support:

5. Increase the number of Pell grant recipients and CCPG recipients.
 - a). Reduce equity gaps across all the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within five years and fully closing those achievement gaps within ten years.
6. Reduce units to Associate's Degree for Transfer completion
 - a). Decrease the average number of units accumulated by CCC students earning associate degrees.

ROLES AND FUNCTIONS OF CAREER MOBILITY ACCELERATOR CENTER

1. Working closely with the Chancellor's office, co-design and support the Regional Centers of Excellence as they revise what and how student-centered LMI and career data analysis could look like to better understand career mobility and industry needs.
2. Provide technical assistance to help the Regional Centers of Excellence build capacity to support the numerous colleges in their region to identify, collect, and analyze student success metrics and outcomes for continuous improvement and informed decision-making.
3. Provide leadership and various network coordinating models to Regional Centers of Excellence staff for effective and wholistic connections and alignment of strategies and alignment of various regional workforce initiative convenings, trainings, and/or economic development meetings with the purpose of optimizing student-centered outcomes across the region.
4. Keep abreast of national trends and provide routine updates and action-planning sessions with the Regional Centers of Excellence to progress towards using evidence-based approaches.
5. Support each of the Regional Centers of Excellence to focus on adult learners, work-based learning experiences and achieve apprenticeship and baccalaureate expansion goals by connecting career

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mobility to teaching and learning.

6. Provide proactive guidance and a framework for the Regional Centers of Excellence as a commitment to continuous improvement.
7. Liaison with the Chancellor's Office to provide regional and system-wide updates on progress, challenges, implementation efforts, and innovations, and provide data and data storytelling as needed.
8. Keep informed of federal, state, and/or regional funding opportunities, as well as possible philanthropic investments. As opportunities arise, coordinate with the Chancellor's Office and the Regional Centers of Excellence to collaborate on proposals or proof of concept projects, maximize resource attainment and, where appropriate, minimize intra-regional competitiveness.

Parallel RFA

A separate RFA is being issued in parallel to this RFA to competitively select eight Regional Centers of Excellence for a new five-year grant cycle. The Regional Centers of Excellence RFA will include a set of expectations different from those of past RFAs for the Centers of Excellence. Through a phased approach, the functions would expand to and roll out as follows:

Phase One (Year 1 - 3)

- Expand scope for enhancing regional strategic use of data.
- Develop technical assistance capacity.

Phase Two (Year 4 - 5)

- Undertake a broader networking coordinating/convening role.
- Support work-based learning (WBL) and double down on expanding apprenticeships.
- Focus on continuous improvement and use data/evidence to support change.

Using this phased approach, the Chancellor's Office will invest in expanding the Regional Centers of Excellence's LMI capacity and in aligning funding to support the provision of technical assistance (TA) within each region in Phase 1. Phase 2 will include higher levels of regional network coordination and continuous improvement.

The Strategic Vision Connecting the Two RFAs

"We see our system shifting to walking alongside students not only while they are with us but serving them throughout their career journey. We will empower learners to have agency over their career choice. Upskilling, credit for life experiences, and the goal of long-term career success anchor this strategy" [Chancellor's Office].

This dynamic strategic direction toward student-centered career mobility has the full support of the California Community Colleges Board of Governors, Chancellor's Office leadership, and many college partners and state agencies.

Realizing this strategic vision will require the organization leading the Career Mobility Accelerator Center to have effective collaboration skills, a strong desire to stay abreast of national workforce and economic development trends to inform and shape the Regional Centers of Excellence' work, and a willingness to bring new innovations to the Regional Centers of Excellence and the Chancellor's Office.

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DELIVERABLES

Support the *Chancellor's Office* in Building California Community College's Regional Workforce Infrastructure

Process Deliverables:

- Complete a statewide landscape analysis/assessment of strengths, needs, assets and areas of opportunity for the state that takes into account each of the eight Regional Centers of Excellence, including an analysis of staffing capacity, technical expertise, and LMI reporting topics and utilization of services.
- Quantify/ aggregate statewide how Regional Centers of Excellence services, college and stakeholder satisfaction by implementing a series of brief surveys following the delivery of Regional Centers of Excellence services or reports.
- Develop a statewide Technical Assistance Plan for the provision of training and professional development that takes into account each of the Regional Centers of Excellence as they undertake a new scope of work to support individual college data collection, analysis, and implementation to meet regional goals, expectations, and intended impact.
- Inform the design and planning of annual statewide and regional institutes in partnership with the Chancellor's Office to build the Regional Centers of Excellence into effective regional leaders and content-rich partners.
- Provide leadership and network coordinating models to Regional Centers of Excellence staff for effective and wholistic connections and alignment of strategies related to and alignment of various regional workforce initiative convenings, trainings, and/or economic development meetings to optimize student-centered outcomes across the region.
- Disseminate statewide communications and resources to support Regional Centers of Excellence and statewide goals.

