



Chancellor's Office, California Community Colleges  
Division of Workforce and Economic Development

# Request for Applications

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## Instructions, Specification, and Terms & Conditions

### Program

California Apprenticeship Initiative (CAI) Accelerator Grant Program

### RFA Specification Number

15-193

### Program and Funding Fiscal Year

2015-16

### Funding Source

Proposition 98

**RFA Release Date: September 17, 2015**

### Application Deadline

Applications must be received electronically at the Chancellor's Office by 5:00 p.m. on **Wednesday, October 28, 2015**

### Questions Deadline

Written questions concerning the specifications in this Request for Applications must be submitted by email to [apprenticeship@cccco.edu](mailto:apprenticeship@cccco.edu) by 5:00 p.m. on **Friday October 2, 2015**

**Bidder's Conference: Wednesday, September 23, 2015**

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

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## Chancellor's Office, California Community Colleges

### RFA Instructions

#### A. Introduction

The California Community College Chancellor's Office (CCCCO) is pleased to announce the availability of \$1.5 million in Proposition 98 funds for the California Apprenticeship Initiative (CAI) Apprenticeship Accelerator Program. This grant opportunity is part of the \$15 million CAI which seeks to create new and innovative apprenticeship programs in priority and emerging industry sectors or areas in which apprenticeship training does not currently exist.

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the CCCCCO.

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.

#### California Apprenticeship Initiative (CAI)

The apprenticeship training model has been used for centuries to provide employers with a skilled workforce and has proven to be one of the most effective training methods available to small, medium and large employers. An apprenticeship combines classroom and/or lab instruction (Related and Supplemental Instruction or RSI) with a work-based learning or On the Job Training (OJT) experience in which the apprentice is paid a salary or wage.

Apprentices attend classes on theory and then apply that knowledge to the workplace, generally under the supervision of an experienced worker, until the apprentice masters that particular area of their training. The employer is an integral part of apprenticeships and in the current model pays the majority of the training costs incurred to bring an apprentice up to speed and become productive. Without an employer to provide the OJT, there would be no apprenticeship.

The apprenticeship model is flexible and employers can participate in several different ways. A single employer may work with the California Division of Apprenticeship Standards (DAS) to create a program that trains only their employees. A group of employers may also join together, create a Unilateral Training Committee (UTC) and cooperatively fund the training of apprenticeships across multiple employers, sharing costs and leveraging resources. A third model involves the inclusion of a labor union to create a Joint Apprenticeship Training Committee (JATC or JAC) with equal representation by labor and management. In all instances, the employer or committee makes decisions on a wide variety of issues relating to recruitment and training of apprentices, from curriculum to hiring of instructors to purchasing equipment. As new technologies, industry standards, curriculum or other requirements arise, the committees are able to quickly adjust training to meet the needs of the employers. While apprenticeships generally are associated with a single job classification, with a distinct set of duties and responsibilities, an apprenticeship committee may oversee several apprenticeships in different classifications within the same general industry sector.

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While California has approved registered apprenticeship programs for over 75 years, since the Shelley-Maloney Apprenticeship Labor Standards Act of 1939 was established, apprenticeship as a training model is not widespread in the state outside of the building and construction trades. However, there is a growing need for increased participation in apprenticeships by non-traditional (outside building trades/ construction sector) sectors of the economy. As a result, Governor Brown and the Legislature approved \$15 million for “new innovative” apprenticeship programs in the 2015-16 Budget Act. The CCCCO will administer of the new funding. This RFA is a piece of the overall California Apprenticeship Initiative.

Currently California is one of only a few states that provide financial support for apprenticeship programs, through funding for RSI. Most of the costs for training apprentices are borne by the employer(s), with potential for additional funding from other workforce development agencies such as the California Workforce Development Board (CWDB) and the Employment Training Panel (ETP). RSI is also a reimbursement based system through which apprenticeship program sponsors report seat time hours for each apprentice, paid at \$5.04 per hour (raised to \$5.46/hour effective July 1, 2015). While RSI funding supports existing apprenticeship programs it does not assist employers in the creation of new programs. The California Apprenticeship Initiative will provide that support through the release of several RFAs, an evaluation of the grant, and outreach to employers and other stakeholders who would benefit from an apprenticeship training program.

