Request for Applications

RFA Instructions, Specification, and Terms & Conditions

Project
Baccalaureate Degree Pilot Program Implementation Support Grant

RFA Specification Number
15-048

Funding Fiscal Year
2015-2016

Total Funds Available
$750,000

Funding Source
Senate Bill 81 (Committee on Budget and Fiscal Review)

Application Deadline
Applications must be received electronically at the Chancellor’s Office by 5:00 p.m., Friday, November 20, 2015 to BDP-RFA15-048@cccco.edu, with the subject line reading: 15-048 Implementation Support Grant

Questions Deadline
Written questions concerning the specifications in this Request for Applications must be submitted by e-mail to BDP-RFA15-048@cccco.edu
# Table of Contents

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

## RFA Instructions

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## RFA Specification

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## Appendix A

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

## Appendix B

- Application Forms *(Excel Spreadsheet)*

## Appendix C

- CEO Cover Letter - Template
- Out-of-State Travel Form
RFA Instructions

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor’s Office of the California Community Colleges.

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

B. Program Overview

SB 850 Baccalaureate Degree Pilot Program

Senate Bill 850, Block, authorizes the Board of Governors of the California Community Colleges, in consultation with the representatives of the California State University and the University of California, to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges.

Senate Bill 850 (Block) can be found at the following link:
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB850

SB 81 Postsecondary Education Budget

On June 24, 2015, Governor Brown signed Senate Bill 81 which states in Sec. 39 (a):

The sum of six million dollars ($6,000,000) is hereby appropriated from the General Fund to the Chancellor of the California Community Colleges for allocation to community college districts to support the implementation of the baccalaureate degree pilot program established pursuant to Chapter 747 of the Statutes of 2014. These funds may be used to support professional development activities.

Senate Bill 81 (Committee on Budget and Fiscal Review) can be found at the following link: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB81

C. Categories for Which Funding is Available

This grant provides for one-time funding. The total budget for this Request for Application is $750,000. One (1) grant will be awarded.
D. **Eligibility**

Only California Community College Districts are eligible to apply; however, Districts may subcontract services out to other institutions/organizations, including other Community Colleges or Community College Districts.

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

The Chancellor’s Office will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore past performance of other state grants will be a consideration prior to final selection.

E. **Performance Period**

The application will be awarded for the time period January 30, 2016 through July 30, 2017. See listing of **key dates** for quarterly and final report deadlines.

No extensions will be granted for this funding, unless approved by the Chancellor’s Office due to special circumstances.

F. **RFA Clarification**

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor’s Office of the error and request a written modification or clarification of the document. A clarifying addendum will be sent to all applicants.

Contact person for these RFA Instructions and Specification is: Njeri Griffin via e-mail at ngriffin@cccco.edu

G. **Questions and Answers**

Questions about this RFA must be sent to Njeri Griffin at: BDP-RFA15-048@cccco.edu by 5:00 p.m., on **Tuesday, October 27, 2015**. The answers to all questions will be given to the grant applicants on or before November 2, 2015. After October 27, 2015, only technical questions (e.g., questions about accessing documents online, logistical challenges using required forms/spreadsheets, or problems with application submissions, etc.) will be answered. The Chancellor’s Office will not respond to any additional content questions after October 27, 2015.
H. Application Format and Instructions

The RFA Specification and Instructions prescribe the format and order for the development and presentation of the application for both the workbook and the narrative sections of the application. In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied.

An Excel workbook (Appendix B) has been developed which contains a contact page, Statement of Work (annual workplan), application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application and has been designed in order to save the applicant time in filling out redundant information. The workbook contains formulas that will also prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, need, response to need, response to required objectives, and the program management plan section are not part of the workbook. See Appendix C for CEO cover letter template and out-of-state travel form.

The Chancellor’s Office may require the applicant to make adjustments in the budget, annual workplan, or other aspects of the application prior to funding the grant.

Grant applications are scored based on a 100-point scale as indicated in the list provided below. A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

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<th>Application Sections</th>
<th>Maximum points</th>
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<td>Response to Need</td>
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<td>Response to Objectives</td>
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<td>Statement of Work (Annual Workplan)</td>
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<td>Application Budget Summary/Application Budget Detail Sheet</td>
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<td>Program Management Plan/Institutional Commitment</td>
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<tr>
<td>Overall Feasibility of the Project</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
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</table>
1. **Face Sheet**

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

2. **Cover Letter**

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission stating that the Community College District is willing to be fiscal agent and is submitting the application for Chancellor’s Office review.