Outcome Deliverables:

- Working closely with the Regional Centers of Excellence, demonstrate a minimum satisfaction rate of 80 percent from each region's colleges and stakeholders of the services and reports provided by the Regional Centers of Excellence.
- Demonstrate a minimum satisfaction rate of 80 percent from each region on the usefulness and applicability of the Mobility Accelerator Center's training and professional development for meeting regional goals, expectations, and intended impact.
- Provide data demonstrating that student-centered outcomes were optimized across the regions as a result of the leadership and effective and comprehensive strategies and alignment provided by the Statewide Career Mobility Accelerator Center.

Support *Regional Centers of Excellence* Accomplish Goals Related to Improving Student Success and Career Mobility Outcomes

Process Deliverables:

- Coordinate provision of customized professional development for increasing student-centered LMI expertise and training for Regional Centers of Excellence staff to support their colleges in collecting, analyzing, contextualizing and using data.
- Routinely meet with the Regional Centers of Excellence and co-design with the Chancellor's office an annual Learning Arc with themes and purpose-driven meetings to keep a laser focus on regional career mobility goals and strategies.

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- Co-design and support the Regional Centers of Excellence as they revise what and how student-centered LMI and career data analysis could look like to better understand local career mobility and local industry needs.
- Assist Regional Centers of Excellence in accomplishing goals related to community college student and adult learner retention, completion, and transition to the workforce. Support the development of strategic goals for adult learner engagement.
- Identify and contract with national/regional data/LMI experts to provide ongoing training to Regional Centers of Excellence staff through a “train-the-trainer” model to boost their capability of supporting college institutional research and consortia partnerships to analyze data and design interventions based on evidence.
- Attend various national or external state conferences to report back to the Chancellor’s office and Regional Centers of Excellence staff on trends, effective policies and practices, access to national Subject Matter Experts, and other information and resources.
- Coordinate the provision of technical assistance training for Regional Centers of Excellence staff on how to deliver effective coaching and technical assistance to the colleges and regional stakeholders.

Outcome Deliverables:

- Evidence of an increase in Regional Centers of Excellence Capacity to provide student-centered LMI expertise resulting from the provision of customized professional development.
- Evidence an increase in Regional Centers of Excellence Capacity in community college student and adult learner retention, completion, and transition to the workforce resulting from assistance to Regional Centers of Excellence.
- Evidence that national/regional data/LIMI expert training helped Regional Centers of Excellence staff boost their capability of supporting college institutional research and consortia partnerships to analyze and use data.
- Evidence of participation and usefulness and effectiveness of training of Regional Centers of Excellence staff to provide coaching and technical assistance to colleges and regional stakeholders.

Advance Vision 2030 Goals

Process Deliverables:

- Support Chancellor’s office efforts to design effective dashboards to aggregate performance metrics and routinely update the Regional Centers of Excellence and the Chancellor’s Office team with a statewide view of progress toward performance goals and Vision 2030 metrics.

Outcome Deliverables

- Evidence that dashboards have been effective at aggregating performance metrics and helpful at understanding progress toward performance goals and Vision for Success metrics.

Support Expansion of Bachelor’s Degree Program

Process Deliverables:

- With the Chancellor’s office BDP team, Co-develop a standardized template with the Chancellor’s Office to support LMI for Bachelor’s Degree Programs (BDP); support the expansion of data and information needed by the colleges from the Regional Centers of Excellence to support colleges with their applications for BDP.
- Support the Chancellor’s office BDP team by responding to requests related to LMI validation for BDP programs submitted for approval.

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Outcome Deliverables:

- Evidence of the usefulness of the standardized template at helping colleges apply for the BDP.
- Provide technical assistance to Regional Centers of Excellence to better support colleges in ensuring they are providing the necessary information to submit a request for approval that is successful.