## **B. Program Overview**

### ***California Apprenticeship Accelerator Grant Program***

**Qualified Applicants/Fiscal Agents:** California Community Colleges (CCC) and California Department of Education Local Education Agencies (LEAs), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts, per Proposition 98 guidelines.

#### **Area of Focus:**

\$1.5 million total available for up to 15 Apprenticeship Accelerator grants (\$100,000 to \$150,000 each) for new and innovative apprenticeship programs to provide **focused and short term** support in order to create/refine curriculum, purchase equipment, recruit apprentices and employers, etc. To be eligible for this grant, no program may be approved by DAS prior to January 1, 2015. The grant will be for 12 months, beginning January 21, 2016 and completed by February 1, 2017.

#### **Objectives**

The Apprenticeship Accelerator Grant is designed to encourage applicants to quickly identify a specific employer or workforce need, create an apprenticeship program approved by the California Division of Apprenticeship Standards (DAS), and place apprentices with employers within 12 months of the grant award date. In order to be successful in such a short time frame, applicants should already have in place one or more of the following:

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- Employers who will agree to take on an apprentice or demonstrate documented interest in creating an apprenticeship training program.
  - An education solution or curriculum for the classroom based component of the apprenticeship, also known as Related and Supplemental Instruction (RSI).
  - Begun discussions with the DAS (or have approval already) to outline the structure and standards of the apprenticeship

Grantees must register a minimum of five (5) to eight (8) new apprentices with the DAS per grant (5 @ \$100,000 and 8 @ \$150,000), all apprentices shall be entered into CalJobs or use other methods to track wage data and employers must agree to participate in the evaluation component during and after the completion of the grant.

Emphasis will be on apprenticeship programs that have been approved by DAS after January 1, 2015 or are currently in the DAS approval process, in order to provide quick results and engage employers in the immediate future.

The Apprenticeship Accelerator Grant differs from the CAI New Innovative grant in that it is short term in nature, designed to provide funds to “jump start” new or recently approved apprenticeship programs. Those programs awarded funds are expected to be self-sustainable following the end of the grant term.

### **Expected Program Outcomes**

Grant recipients are expected to complete the following during the 12 month grant period:

- Obtain approved status as a state registered apprenticeship program through the Division of Apprenticeship Standards (DAS)
- Register five (5) to eight (8) new apprentices
- Participate in evaluation, research and outreach efforts as part of the greater California Apprenticeship Initiative
- Create partnerships with other local support agencies {(Workforce Development Boards (WDBs), community colleges, K-12 educational agencies, etc.)} in order to increase completion rates, promote the participation of under-represented populations, and contribute to the overall success of the program.
- Create a sustainability plan that identifies potential funding sources (Years 2-4) and coordinates with other agencies (ETP, CWDB, DAS) in order to ensure that the apprenticeship program will continue to operate after the end of this grant.
- Track numbers of applicants, number of apprentices successfully completing Year 1 of their program and other data metrics as needed to provide evidence of completion of outcomes.

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## Target Industries and Occupations

The CAI in general aims to create new and innovative projects to increase employer participation in apprenticeship training models in priority and emerging industry sectors<sup>1</sup>, including Advanced Manufacturing, Allied Health Care, and Information Communication Technology (ICT). Apprenticeship Accelerator Grant proposals may also look to create apprenticeship training programs addressing drought relief, underserved populations, energy efficiency, the California High Speed Rail or other areas which align with established state workforce goals and are supported by evidence of labor market need. Existing apprenticeship programs are not excluded from participating in this grant, provided the scope of the application meets the overall intent of the project.

### Allowable Expenditures:

Funding can be used for the following:

- Tools, equipment, and uniforms.
- Curriculum development, revision, approval
- Educational expenses (tuition, fees, books, instructor salary, etc.)
- Up to \$10,000 for employer incentives, wage offsets or other means to encourage participation and reduce initial monetary risk to the employer(s)
  - Applicant must explain in detail the employer incentive structure in workplan
  - Incentives shall lead to successful completion of the program and encourage participation by the employer
- Employer and apprenticeship outreach and recruitment
- Travel, conference expenses, etc. Out of state travel must have prior approval by the Project Monitor at the California Community Colleges Chancellor's Office.
- Four percent (4%) of the grant total for indirect costs to fiscal agent
- Program coordinator salary
- Other expenses as approved by grant monitor

### C. Eligibility

Only California Community Colleges and California Department of Education LEAs, including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts are eligible to be the fiscal agent while partnering with other agencies or entities as needed to be successful.