3. **Contact Page**

An Excel workbook (Appendix B) contains the contact page, budget forms and annual workplan (Statement of Work). The first tab “Do First” of the workbook requires the applicant to fill in the following information first:

- The Community College District that is applying (click twice on the community college text box and choose the Community College District from the provided drop down menu).

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

After filling in the “Do First” tab, the district, applicable college, budget allocation, and regional name will auto-fill within the contact page, application budget summary, application budget detail sheet and the annual workplan (Statement of Work). The contact page tab must be filled in second. After filling in the contact page, the Project Director and the Chief Business Officer name and title will auto-fill within the application budget summary. These auto-fill features prevent incorrect and/or inconsistent information within the application.

4. **Table of Contents**

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.
5. **Need (Statement of the Problem)**  
*Narrative – Limited to 2 pages, 1” margins, single- or double-spaced, 12 pt. Arial font*

This section is a narrative that concisely describes the need for the project in response to the statement listed under ‘Need’ in the RFA Specification.

6. **Response to Need**  
*Narrative – Limited to 6 pages, 1” margins, single- or double-spaced, 12 pt. Arial font*

This section is a narrative that at a minimum responds to all the prompts in the ‘Response to Need’ section described in the RFA Specification.

7. **Response to Required Objectives**  
*Narrative – Limited to 4 pages, 1” margins, single- or double spaced, 12 pt. Arial font*

This section is a narrative that at a minimum responds to all the prompts in the “Response to Required Objectives” section described in the RFA Specification.

8. **Statement of Work (Annual Workplan)**  
Maximum Points 15

a. **Objectives**

Objectives are pre-populated in the template based on the ‘Objectives and Activities’ of the RFA Specification listed.

On each objective sheet, please list the corresponding activities, measurable outcomes, timelines, and responsible individual. Because an objective may have more activities that can be listed on a single sheet, please use as many sheets as needed to cover all proposed activities. Each sheet must have the proposed objective listed at the top. Please organize all the objectives sheets in sequential order.

b. **Activities**

Project activities are the basic steps that are required to be taken to implement the stated goals of the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual workplan for each objective.

c. **Performance Outcomes**

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this
project that will result from the implementation of the objectives and activities listed in the Statement of Work (Annual Workplan).

d. **Timelines**

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed. Do not make activities “on going” or year long. An estimated completion date must be entered.

e. **Responsible Persons**

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

9. **Application Budget Summary/ Application Budget Detail Sheet**

   Maximum Points 10

   a. **Completion of Application Budget Detail Sheet/ Application Budget Summary**

   The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

   **Application Budget Detail Sheet:** The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto-fills and adds the application budget summary.

   The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the “Do First” and “Contact Sheet” tabs within the workbook because these sheets will auto-fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

   **Application Budget Summary:** After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto-fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black will be requested in hard copy).
When entering dollar amounts, round off to the nearest dollar, DO NOT INCLUDE CENTS.

b. **Indirect Administrative Costs**

Project funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

c. **Travel**

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form found in Appendix C.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

Because this grant requires travel to mandatory meetings and conferences, applicants must clearly budget travel and fees associated with these events within the application detail sheet. These mandatory events include:

- Quarterly meetings/workshops/trainings for the Northern and Southern California Pilot Colleges;
- Bi-annual Pilot Colleges Summit;
- Curriculum Institute;
- Board of Governors meeting; and
- Up to eight related BDP meetings per year.