GENERAL AWARD INFORMATION

Available Funding

One grant in the amount of **\$5,000,000** will be awarded. Funds will be distributed annually in the amount of \$1,000,000 with an 80 percent advanced allocation and 20 percent reimbursement. A match of 25 percent is required.

Award Project Period

The performance period is 60 months, expected to run January 1, 2024 – December 31, 2028.

Phase 1 activities and scope of work proposed is for 36 months (Year 1-3). Phase 1 as a performance period includes all necessary implementation and start-up activities.

Phase 2 activities and scope of work proposed is for 24 months (Year 4-5). Phase 2 as a performance period includes expansion of services as outlined in this RFA in Goals, Expectations, Roles, and Functions of Career Mobility Accelerator Center. Continuation into Phase 2 is contingent upon measured performance and achievement of outcomes in Phase 1.

Applicants must plan to fully expend grant funds during each phase while ensuring full transparency and accountability for all expenditures. Awards made under this announcement are subject to the availability of state and/or Federal funds.

Notification of Awards

Intent to Award notification will be made only via an official Intent to Award Memo and posted on the webpage here: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-Memos>. Selection of an applicant to be awarded does not constitute approval of the grant application as submitted. Before the actual grant is awarded, the Chancellor's Office may request adjustments or modifications to the proposal and/or budget to be reflected in the grant NOVA work plan and agreement as necessary. The Chancellor's Office reserves the right not to fund any application related to this RFA for any reason. Chancellor's Office Board of Governors' approval is required before any grant may be awarded. The Board of Governor's approval date will be identified in the Intent to Award notification. No applicant may make a public statement regarding the award of grant funds until after the Board of Governors' approval. Grant awards are not final until grant agreements are signed by the grantee district and the Chancellor's Office Deputy Chancellor.

You may sign up to receive WEDD MEMOs here:

https://docs.google.com/forms/d/e/1FAIpQLScX6t_1fSGEtr4jvw7OgNuTCQz43CD9vu7CvUdQP_MysEfCsDg/viewform

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ELIGIBILITY

The Chancellor's Office will provide direct and equitable access to funds through a competitive funding/award process. Direct and equitable access includes: 1) the right to submit applications directly to the Chancellor's Office; and 2) a process for reviewing and selecting successful awardees that provides each eligible organization a fair chance to receive an award.

Eligibility under this RFA are California organizations that have demonstrated effectiveness in providing regional LMI, technical assistance, network coordination, and other student-centered services as referenced above. These organizations may include but are not limited to:

- California community colleges as defined by the California Education Code;
- Public or private non-profit agencies;
- Community-based or faith-based organizations focused on workforce education and training and/or economic development missions;
- Non-profit institutions not described above that have the ability to provide leadership to the Regional Centers of Excellence and elevate their delivery of regional student-centered LMI and career mobility analyses, technical assistance, network coordination, needs assessment services for Bachelor's Degree Programs, and continuous improvement planning;
- Partnership between an employer and an entity described above that has demonstrated effectiveness in the services required for funding; and
- Economic development agencies or development corporations that are local or regional.
- A nonprofit organization that meets the requirements of this RFA must provide verifiable evidence of its recognition by the California Secretary of State as a nonprofit, or other verifiable documentation, such as Internal Revenue Service certification (as applicable), either as an attachment to its response or prior to being awarded a grant.

Employers must provide documentation of ability to do business in the State of California, such as documentation from the Secretary of State.

The preferred non community college applicant will actively collaborate and partner with at least one community college in the development of their proposal. The preferred Community College applicant will collaborate with at least one external organization to fulfill all the requirements of this RFA.

Consortium Applicants

The Chancellor's Office strongly encourages applicants to form consortia of two or more eligible applicants that will work together to carry out the functions that will impact students across the state. They will work together to leverage their collective expertise and experience to expand and improve their collective ability to carry out the functions outlined in this RFA. Consortium applicants must identify in the application a lead institution in the consortium that will serve as the official grantee and have overall fiscal and administrative responsibility for the grant.

Demonstrated Effectiveness

An applicant must demonstrate past effectiveness by providing performance and outcomes data on its record of serving regional college and industry LMI needs and supporting the region's capability to meet Vision 2030 Metrics.

Award Management History

Applicants must provide information on past and current grant management performance and organizational capacity related to current or past WEDD/Strong Workforce/Perkins grants or other grants and contracts.