The CCCCCO 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, unless evidence of satisfactory corrective measures

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<sup>1</sup> Doing What MATTERS priority sectors: Advanced Manufacturing, Advanced Transportation & Renewables, Agriculture, Energy Efficiency & Renewables, Global Trade, Health, Information & Communication Technologies/Digital Media, Life Sciences/Biotech, Retail and Hospitality, and Small Business. Each California region has respective priority and emergent sectors.

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taken – as determined by the CCCCCO - is presented. Therefore past performance of other state grants will be a consideration prior to final selection.

#### **D. Performance Period**

The application will be awarded for the time period of January 21, 2016 through February 1, 2017. See listing of key dates on page 13 for quarterly and final report deadlines for the first year.

No extensions will be granted for this funding.

#### **E. RFA Clarification**

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the CCCCCO of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the CCCCCO will give such notice to other interested parties, but the CCCCCO shall not be responsible for failure to do so.

The contact person for these Instructions and/or RFA Specification is:

John Dunn via e-mail at [jdunn@cccco.edu](mailto:jdunn@cccco.edu)

#### **F. Bidder's Conference**

The CCCCCO will hold a Bidder's Conference for this RFA via a webinar. Webinars will occur at the CCCCCO on the date and time posted on the cover of this RFA. The CCCCCO requests that potential applicants register for this webinar at [www.cccconfer.org](http://www.cccconfer.org). Failure to attend the Bidder's Conference will not preclude the submission of an application.

#### **G. Application Format and Instructions**

An Excel workbook (Appendix B) has been developed which contains a contact page, annual workplan, application budget summary, and an application budget detail sheet. The applicant shall use this workbook when submitting an application and, in order to save the applicant time in filling out redundant information, the workbook is pre-populated and contains formulas to prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, abstract, need, response to need, the management section and intent-to-participate letters are not part of this workbook (an application checklist, CEO/Superintendent cover letter template, intent-to-participate form letter template and out-of-state travel form is in Appendix C, Application Templates). The following instructions prescribe the format and order for the development and presentation of the application (for both the Excel 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. Applicants are expected to follow these instructions while using the RFA Specification and the forms and templates provided in Appendices B and C.

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

Grant applications are scored based on a maximum of 100 points as indicated on sections listed below.

**NOTE:** The application must receive a minimum averaged score of 75 within the reading process in order to receive consideration for funding.

	<b>Maximum points</b>
Need	15
Response to Need	20
Annual Workplan	15
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	20
Dissemination	5
Feasibility of the Project	15
<b>Total Points</b>	<b>100</b>

**1. Face Sheet**

**NOTE:** The completed application will be submitted electronically and therefore no face sheet will be required. If an application is funded, the CCCCCO will send an appropriate face sheet with instructions for completion.

**2. Cover Letter**

The Chief Executive Officer/Superintendent/Designee of the applying Community College District (CCD) or California Department of Education Local Education Agency (LEA), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts, per Proposition 98 guidelines, will submit a cover letter with signature within the electronic submission stating that the Community College District or LEA is willing to be fiscal agent of a consortium and is submitting the application for CCCCCO review (see Appendix C, Application Templates for CEO cover letter template).

**3. Contact Page**

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. There are separate workbooks for colleges or K12 LEAs. Please use the appropriate workbook. Failure to do so may result in disqualification of the application, as determined by the CCCCCO. The first tab “Do First” of the workbook requires the applicant to fill in the following information first:

- District – Select the CCD or fill in the name of the LEA that is applying (click twice in the district text box to make the selection within the drop down menu).

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After filling in the “Do First” tab, the **district and college names** will auto fill to the appropriate forms. LEAs acting as Fiscal Agents will use the CDE LEA version of Appendix B and input the name of the LEA. The contact page tab must be filled in second. After filling in the contact page, both the Project Director and the District Chief Business Officer’s name and title will auto fill within the application Budget Summary form. These auto fill features prevent incorrect and/or inconsistent information within the application.

**4. Application Abstract** *(Narrative – Limited to one page, 1” margins, single or double-spaced, 12 pt. Arial font)*

The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA Specification, and deliverables (products/services/outcomes).

