

CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

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CCC TechConnect RFA Q&A Session held on March 2, 2017

Questions:

- Can the grant funds can be used for the transition period? *The initial answer was yes.*
 - Follow up. Can the funds be used for equipment, facilities and personnel? What is the process should someone lose their position during the transition phase?
 - *In regard to equipment, grant funds may be used to purchase new equipment or to replace equipment from the previous grantee that has been deemed obsolete.*
 - *In regard to facilities, the new awardee may take over the current facility lease or arrange a new place to house the initiative.*
 - *In regard to personnel, if the employee is a college employee then the college would absorb that person back into the college. If the employee is a contract employee, that person may be brought into the new grantee's project team or terminated. There is not criteria for how staff is managed upon transition*
 - Does the previous grant awardee transfer equipment purchased under the grant to the new grant awardee?
 - *In regard to equipment, if it was purchased with grant funds then it moves to the new grant awardee.*
- Can the current funding of the contract be shared with the applicant field? Can they see mid-term reports, in an effort to establish a baseline?
 - *Yes. These reports are public documents. The mid-year report will be sent out tomorrow for your review.*
- Is the Chancellor's Office open to broader application for the services and/or a different approach to fulfilling the grant purposes?
 - *Yes. Should a school see a new way to achieve the goals of the initiative, then they can outline and present them in their proposal.*
- Does the signatory for the Letter of Understanding or Memorandum of Understanding need to be at the district director level or must it be at the board level? Further, if it needs to be at the board level, is it acceptable that the RFA be on the next board agenda or must it be approved by the board prior to the due date? *This question was in Section II, on page 18 letter e.*
 - *To apply for the RFA, the representative signing must have the authority to bind the district to the agreement.*
- There is confusion in the Application Review Process section (*Section II Page 11, number 2 and 3*) which describes similar paths for the approval process.
 - *We posted an addendum to the RFA online.*

- Will the application work plan need to cover outcomes for the first year or what can be done over 5 years?
 - *Currently, our work plan is created one fiscal year at a time. Adjustments can be made on an annual basis.*
- What funds can the 5% matching funds come from?
 - *These funds can be in the form of direct funding (cash) or indirect funding (the college paying operating costs of the initiative up to the 5% threshold) or a combination of the two. Examples of indirect funding include:*
 1. *Funding a portion of salaries or benefits for staff*
 2. *Paying for initiative equipment*
 3. *Paying facility costs for the initiative.* I have a question that refers to the Notification of Intent to Award Grants on page 13. If the District applicant does not provide an MOU at the time the application is submitted, is it still possible that this could be negotiated with the Chancellor's Office staff after the grant is awarded and structured as either an MOU or as contracted services per the language below?

“J. Notification of Intent to Award Grants

Notifications of intent to award grants will be sent to the respective district superintendents/presidents indicating whether or not the application was approved. Chancellor's Office staff will negotiate the specific scope of work, budget, and timeline for each awarded project. A public notification listing the tentative grant awards will be posted in the Chancellor's Office and Chancellor's Office Web site.”

- *The answer is yes, a memorandum of understanding may be negotiated after the RFA has been awarded. However, Letters of Intent to partner on any substantive portion of the grant must be signed by a representative with the authority to bind the district to an agreement and included in the RFA response.*
- Under Structure and Readability of this Document, number III it states:
Application and Work Plan
- The *Application and Work Plan* section provides the applicant with:
- The **Objectives** of the RFA initiative.
 - Objectives are project goals to be achieved in order to be successful. They are not the specific activities that need to take place.
 - A baseline of the essential programmatic goals the readers will look for in an applicant's response. The applicant may provide additional objectives to accommodate their response.
 - The **Procedures and Activities** related to the objectives of the RFA initiative.
 - Procedures and activities are the specific, measurable and quantifiable actions associated with one or more objective.
 - A baseline of the specific activities to be performed by the applicant in order to achieve stated objectives. The applicant may provide additional procedures and activities to accommodate their response.

The highlighted sentence under Procedures and Activities states that they are measurable and quantifiable which seems correct and it is also how we've been stating our Procedures and Activities in our reports.

In Section 2, page 15, #7, there is another section which discusses Objectives and Procedures and Activities.

7. Application Annual Work Plan (Form provided in Appendix B)

a. Objectives **Maximum Points—15**

1. The RFA Specification has identified minimum objectives. The applicant's statement of objectives should be itemized, numbered, and stated in measurable terms. The statement of objectives should be performance driven (quantifiable).

Example: Eighty percent (80%) of the 35 faculty completing the Academic Excellence on the Internet staff development workshop will incorporate best practices learned into their classroom as evidenced by revised curriculum outlines and teaching strategies.

Example: Sixty percent (60%) of the 75 students enrolled in Civic Education Through ESL Internet course will increase their reading level by two grades and master eight core competencies in civic education.

The highlighted text of this section states that the Objectives need to be quantifiable and measurable. This would be very difficult to do since the Objectives are usually broad statements like the 4 that are listed as required for this RFA.

Please clarify this question as we don't want to have points deducted for not following the RFA directions.

This is standard language in all RFAs. Because this is a grant that is for a system-wide project, the respondent can discuss that quantifiable and measurable as the number of district they are serving.

- Can the RFA Application be delivered to the Chancellor's Office rather than mailed?
Hand delivery of the RFA packet is allowed. Keep in mind that since this is a time sensitive document, the person delivering the RFA document is responsible for getting a signed and dated acknowledgement of receipt showing receipt before the deadline March 23rd at 5:00 pm.
- Does the Application Consortium Data Sheet need to be filled out if the relationship is strictly an MOU relationship? Palomar will be providing a Letter of Understanding signed by both parties.

If the answer is yes, please explain what we need to enter in these fields:

Amount of dollars contributed to project by the district/college: \$ _____

Role of district/college in the consortium design: _____

Palomar will be providing funding to the MOU recipient and not asking them to provide funding to Palomar. The recipient will be also be providing Palomar with a workplan budget and scope of work.

- The Application Consortium Data sheet does not need to be completed in this case. Not filling out this form will not negatively affect the RFA packet grading.