In addition, some of these required conferences and trainings have registration fees attached. Applicants should budget for registration fees up to $150 for each Pilot College Summits.

d. **Meetings, Trainings, and Workshops**

Please detail the costs associated with hosting or coordinating meetings, trainings, and workshops. Applicants should list the costs of facilities and
equipment rental, materials for participants, food, and any other logistical needs.

e. **Consultants and Subcontractors**

Applicants should detail the costs associated with hiring each consultant and subcontractor proposed, including each consultant and subcontractors’ name (if known), service to be rendered, real or estimated daily or hourly rate, and estimated total cost. For rules regarding using subcontractors or subgrantees, please see Appendix A, Article II-Standard Legal Terms and Conditions.

f. **Equipment Purchases**

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Therefore any equipment budgeted will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

10. **Program Management Plan/Institutional Commitment**  
**Maximum Points 15**

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

See the RFA Specification for a complete description of the management plan requirements. At a minimum the management plan requires a narrative consisting of a response to prompts, a description of project management structure, an organizational chart for operating the project, and Intent-to-Participate letters from partners, if any. The RFA does not require the participation of other colleges; however, it is encouraged where appropriate. The description of project management structure, an organizational chart for operating the project, and Intent-to-Participate letters from partners do not count against the narrative limit.

11. **Overall Feasibility of the Project**  
**Maximum Points 10**

The reviewers will assess how well each proposal demonstrates the applicant’s ability to provide adequate system-wide support and professional development opportunities to the 15 pilot program colleges. Applications should show that the district can provide services to all 15 pilot program colleges regardless of their location in California. Evidence of coverage should be infused throughout the application.

12. **Application Procedures**

a. The application must be received in a single PDF document in the order specified above. It is therefore anticipated that the applicant will print out all sections of the application, get the required original signatures and
copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

1) The cover letter must be signed by the district’s Chief Executive Officer or authorized designee.
2) Application Budget Summary must be signed by the district’s Chief Business Officer (or authorized designee) and the Project Director.

b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: 15-048 Implementation Support Grant to RFA-BDP15-048@cccco.edu by 5:00 p.m. on Friday, November 20, 2015. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

Contact person for these RFA Instructions and Specification is: Njeri Griffin via e-mail at ngriffin@cccco.edu.

The maximum size for all attachments sent within an individual e-mail to the Chancellor’s Office is 10 mb. The Chancellor’s Office suggests that applicants check to see what their servers allow for attachments when sending documents.

NOTE: Within two business days after receiving an application via e-mail the Chancellor’s Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact Njeri Griffin at the e-mail address above to confirm receipt of their application.
I. **Rejection of Application**

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

1. It is received at the Chancellor’s Office via electronic submittal later than 5:00 p.m. on Friday, November 20, 2015 or sent to the wrong e-mail address.
2. The RFA Specification Number is not correct on all the documents.
3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.
4. The Annual Workplan and/or Application Budget Detail Sheets do not show attendance at required meetings (see ‘Travel’ in the RFA Instructions ‘Application Budget Summary/Application Budget Detail Sheet’).
5. All required application documents are not submitted in a single e-mail including:
   a. A cover letter signed by the CEO or designee of the Community College District
   b. Contact Page
   c. Application Abstract (narrative does not exceed page limit)
   d. Table of Contents
   e. Need (narrative does not exceed page limit)
   f. Response to Need (narrative does not exceed page limit)
   g. Response to Required Objectives (narrative does not exceed page limit)
   h. Statement of Work (Annual Workplan)
   i. Application Budget Summary
      (Project Director’s signature)
      (Chief Business Officer’s/Designee’s signature)
   j. Application Budget Detail Sheet
   k. Project Management Plan (narrative does not exceed page limit, plus a description of project management structure, an organizational chart, and Intent-to-participate letters from partners, if any)
   l. Out-of-State Travel Form(s) (if out-of-state travel is requested)
6. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).
7. Narrative sections of the application exceed the maximum page limit specified.
### J. Calendar of Key/Reporting Dates

#### Key Dates

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<td>October 20, 2015</td>
<td>RFA Released</td>
</tr>
<tr>
<td>October 27, 2015</td>
<td>Questions about the RFA Due</td>
</tr>
<tr>
<td>November 2, 2015</td>
<td>Answers to Question provided to Applicants</td>
</tr>
<tr>
<td>November 20, 2015</td>
<td>Deadline for Submitting Application</td>
</tr>
<tr>
<td>November 30, 2015</td>
<td>Notification of Intent to Award</td>
</tr>
<tr>
<td>December 11, 2015</td>
<td>Appeal Deadline</td>
</tr>
<tr>
<td>January 19-20, 2016</td>
<td>Board of Governors Approval (grants over $100,000)</td>
</tr>
<tr>
<td>January 30, 2016</td>
<td>Grant Commencement</td>
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<tr>
<td>July 30, 2017</td>
<td>Grant End Date</td>
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#### Reporting Dates