**5. Table of Contents**

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

**6. Need** **Maximum Points 15**  
*(Narrative – Limited to 5 pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

The purpose of the need section is so that the applicant can concisely describe the local, regional, or statewide need for the intended apprenticeship program and the gap that the applicant will address.

**7. Response to Need** **Maximum Points 20**  
*(Narrative – Limited to 7 pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

The response to the need section responds to the objectives and identifies who will be a part of developing and sustaining the apprenticeship program; how the apprenticeship program will meet the regional training needs of employer(s), students and the identified industry(s); and how the funds from the grant will be used to create new and innovative apprenticeship programs.

**8. Annual Workplan** **Maximum Points 15**

The annual workplan is found in Appendix B, Application Forms. As a courtesy, 5 tabs have been provided within the Excel workbook numbered Annual Workplan-1 to 5 as templates for up to the first five objectives. If you need additional pages for a single objective, the Excel workbook allows you to make more copies of any Annual Workplan tab.

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**a. Objectives**

Objectives should be based on the scope of the proposed project while remaining consistent with the Objectives of the RFA Specification.

List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth.

Additional copies of the form will be needed to address all of the project objectives.

**NOTE:** While each objective must be on its own form that does not preclude a single objective having activities that cover more than one page.

**b. Procedures/Activities**

Project activities are the basic steps that need to be taken to implement 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. Timelines**

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities will be completed.

**NOTE:** As closely as possible, determine starting and ending month of each activity. It is not acceptable to make all activities year long or to state “ongoing.”

**d. Responsible Persons**

Identify, by position, the individual(s) responsible for completing activities.

**e. 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 Annual Workplan.

**f. Metric Number(s)**

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Identify which of the CCCCO-provided Common Metrics & Accountability Measure(s) (see Appendix E) this objective affects and place the corresponding number(s) in the Metric No. column.

**9. Application Budget Summary/  
Application Budget Detail Sheet** **Maximum Points 10**

This RFA awards one-time funding. No extensions will be granted for this funding. Grant renewal may be considered if additional funding becomes available.

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix D – Guidelines, Definitions and Allowable Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

**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. These two tabs 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. Following any award, the applicable CCCCO - designated Project Monitor will be the final arbiter regarding what constitutes sufficient detail.

*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 4 originals in an ink color other than black will be requested in hard copy).

**b. Indirect Administrative Costs**

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

An applicant may not propose to use grant funds to cover staff costs or to compensate outside individual(s) or firm(s) for services associated with preparing the grant application.

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 and LEA 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 by the Project Monitor and requires completion of the Out-of-State Travel Request form found in Appendix C Application Templates.

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.

**d. 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 if proposed purchases meet the intent of the funding and demonstrate long-term sustainability.

**e. Annual Meetings**

As part of the CAI, it is required that the Project Director of this application attend at least 2 scheduled California Apprenticeship Council meetings during the grant in order to stay connected with the statewide Apprenticeship community. This may/should include the semi-annual California Conference on Apprenticeship.

In addition, the Project Director shall attend meetings (likely monthly via conference call) coordinated by the organization designated to provide research and evaluation for the CAI to develop a Community of Practice (CoP).

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Attendance at these meetings must be listed in the application annual workplan and the travel section of the application budget detail sheet.

**10. Project Management** **Maximum Points 20**  
*(Narrative – Limited to five pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

See the RFA Specification for a complete description of management plan requirements. At a minimum, the management plan requires a narrative consisting of a response to questions, an organizational chart, a governance chart, and Intent-to-Participate form letters from the CCC or LEA within the network identified when the grant is written. The organizational/governance charts and letters do not count against the five page narrative limit.

**11. Dissemination** **Maximum Points 5**  
*(Narrative – Limited to one page, 1” margins, single or double-spaced, 12 pt. Arial font)*

Describe how the project will conduct outreach to employers and potential apprentices as well as share best practices. This narrative must not exceed one page. Project staff is encouraged to share their best practices through State and regional venues.

**12. Overall Feasibility of the Project** **Maximum Points 15**

This is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet. The reviewers have an opportunity to consider whether the project is realistically capable of attaining the required and proposed outcomes. Reviewers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal. The intent is to judge the cohesiveness and viability of the project.