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AWARD CONDITIONS

Applicants awarded funding under this RFA shall comply with the following pre-conditions and requirements across the Statement of Work.

Phase One (Grant Year: 1-3)

Agency Rules and Guidance - adhere to the following guidance:

- All Chancellor's Office (agency) and state rules governing the delivery of the Career Mobility Accelerator Center services.
- All state guidance developed by the Chancellor's Office including guidance memos, implementation guidelines, and agency requirements.
- Adhere to Chancellor's Office and ESLEI guidance for branding and naming conventions.

Data collection and management. Eligible applicants must implement data management and documentation procedures and submit timely data to the system's statewide management information system. This statement of work includes timely data collection, and data security protocols if data includes identifiable student or college data.

Staffing Plan. Provide a staffing plan that demonstrates the required expertise to provide services as outlined in this RFA's Deliverables. The staffing plan should:

- Ensure the Career Mobility Accelerator Center has the capacity to provide LMI, strategic analysis, effective facilitation, and regional coaching with high quality professional development resources.
- Ensure staff leading and working with the Career Mobility Accelerator Center has a commitment to Diversity, Equity, Inclusion and Accessibility (DEIA) principles and practices.
- Ensure there is one point of contact designated to be accountable to the Chancellor's Office.

Phase Two (Grant Year: 4-5)

Continuous Improvement Planning and Services. Successful applicants must develop a statewide continuous improvement framework to further support the setting and accomplishment of student-centered and industry goals across the regions. The continuous improvement framework could be co-developed with Chancellor's Office staff for use across regions or customized for regional contextual differences.

Network Coordination and Alignment with Statewide and National Workforce Systems, Economic Development Agencies, Employers, and other Community Partners. Eligible applicants must coordinate with:

- Regional or Local Workforce Development Boards, as they interface with the Regional Centers of Excellence throughout the region to facilitate LMI and regional data exchange and strategic alignment. The Statewide Career Mobility Accelerator Center will also support the coordination of the Regional Centers of Excellence with other community and social services partners as outlined in the Work Plan.
- Employers; industry associations and/or labor organizations; and other available education, training, and social service resources in the community, such as K-12, bachelor-degree granting institutions, job training programs, and social service agencies; community-based organizations; nonprofit organizations; and intermediaries; for the facilitation of student outcomes and the prosperity of the region.

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MATCH REQUIREMENT

There is a 25 percent match requirement for these funds.

There are two kinds of cost sharing permitted for this application: cash and in-kind.

Cash

Cash matching includes cash spent for project-related costs. The allowable cash match must include costs that are “necessary, reasonable, and allowable under this program.”

In-kind

In-kind matching includes, but is not limited to, the valuation of non-cash contributions provided by a college, organization, employer or other related third party. An in-kind match may be in the form of services, supplies, real property, and equipment. The value of the service may be used for the matching requirements. The services must be necessary, reasonable, and allowable under the program.

Valuation of In-Kind Cost Sharing Match

For in-kind cost sharing —such as supplies, equipment, or space—the value must not exceed the fair market value at the time of the contribution.

For volunteer services, the rates must be consistent with the rates normally paid for similar work in the organization. If an employee from another organization conducts services free of charge, the services should be valued at that employee's regular rate of pay, in addition to their fringe benefits and allowable indirect costs.

How this Applies to Your Application

Grantees will have to provide the correct amount of match funds, use the funds only on allowable expenses, and maintain records in case of an audit or site visit.

Determining the Cost Sharing Amount (example)

Steps	Formula	Amount
Step 1 Start with proposed funding amount		\$1,000,000
Step 2 Compute the 25% match requirement	$\$1,000,000 \times 25\%$	\$250,000
Step 3 Add the match amount to the total.	Step 1 + Step 2	\$1,250,000
Total budget for the project		\$1,250,000

APPLICATION DUE DATE

The complete application, including any required forms and supporting documentations, must be submitted via the Chancellor’s Office NOVA system **on or before September 11, 2023, by 5:00 PM PDT**, at which time the application system will close. No other forms of submission will be accepted. Incomplete and late applications will not be accepted.

Application Format and Instructions

The following instructions describe the content and format of the application. Only applications submitted via the NOVA system will be accepted. To receive the highest possible score and to prevent disqualification,

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the application instructions in NOVA must be followed, all questions answered, and all requested information supplied. Applications will be screened to ensure they have met the minimum requirements and eligible applicants will be notified that their applications have been advanced.

