Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

Instructions, Specification, and Terms & Conditions

Program

California Apprenticeship Initiative (CAI) Technical Assistance Grant

RFA Specification Number

15-194

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** by 5:00 p.m. on **Friday, October 2, 2015**

Bidder's Conference: Thursday, September 24

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

Appendix A
> Grant Agreement
>> Article I: Program-Specific Legal Terms and Conditions
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Appendix B
> Application Forms (Excel Spreadsheet)

Appendix C
> Application Templates

Appendix D
> Guidelines, Definitions and Allowable Expenditures

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> Common Metrics and Accountability Measures

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RFA Specification Number 15-194

RFA Instructions

A.   Introduction

The California Community College Chancellor's Office (CCCCO) is pleased to announce the availability of $1 million in Proposition 98 funds for the California Apprenticeship Initiative (CAI) Technical Assistance (TA) Grant. This grant opportunity is part of the $15 million CAI which seeks to create new and innovative apprenticeship opportunities 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 CCCCO.

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.

While California has approved registered apprenticeship programs for over 75 years since 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 this 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 (colleges or local education authorities) 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

Funding Objectives:

One (1) million dollars total is available for one Technical Assistance (TA) grant. The grant will be for two (2) years, beginning January 21, 2016 and completed by February 1, 2018. The grant may be renewed if additional funding is available and the grantee has satisfactorily achieved the desired outcomes.

The funds may support contractual services for evaluation of the California Apprenticeship Initiative (CAI), outreach to stakeholders, communications and expenditures associated with organizing a Community of Practice (CoP). Additionally, grant expectations may include meeting facilitation, performance coaching, technical assistance, supplies and travel, and other relevant activities as determined by the CCCCO.

The TA grant has two overall objectives:

First, the grantee will provide evaluation and research services for the CCCCO and grantees in the three components of the California Apprenticeship Initiative (CAI): New Innovative, Pre-Apprenticeship and Accelerator Programs. Using existing resources when possible (such as the Labor Market Centers of Excellence) and contracting out other services as needed, grantees will design and implement an evaluation program to provide participants, the CCCCO and other stakeholders with real-time data-driven, evidence-based evaluation of the grant, as well as a final evaluation of the efficacy of the grant. Grantee will complete a Year 1 and Final Report in order to track program progress, in addition to the normal quarterly reporting required.

Areas of evaluation:
- Demographic information on the number of people
  - Exposed to apprenticeship programs
  - Interviewed/applied for positions in apprenticeship programs
  - Admittance rates
  - Completion rates

- Employer feedback on training, pre- and post- apprenticeship
- Return on Investment (ROI) data where possible
- Growth of programs over time
- Surveys of participants, employers and educational providers to determine best practices
- Other areas as requested by the CCCCO

Second, the TA awardee will create an outreach strategy to engage employers, potential apprentices, the K-12 Career Technical Education system and others as needed for the successful implementation of the CAI. The strategy should include a Client Relationship Management system (CRM), website, social media, print, video or other methods to encourage participation in apprenticeship programs being developed by CAI grantees, as well as existing apprenticeship programs in California.

Expected Program Outcomes

- Design and implement an evaluation plan, including surveys of employers, potential apprentices, apprentices and education providers in order to evaluate the effectiveness of the CAI grants.

- Identify and share best practices for the creation and sustainability of apprenticeship programs, including increase in completion rates, inclusion of under-represented populations, and overall success of the program.

- Support CAI grantees in outreach efforts to employers and potential apprentices.

- Create and provide support for CAI grantees to participate in a Community of Practice (CoP) for the CAI and other apprenticeship programs in California.

- Create and maintain a website providing all interested parties with information, best practices, apprenticeship opportunities and resources for any visitor.

- Support and encourage partnerships with other education and workforce development agencies involved in apprenticeship, such as the California Governor's Office of Business and Economic Development, the California Labor & Workforce Development Agency, the California Workforce Development Board, the California Department of Employment Development, the California Division of Apprenticeship Standards, Employment Training Panel, the California Department of Education, and other workforce development partners as identified by the CCCCO to ensure outreach efforts are focused and not duplicative.

- Continuously maintain accurate procedures on the storage and usage of the data sources and collaterals of value to community colleges, districts, CCCCO and other stakeholders. Also, maintain a directory of the network of partners developed as a result of this grant.

- Store confidential data following legal, contractual and professional obligations.

- Maintain the storage of non-confidential collected and compiled data using available tools such as, Dropbox, COE intranet and internet, and regional consortium web page.

C.   Eligibility

Only California Community Colleges are eligible to apply for this TA grant. 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, and the RFA can be re-issued for competitive bid or sole-sourced in the form of a capacity-building grant.

The CCCCO 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 corrective measures taken an/or 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, 2018. 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 CCCCO 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 CCCCO will give such notice to other interested parties, but the CCCCO 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**

F. Bidder's Conference

A Bidder's Conference will be held for this RFA as a Webinar. Webinars will be held at the CCCCO on the date and time posted on the cover of this RFA. The CCCCO requests that potential applicants register for this Webinar at **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. 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 and contains formulas that will also 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 cover letter template, intent-to-participate form letter template and out-of-state travel form can be found 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 (page 15) and the forms and templates provided in Appendices B and C.

The CCCCO 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: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

	Maximum points
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
Total Points	**100**

1. **Face Sheet**

   NOTE: 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 (CCD) will submit a cover letter with signature within the electronic submission stating that the Community College District is willing to be fiscal agent of a consortium and is submitting the application for CCCCO 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. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

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

   After filling in the "Do First" tab, the **district and college names** will auto fill to the appropriate forms. 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 need section is a narrative that concisely describes the need for the projects as defined by questions listed in the Need section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

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 need is a narrative that at a minimum addresses the required objectives listed in the 'Response to Need and Objectives' sections in the RFA Specification.