**13. Application Procedures**

- a. The application must be received in a single PDF document in the order specified above. Instructions for submittal may also be found in Appendix C, Application Templates (Application Checklist). It is therefore anticipated 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) to attach to an e-mail and submit electronically. Two additional pages may be attached for applicants to graphically explain how the apprenticeship program will be organized and succeed.

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

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- 1) The cover letter must be signed by the applicant's Chief Executive Officer, Superintendent or authorized designee;
  - 2) Application Budget Summary must be signed by the applicant's Chief Business Officer, Superintendent (or authorized designee) and the Project Director;
- b. Applications must be submitted electronically in a single PDF to the CCCCCO by **5:00 p.m. on Wednesday, October 28**, to [Apprenticeship@cccco.edu](mailto:Apprenticeship@cccco.edu) with the subject line reading: **CAIRFA2015-16Accelerator**. No separate e-mails with pieces of applications will be accepted. The single PDF of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted. No phone calls will be accepted.

Submit substantive questions in writing or via email to: John Dunn via e-mail at [jdunn@cccco.edu](mailto:jdunn@cccco.edu)

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. E-mailed questions will be accepted until **Friday, October 2, 2015**, the date posted on the cover of this RFA.

The maximum size for all attachments sent within an individual e-mail to the CCCCCO is 10 mb. The CCCCCO 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 CCCCCO will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact John Dunn at the e-mail address above to confirm receipt of their application.

## H. Rejection of Application

The CCCCCO reserves the right to reject any and all applications received.

A grant application shall be rejected prior to scoring if:

1. It is not received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Wednesday, October 28, 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 maximum amount allowable as detailed in the RFA Specification.
4. The Annual Workplan and/or Application Budget Detail Sheets do not show attendance at CAC meetings.

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5. It does not include all required application documents submitted in a single e-mail.
    - a. A cover letter signed by the CEO or designee of the Community College District or Local Education Agency (LEA)
    - b. Contact Page
    - c. Application Abstract (narrative limited to 1 page)
    - d. Table of Contents
    - e. Need (narrative limited to 5 pages)
    - f. Response to Need (limited to 7 pages)
    - g. Annual Workplan
    - h. Application Budget Summary  
(*Project Director's signature*)  
(*Chief Business Officer's/Superintendent/Designee's signature*)
    - i. Application Budget Detail Sheet
    - j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
    - k. Project Management (narrative limited to 5 pages, plus an organizational chart, governance chart, and college intent-to-participate letters)
    - l. Dissemination (narrative limited to 1 page)
  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.

**I. Calendar of Key/Reporting Dates**

***Key Dates***

September 16, 2015	RFA Released
September 23, 2015	Bidder's Conference (Webinar)
October 2, 2015	Deadline for Submitting Questions
October 28, 2015	Deadline for Submitting Application
November 20, 2015	Notification of Intent to Award
December 4, 2015	Appeal Deadline
January 19-20, 2016	Board of Governors Approval (grants over \$100,000)
January 21, 2016	Grant Commencement
February 1, 2017	Grant End Date

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***Reporting Dates***

April 25, 2016	Quarterly Year-to-Date Expenditure and Progress Report due
July 25, 2016	Quarterly Year-to-Date Expenditure and Progress Report due
October 25, 2016	Quarterly Year-to-Date Expenditure and Progress Report due
January 25, 2017	Quarterly Year-to-Date Expenditure and Progress report due
April 1, 2017	Final Claim of Expenditures and Final Report

**Chancellor's Office, California Community Colleges**

**RFA Specification**

<b>RFA Specification No.:</b>	15-193
<b>RFA Title:</b>	California Apprenticeship Initiative (CAI) Accelerator Grant
<b>Funding Source:</b>	Proposition 98
<b>Funding Period:</b>	January 21, 2016 through February 1, 2017
<b>Total Funds Available:</b>	\$1,500,000 (\$100,000 to \$150,000 per award)
<b>Required Match:</b>	No match required
<b>Number of Awards:</b>	10-15

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**BACKGROUND**

**California Apprenticeship Initiative**

Within the reference materials section at the end of the RFA are links to the Doing What Matters for Jobs and the Economy website (<http://doingwhatmatters.cccco.edu/>), Budget Act language and other related material for those that wish to research these sources for a full understanding of the system goals and or legal requirements for this RFA.