Applications submitted must meet the following requirements:

1. The application was submitted by an eligible organization as outlined in the “Application Criteria” section below.
2. The application was received by the submission deadline.
3. The application was submitted in the required format with all required information.
4. The application included appropriate signatures.
5. The application included all sections, including a budget and budget justification.
6. The application doesn’t exceed the page/character limit as specified in the submission process.

Application Criteria

Applications will be evaluated based on criteria and sufficiency of addressing the RFA Statement of Work, guidance and requirements, list of deliverables, and application narrative and budget.

The selection criteria will include a comprehensive panel review process with the five application sections aligned to the following points.

The application will have a possible total score of 100 points.

Sections	Maximum Points
Abstract	0
Approach	25
Strategic Alignment	20
Staffing Plan/Organizational Chart	10
Work Plan	35
Budget and Budget Narrative	10
Total Points	100

The sections of the application include:

1) Abstract (Not scored)

- a) Provide a brief summary up to one page outlining the overall approach the applicant is proposing for the award period of performance (Phase 1: Years 1-3); and (Phase 2: Years 4-5)
 - Must include the alignment to new Chancellor’s Office strategic directions toward student-centered career mobility;
 - Must include the expanded role of the Regional Centers of Excellence to provide student and industry related LMI, technical assistance (Phase 1);
 - Must be an eligible entity;
 - Must address all required outcomes.
 - ❖ Page limitations: *2500 characters*

2) Leadership Approach (25 points)

- a) All applicants are required to describe the strategic approach they will use to lead and support the Regional Centers of Excellence and elevate performance and outcomes.

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Specifically, the strategic approach description should address how the applicant will:

- Help the eight Regional Centers of Excellence accomplish their goals related to community college student retention, and completion, employers, career mobility, and transition to the workforce.
- Help colleges be more responsive to the needs of students and businesses through the use of LMI, data analytics, and data storytelling.
- Enhance the capacity of Regional Centers of Excellence by supporting approaches for deploying staff to colleges for technical assistance and professional development.
- Help expand state-level and Chancellor’s Office-level data function to inform system performance and continuous improvement.
- Help Regional Centers of Excellence expand their partnership development and facilitation capacity.
- Provide regional progress to the Chancellor’s Office for decision-making and continuous improvement.
- Increase student-centered LMI expertise.
- Identify state-wide needs and disseminate communications and resources to support Regional Centers of Excellence goals.
- Help Regional Centers of Excellence staff deliver effective coaching and technical assistance to the colleges and regional stakeholders.
- Help the Regional Centers of Excellence advance the numerical Vision for Success goals.
- Help optimize student-centered outcomes across the region.
- Help Regional Centers of Excellence develop a commitment to continuous improvement.
- Applicants must provide information on past and current grant management performance and organizational capacity related to current or past grants/contracts.
- ❖ Page limitations: *2500 characters*

3) Strategic Alignment (20 points)

- a) Applicants must describe how they will be strategically aligning their support of the Regional Centers of Excellence with at least five types of key stakeholders in each of the regions represented:
 - All community colleges in the region
 - Employers and industry
 - Regional or local economic development agencies
 - The public workforce system; and
 - Philanthropic organizations, business-related and other non-profit organizations, community-based organizations, and labor organizations.
- ❖ Page limitations: *2500 characters*

4) Staffing Plan and Organizational Chart – Supporting Documents (10 points)

- a) List the contact information for the lead organization and the role and responsibilities of any expected partners. This section should include the minimum staffing plan.

5) Workplan/Research Plan (35 points)

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- a) Applicants must demonstrate that the strategies and activities proposed in the Work Plan are organized with Phase 1: Years 1-3; with an updated Workplan due at the start of Phase 2: Years 4-5.
- **Phase 1:** Workplans should include:
 - (1) A description of how the Workplan and associated services will align with both the [ESLEI career mobility strategic directions](#), Governor’s Roadmap to Equitable Recovery, and local college and/or state, Strong Workforce Program, Perkins comprehensive local needs assessment (CLNA) and the California State Plan for CTE.
 - (2) A description of what primary services the Workplan will specifically include as it relates to supporting the Regional Centers of Excellence in Phase 1: student-centered career mobility and LMI data.
 - (3) A description of how the Workplan will leverage or conduct a Statewide Landscape Assessment.
 - (4) Workplan to include how the Career Mobility Accelerator Center will use data for continuous improvement; applicants must describe how data or other LMI can be optimized and used by the Chancellor’s Office, and other statewide and regional stakeholders to help them better understand program performance, improve programs, eliminate ineffective programs, and improve outcomes for students, businesses, and especially underrepresented groups.
 - ❖ Page limitations: *2500 characters per section (total of 10,000 characters)*

