

**Frequently Asked Questions (FAQs) for the
California Apprenticeship Initiative Technical Assistance Grant**

- Q. The RFA indicates that the Technical Assistance (TA) will include a Client Relationship Management (CRM) system, is there a particular CRM that the Chancellor's Office is looking to use? Does the application need to specify a particular CRM?**
- A. There are many different CRM's available and the Chancellor's Office has not chosen any specific CRM over the others. The applicant need not specify a CRM system in the application but should explain how they envision a CRM being part of the Technical Assistance and outreach components of this grant.
- Q. Are you expecting an "annual" work plan or a "project" work plan since the grant period runs up to two years?**
- A. *We expect the budget to reflect your best estimate of where funds will be expended over the course of the grant. The work plan should also reflect two years of work but both work plan and budget can be adjusted during the course of the grant with approval from the grant monitor.*
- Q. Is there anything that specifies what kind of entities are eligible partners for the CAI grant opportunity? Do they need to be NFP; do they need to be CA-based, etc.?**
- A. *Partners should be a legitimate entity. They do not need to be California based (in a corporate sense) but the focus of the grant is to provide training and employment opportunities for California residents.*
- Q. A fiscal agent must submit a cover letter of intent and it specifies a CEO, Superintendent or President of a "community college district" must sign. Does this mean we would need the head of a Community College District to sign a letter should we decide to apply?**
- A. *For Community College applicants, the District level administrator or designee should sign the application. Contact apprenticeship@cccco.edu for more clarification if needed.*
- Q. The RFA says the limits on the fiscal agents are a function of the funding source (Prop 98). Are there any other strings attached to the funding?**
- A. *Please refer to Appendix D, "Guidelines, Definitions and Allowable Expenditures" and send questions to apprenticeship@cccco.edu if additional clarification is needed.*
- Q. Does the project director need to be employed by the fiscal agent?**
- A. *No but the fiscal agent is the grantee of record and will be responsible for the project director and the success of the project.*

Q. What does it mean to be a “fiscal agent” – does the money flow to the fiscal agent who then distributes it to other partners in the project? Does the fiscal agent do all the tracking for the project? What are the fiscal agent’s duties and responsibilities?

A. The fiscal agent receives the funding from the Chancellor’s Office and distributes as per the Budget and Work plan. The fiscal agent may contract certain responsibilities and service out to other entities through sub-contracts but it is ultimately responsible for the success of the grant. All anticipated sub-contracts should be included in the “Response to Need” and Work plan.

Q. We have multiple colleges in our district, can each submit one (or more) applications or can each district only submit one application for this RFA?

A. Yes.

Q. Other than program coordinator salaries, are any other staff expenses allowed?

A. Yes. Provide details in the application Budget and Work plan and refer to Appendix D.

Q. The RFA language does not indicate that partner “intent-to-participate” letters are to be included, but the RFA does note that such letters should be gathered and included in the application as part of the Project Management Plan.

A. Please include “intent-to-participate” letters in the application, per page 16, as needed to provide evidence of participation by other entities.

Q. Partner “intent-to-participate” templates do not appear to be included in Appendix C as indicated (only the CEO “intent-to-participate” letter appears there)

A. We encourage partners to write non “form” letters to enable them to be more specific with regards to the extent of their participation.

Q. Do you have any recommendations on the types of accountability measures to be included, or the specific measures within each type that would be most applicable to this fund source?

A. Please refer to Appendix E, Common Metrics. Most of the Momentum Points that grantees may use will begin at #15.

Q. Are direct funded charter schools classified as Local Education Agencies eligible to be the main fiscal agent on this RFA?

A. Yes but please provide information on which agency (district, County Office or CDE) authorized the charter.

Q. Section G references “RFA Specifications (Page 19)” but there is no Page 19

A. Sentence should read “RFA Specifications (Page 14)”