**NEED**

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

The purpose of the need section is so that the applicant can concisely describe the local, regional, or statewide need for the intended apprenticeship program and the gap that the applicant will address.

**RESPONSE TO NEED**

*(Narrative – Limited to 7 pages, 1" margins, single or double-spaced, 12 pt. Arial font)*

Based upon the identified barriers and opportunities, this section must present a plan to achieve the grant objectives. The response to this section acknowledges the objectives and identifies who will be a part of meeting those objectives. The narrative should be clear regarding how the proposed project is innovative, in either industry focus, partnerships, responsiveness to a particular local need, the lack of apprenticeship training in the region or other innovative concepts.

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## **OBJECTIVES/OUTCOMES**

The California Apprenticeship Initiative (CAI) will require the grant awardees to collect information on various performance indicators to enable the California Community College Chancellor's Office (CCCCO) to evaluate the effectiveness of the project. Research-based indicators and measurable student outcomes for academic performance, attendance, graduation, certificates or other credentials earned, wages of graduates or certificate recipients, and other indicators as appropriate. The outcome-based data shall specifically identify the impact of the CAI New Program Grant funding. In addition as with all other CCCCCO grants funded under the Doing What Matters for Jobs and the Economy, Common Metrics and Accountability Measures (Appendix E) must be collected for the LaunchBoard and utilized for accountability. Data collection, performance reporting and analysis while using the LaunchBoard will be included as part of the plan.

## **PROJECT MANAGEMENT PLAN**

Management is an important part of the success of any project. It is therefore necessary that the application contain the following items as part of the management plan:

### **Management Narrative**

*(Narrative – Limited to five pages)*

1. Explain the applicants existing networks and partnerships; experience in apprenticeship training programs or other Career Technical Education programs; major accomplishments, especially in bringing educational systems and/or industry/employer groups into alignment; leadership in the region; and major accomplishments in aligning and articulating curriculum with the needs of the industry sector associated with the proposed apprenticeship training program.
2. Describe the applicant's past successes in convening stakeholders towards the purpose of collaborating regionally, creating or supporting apprenticeship programs, curriculum development and approval (where needed), bringing employers together for common training purposes, and workforce preparation.
3. Describe how the applicant has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop educational and/or training programs and how that experience supports creation of new apprenticeship programs.
4. Describe the applicant's experience in data-driven evidence-based decision making and managing projects with strong emphasis on data collection, performance baseline, measurement, reporting and analysis.

### **Management (Misc.)**

*(The following does not count as part of the narrative page count.)*

1. Provide an organizational chart for operating the project.
2. Provide intent-to-participate form letters from all partners and other stakeholders that have been identified and will participate in the network at the time of the writing of the grant. The applicant may amend their application to include additional partners should the application receive an award.

## **REPORTING REQUIREMENTS**

### ***Year-to-Date Expenditures and Progress Report***

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via a CCCCO online reporting system (see Calendar of Key Dates, Section I or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since CCCCO allows for budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

### ***Accountability Reporting***

The accountability for and measurement of grant activities administered through CCCCO's Workforce and Economic Development Division is integral to a successful project. Three categories of measures have been included:

- Quality of service;
- Leading indicators of project alignment to labor market needs; and
- Student momentum points.

Depending on the performance requirements of the funding stream from which the grant award originated, certain measures within these three categories will become more relevant, but the overriding objective of moving the needle on outcomes remains, rather than the prior practice of monitoring activities and outputs.

With this unified framework of common metrics and accountability measures, funding and program decisions can be more data-driven and evidence-based given what works in moving students towards success.

All applicants for this RFA agree that they have read the following document and its links, and will be able to set up systems and report in 2015-16 in order to meet the accountability and measurement of grant activities.

Refer to the document entitled *Common Metrics and Accountability Measures* (see Appendix E).

## **REFERENCE MATERIALS**

Legal Terms and Conditions Articles I and II (Appendix A)

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Application Forms (Appendix B)  
Application Templates (Appendix C)  
Guidelines, Definitions and Allowable Expenditures (Appendix D)  
Common Metrics and Accountability Measures (Appendix E)  
Resources (Appendix F)

## **TERMS AND CONDITIONS**

The 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.