6) Budget (10 points)

- a) Applicants with partnerships must budget for the amount requested by the lead organization/institution and must include any subaward amounts. In preparing the budget, the applicant must provide a concise narrative explanation to support the budget requested. One single integrated budget narrative should be submitted in NOVA.
- b) Budget Narrative: In the Budget section, each applicant must include a budget by object code and provide detailed descriptions. NOVA allows for expenditure object code 1000-7000:
- 1000 – Instructional Salaries
 - 2000 – Non-Instructional Salaries
 - 3000 – Employee Benefits
 - 4000 – Supplies and Materials
 - 5000 – Other Operating Expenses and Services
 - 6000 – Capital Outlay
 - 7000 – Other Outgo Indirect Costs

Indirect costs should not exceed 4 percent and should be calculated as follows:

- $Grant\ Amount \div 1.04 = Grant\ Operating\ Budget \times 4\ percent = Indirect\ Costs$

APPLICATION SUBMISSION

Submitting the Application In NOVA

To submit the application, please login using your existing NOVA account at <https://nova.cccco.edu/>.

- If you are new to NOVA and would like to have an account created for you, use the Access Request Wizard (<https://nova.cccco.edu/request-access>) to provide your contact information and details for

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the access you need.

- If you already have a NOVA account and require a modification to your access permissions, please submit a NOVA Support Request through the support portal.
- For additional support and technical assistance, please visit: <https://nova.cccco.edu/help> to submit a NOVA Support Request ticket.

After logging into NOVA: Go to the sidebar menu; select “Programs” then “EWD COE” then “Statewide Career Mobility Accelerator Center” and “Applications.”

Click “Create Application” button to begin. You will be directed to choose your purpose to create the application.

Rejection of Application

The Chancellor’s Office reserves the right to reject any and all applications received. A grant application shall be rejected if:

- It is received at the Chancellor’s Office via electronic submittal in NOVA later than 5:00 pm on **September 11, 2023**, or is incorrectly submitted.
- The proposed budget amount exceeds \$5,000,000.
- Any of the required components of the application are incomplete or not submitted.

REVIEW AND SELECTION PROCESS

The application review process will include two review panels composed of three workforce and economic development content experts and agency staff. A preliminary training session will be held prior to selection for all panelists to ensure inter-rater reliability. Each panel of three will review approximately half of the total number of applications and will provide a score for the applications. A scoring rubric with clear scoring criteria is provided to all review panelists.

Applications will be evaluated on the extent to which the application addresses the state’s strategic priorities and approach to significantly expand the focus of the Career Mobility Accelerator Center according to the proposal requirements.

Award decisions will be made by the Chancellor’s Office WEDD Division.

CALENDAR OF KEY DATES

Information Details

RFA Released: August 1, 2023

Bidders’ Conference: August 14, 2023

RFA Questions Submission Deadline: August 25, 2023

Deadline for Submitting Applications September 11, 2023

Announcement of Award: October 4, 2023

Application non-award Appeal Deadline: October 13, 2023

Grant begins: January 1, 2024

TRAINING WEBINAR

The Chancellor’s Office staff will host an informational Bidders’ Conference Webinar to provide an overview of the application submission process and offer potential applicants an opportunity to ask additional clarifying questions. Only one webinar will be provided for the funding year. The webinar will be recorded

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for posting on the Chancellor's Office website. Failure to attend the webinar will not preclude the submission of an application.

Registration Information:

Bidder's Conference:

- Date and Time: Aug 14, 2023, 9:30-10:30 AM Pacific Time (US and Canada)
- Registration: [Use this link to register for the Bidder's conference.](#)

NOVA Training Webinar:

- Date and Time: Aug 17, 2023, 1:00-2:00 PM Pacific Time (US and Canada)
- Registration: [Use this link to register for the NOVA application training webinar.](#)

After registering, you will receive a confirmation email containing information about joining the webinar.

RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify WEDD and request a written clarification. Written questions concerning this RFA must be submitted by email to EWD@cccco.edu. Any addendum to the RFA will be posted on the WEDD Grant Opportunities website at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA/EWD-RFA-2023-24>

Applicants are responsible for checking the WEDD RFA website for any updates to the RFA or FAQ. Applicants will not be notified via any other manner.

Written questions concerning the specifications and instructions in this RFA must be submitted by email to EWD@cccco.edu.

A Frequently Asked Questions (FAQs) document will be posted on the WEDD RFA website at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA/EWD-RFA-2023-24>

APPEALS

To ensure transparency of the review process, each applicant will receive a score on the application submitted. Additionally, the final slate of funded awardees will be made public.

Should an applicant wish to appeal an award decision resulting from this solicitation, the applicant shall submit a written request containing specific grounds, reasons, and evidence for the appeal. The request shall be emailed to the Vice Chancellor of WEDD. Upon receipt of the appeal, the Chancellor's Office will review it within 10 days of receipt of the request and will provide a written response, including findings of fact and reasons for the award decision.

AWARD ADMINISTRATION

General

Funding for all applicants will be provided in the form of a grant. One award will be made for the Career Mobility Accelerator Center. The Chancellor's Office reserves the right to adjust the distribution of funding.

Within the limit of funds available for such purpose, the Chancellor's Office awarding officials shall make a grant to the eligible applicant whose proposal is judged most meritorious under the procedures set forth in this RFA. The grant shall run from full execution of this Agreement to [December 31, 2028]. The date specified by the Chancellor's Office awarding official as the effective date of the grant shall be no later than

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January 1, 2024, of the state fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by the Chancellor’s Office under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable cost principles, Chancellor’s Office assistance regulations.

Reporting

The grantee is required to submit regular reporting, including an end-of-project final report in the NOVA system by January 31, 2029. The required report will demonstrate the grantee provided program deliverables in pursuant to the grant agreement.

To progress from Phase 1 to Phase 2, grantees will be required to report on outcomes in addressing regional equity gaps and how the Regional Centers of Excellence are helping to advance the Vision for Success goals. Grantees will be required to set and measure progress on regional goals, using LaunchBoard data that illustrate the center’s impact on student outcomes.

Grantees must make information on all credentials (including badges, certificates, certifications, licenses, and degrees of all levels and types) and competencies (knowledge, skills, and abilities) achieved as a result of funding under this program publicly accessible through the use of linked open data formats that support full transparency and interoperability, such as through the use of credential transparency description language specifications. Such information must include the industry sector for or by which the credential was developed, the entities involved in the development of the credential, the competencies or skills assessed in awarding the credential, the form of assessment used to verify an individual’s eligibility to be awarded the credential, and the body engaged in overseeing the awarding of such credentials.

Phase 1 (36 months)	
NOVA Reporting Dates (Jan. 2024 – Dec. 2026)	
April 30, 2024	2nd Quarter comprehensive Expenditure and Progress Report due
October 31, 2024	4th Quarter comprehensive Expenditure and Progress Report due
April 30, 2025	2nd Quarter comprehensive Expenditure and Progress Report due
October 31, 2025	4th Quarter comprehensive Expenditure and Progress Report due
April 30, 2026	2nd Quarter comprehensive Expenditure and Progress Report due
October 31, 2026	4th Quarter comprehensive Expenditure and Progress Report due
December 31, 2026	Term End (Phase 1 - 36 months)
January 31, 2027	Final Claim of Expenditures and Final Report due

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Phase 2 (24 months)	
NOVA Reporting Dates (Jan. 2026 – Dec. 2028)	
April 30, 2027	2nd Quarter comprehensive Expenditure and Progress Report due
October 31, 2027	4th Quarter comprehensive Expenditure and Progress Report due
April 30, 2028	2nd Quarter comprehensive Expenditure and Progress Report due
October 31, 2028	4th Quarter comprehensive Expenditure and Progress Report due
<i>December 31, 2028</i>	<i>Term End (Phase 2 - 24 months)</i>
January 31, 2029	Final Claim of Expenditures and Final Report Due

CONTACTS

Further information may be obtained from the Chancellor's Office contacts indicated below. Information regarding this RFA obtained from sources other than these contacts may not be accurate. Email inquiries preferred.

Technical Assistance

Name: Jennifer Xiong-Moua

Title: Community College Program Manager

Phone: 916-327-8721

Email: EWD@cccco.edu