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.

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, 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)

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.

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

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 or firm 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 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 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 purchases meet the intent of the funding and show long-term sustainability.

e.   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 annually in order to stay connected with the statewide Apprenticeship community. This should include the semi-annual California Conference on Apprenticeship.

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 an Intent-to-Participate form letters from community college within the network that are identified when the grant is written. The organizational and governance charts, and letters do not count against the five page narrative limit.

11. **Outreach and Sharing of Best Practices**   **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) that will be attached to an e-mail and submitted 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:

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 to the CCCCO by **5:00 p.m.** on **Friday, October 28, 2015** to Apprenticeship@cccco.edu with the subject line reading: **CAIRFA2015-16TA.** 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**

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 CCCCO is 10MB. The CCCCO 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 CCCCO 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 CCCCO 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 CCCCO via electronic submittal later than **5:00 p.m. on Friday, 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.

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

   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/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 17, 2015	RFA Released
September 24, 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, 2018	Grant End Date
April 1, 2018	Final Claim of Expenditures and Final Report

Reporting Dates

January 25	Quarterly Year-to-Date Expenditure and Progress report due
April 25	Quarterly Year-to-Date Expenditure and Progress Report due
July 25	Quarterly Year-to-Date Expenditure and Progress Report due
October 25	Quarterly Year-to-Date Expenditure and Progress Report due
April 1, 2018	Final Claim of Expenditures and Final Report

RFA Specification

RFA Specification No.: 15-194

RFA Title: California Apprenticeship Initiative Technical Assistance Grant

Funding Source: Proposition 98

Funding Period: January 21, 2016 through February 1, 2018

Total Funds Available: $1,000,000

Required Match: No match required

Number of Awards: 1

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 resources for those that wish to research these documents 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 Evaluation and Research, as well as the Outreach and Technical Assistance, need as it relates to the project being proposed.

1. Briefly describe the applicant's understanding of the Apprenticeship system in California, the agencies involved and the current landscape in terms of industry sectors and employer engagement.
2. Describe the need for evaluation of state programs in general and the need to evaluate the various components of the California Apprenticeship Initiative (CAI) specifically.
3. Describe what role the applicant believes the TA should play in the evaluation/research of the CAI and how the applicant proposes to deliver on that vision.

4. Describe the applicant's ability to serve as fiscal agent for potential subcontracted needs to accomplish the both components of this project.
5. Describe the need to create and maintain a Community of Practice (CoP) for the CAI. Further outline how the applicant believes this CoP will support the overall goals of the project.
6. Detail how labor market information (LMI) data provided by the TA can help support creation of new apprenticeship programs.
7. Describe how the applicant will create an outreach strategy to engage employers, potential apprentices, the K-12 Career Technical Education system and others as needed for the successful implementation of the CAI. The strategy should include a Client Management System (CMS), website, social media, print, video or other methods to encourage participation in apprenticeship programs being developed by CAI grantees, as well as existing apprenticeship programs in California.

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 that will achieve the grant objectives. The response to this section acknowledges the objectives and identifies who will be a part of meeting those objectives.

OBJECTIVES/OUTCOMES

The California Apprenticeship Initiative (CAI) will require the grant awardees to collect information on various performance indicators to enable the CCCCO 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 California Apprenticeship Initiative funding upon apprenticeship programs and curriculum in the K-12 and community college system in the state. In addition as with all other CCCCO 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.

Expected Program Outcomes

- Design and implement an evaluation plan that includes surveys of employers, potential apprentices, apprentices and education providers in order to evaluate the effectiveness of the CAI grants.

- Identify and share best practices for the creation and sustainability of apprenticeship programs, including increase completion rates, inclusion of under-represented populations, and overall success of the program.

- Support CAI grantees in outreach efforts to employers and potential apprentices

- Create and provide support for CAI grantees to participate in a Community of Practice (CoP) for the CAI and other apprenticeship programs in California.

- Identify and integrate into the CAI a Customer Relationship Management system (CRM) that will provide the CCCCO and other stakeholders with outreach information, employer and college participation or interest as well as a web presence to support the creation of a CoP.

- Create and maintain a website that provides all interested parties with information, best practices, apprenticeship opportunities and resources for any visitor. Web presence can be integrated with the CMS to provide seamless integration of information.

- Support and encourage partnerships with other education and workforce development agencies involved in apprenticeship, such as the California Workforce Development Board, Division of Apprenticeship Standards, Employment Training Panel, California Department of Education, etc. in order to ensure outreach efforts are focused and not duplicative.

- Ensure that all state and federal technical specifications required to provide industry standard security, redundancy and accessibility for the CRM platform and web sites are followed.

PROJECT MANAGEMENT PLAN

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

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.

2. Describe the applicant's past successes in convening stakeholders towards the purpose of collaborating regionally and/or statewide, creating or supporting communities of practice, curriculum development and approval, bringing employers together for common training purposes, and workforce preparation.

3. Explain the applicant's experience and ability to create and administer evaluation and research projects on a statewide basis, with various and diverse participants.

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

1.   Provide an organizational chart for operating the project, including potential sub-contractors.

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 an 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 the CCCCO allows for liberal 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 curriculum alignment to labor market needs; and
- Student momentum points.

Depending on the performance requirements of the funding stream from which the grant 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)
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.