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>April 25, 2016</td>
<td>1\textsuperscript{st} Quarter Year-to-Date Expenditure and Progress Report due</td>
</tr>
<tr>
<td>July 25, 2016</td>
<td>2\textsuperscript{nd} Quarter Year-to-Date Expenditure and Progress report due</td>
</tr>
<tr>
<td>October 25, 2016</td>
<td>3\textsuperscript{rd} Quarter Year-to-Date Expenditure and Progress Report due</td>
</tr>
<tr>
<td>January 25, 2017</td>
<td>4\textsuperscript{th} Quarter Year-to-Date Expenditure and Progress Report due</td>
</tr>
<tr>
<td>April 25, 2017</td>
<td>5\textsuperscript{th} Quarter Year-to-Date Expenditure and Progress Report due</td>
</tr>
<tr>
<td>July 25, 2017</td>
<td>6\textsuperscript{th} Quarter Year-to-Date Expenditure and Progress report due</td>
</tr>
<tr>
<td>July 30, 2017</td>
<td>Grant End Date</td>
</tr>
<tr>
<td>September 30, 2017</td>
<td>Final Claim of Expenditures and Final Progress Report</td>
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### Background for the Baccalaureate Degree Pilot Program

On September 28, 2014, California Governor Jerry Brown signed Senate Bill 850 (Block) authorizing the Board of Governors of the California Community Colleges, in consultation with the representatives of the California State University and University of California, to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges.

At the March and May 2015 board meetings, the Board of Governors gave final approval for 15 colleges to participate in the Baccalaureate Degree Pilot Program (12 colleges were approved at the March meeting and three additional colleges were approved at the May meeting).

### NEED

In a narrative format, clearly and concisely describe how the district has the ability and capacity to provide a system-wide approach to supporting the 15 pilot colleges with professional development opportunities to help successfully implement the Baccalaureate Degree Pilot Program.

### RESPONSE TO NEED

In a narrative format, address the response to the need for implementation support.

a. Describe how this proposal will enhance and improve the success of the Baccalaureate Degree Pilot Program.

b. Describe the districts long term success at developing curriculum.

c. Describe the districts experience writing guidelines that were implemented district wide.
d. Provide/Outline a timeline for system-wide implementation.

e. Describe how you will collaborate with the Chancellor’s Office in providing professional development opportunities for the 15 Baccalaureate Degree Pilot Program colleges.

RESPONSE TO REQUIRED OBJECTIVES

The grant recipient will be the fiscal agent and will be required to align objectives and outcomes to provide system-wide support to the 15 pilot colleges to implement the Baccalaureate Degree Pilot Program. Please describe how you will address each of the following objectives.

Objectives of the implementation grant:

a. Collaborate with the Chancellor’s Office throughout the duration of the grant period to provide professional development to the 15 pilot colleges.

b. Assist the Chancellor’s Office with the selection of an evaluator who will assess the success of the Baccalaureate Degree Pilot Program.

c. Collaborate with the Chancellor’s Office to fund a research project regarding matters that impact the implementation of the Baccalaureate Degree Pilot Program.

d. Collaborate with the Chancellor’s Office to host meetings/trainings/workshops and meetings/summits on new developments that will assist with implementing the 15 pilot programs.

PROGRAM MANAGEMENT/INSTITUTIONAL COMMITMENT

a. Describe your district’s capabilities and knowledge in conducting and administering state funded projects. Describe your district’s ability to collect and report financial and student performance data as required.

b. Identify experienced and appropriate program administration and support staff with sufficient time allocated to ensure program success.

c. Provide an organizational chart for the Baccalaureate Degree Pilot Program Implementation Support grant.
REFERENCE MATERIALS

List of Appendices

Legal Terms and Conditions Articles I and II (Appendix A)
Application Forms (Appendix B)
Out-of-State Travel and CEO participation form (Appendix C)

References

Senate Bill 850 (Block) can be found at the following link:
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB850

Senate Bill 81 (Committee on Budget and Fiscal Review) can be found at the following link:
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB81

TERMS AND CONDITIONS

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