

**CHANCELLOR'S OFFICE
CALIFORNIA COMMUNITY COLLEGES**

Instructions Terms & Conditions

Request for Allocation

CARL D. PERKINS (10% RESERVE)

CTE Transitions Allocation

**Funds are provided through
Carl D. Perkins Career and Technical Education Improvement Act of 2006
P.L. 109-270
CFDA # 84.048A**

**Funding Fiscal Year: 2013-2014
Program Year: 2013-2014**



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Appendix A

*Allocation Listing and RFA Forms

Appendix B

Guidelines, Definitions and Allowable Expenditures for CTE Transitions Allocations

Appendix C

Allocation Agreement

Article I: CTE Transition Allocations Program-Specific Legal Terms and Conditions

**Chancellor's Office
California Community Colleges**

Instructions

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting the Request for Allocations (RFA) to the Chancellor's Office of the California Community Colleges. The RFA must be submitted using the format and sequences described in these Instructions.

B. Program Overview

When Tech Prep was omitted from the 2011-2012 federal budget as a part of Perkins IV, the Chancellor's Office chose to invoke the 10% Reserve option from the Title I-C funding. The intent of this funding is to preserve Tech Prep's primary mission to facilitate the transition of CTE students from secondary to postsecondary to high skill, high wage, and high demand occupations by funding statewide CTE Transitions consortia. CTE Transitions funding is expected to continue until the current Carl D. Perkins Act of 2006 is reauthorized.

CTE Transitions funding is intended to support three primary objectives:

- Secondary to Postsecondary Transition
- CCC CTE Student Success
- Student Transition to the World of Work

Although not required to address all three objectives, the grant applicant is asked to identify the primary CTE Transitions objective(s) and the associated activities to be supported by CTE Transitions funds. [see Section F (4) (a) (I-III) below].

C. Eligibility

Only specified community colleges are eligible to apply. See Appendix A for the CTE Transitions 2013-2014 Allocation Listing.

D. Performance Period

The performance period for the 2013-2014 allocation is from July 1, 2013, through August 31, 2014. All performance under this allocation shall be completed by June 30, 2014. However the Fourth Quarter Year-to-Date Expenditure and Progress Report must be received by the Chancellor's Office no later than July 25, 2014 and the Final Report must be received by the Chancellor's Office no later than August 31, 2014.

E. Calendar of Key Dates

Be advised that within the Allocation Application process there are important deadlines. When a reporting deadline falls on a weekend or holiday, all reports are due by close of business (COB) on the last working day prior to the reporting deadline. The following is a listing of these key dates:

May 15, 2013	Deadline for Receipt of CTE Transitions Allocation Application <i>(No Later than 5:00 p.m.)</i>
July 1, 2013	2013-2014 CTE Transitions grants become effective. Applications must be substantially approved prior to July 1, 2013 for the expenditure of funds to begin.
October 25, 2013	1st Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2014	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2014	3rd Quarter Year-to-Date Expenditure and Progress Report due and <i>Last day for workplan amendments</i>
June 30, 2014	Projects Completed
July 25, 2014	4th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2014	2013-2014 Final Performance Reports and Final Report of Expenditures due

F. Allocation Format and Instructions

The following instructions prescribe the format and sequence for the development of the CTE Transitions Allocation. Allocation recipients are expected to use the forms provided in Appendix A, except where a narrative format is required to prepare the RFA. The Chancellor's Office may require the applicant to make adjustments in the budget, workplan, or other aspects of the RFA prior to funding. To make sure your application is complete, a CTE Transitions Application Checklist is provided in Appendix A.

1. Title Page

2. Contact Page

Complete the Contact Page

3. Narrative

The narrative should consist of no more than 3 pages that describe:

1. Why you are applying for these funds.
2. Who participated in the development of this application.
3. CTE Transitions Objectives are (1) Secondary and Postsecondary Transition, (2) CCC CTE Student Success; (3) Student Transition to World of Work. You

do not need to address all three objectives but you must explain why an objective was chosen or not chosen for funding.

4. Summarize the planned activities associated with each selected objective.

4. Workplan

a. Objectives

Each objective has examples of allowable CTE Transitions activities outlined below. The applicant is not expected to fund all of these activities. A separate workplan sheet must be prepared for each selected objective with brief descriptions of planned activities presented in the format shown on the Workplan form (see Appendix A).

I. Secondary and Postsecondary Transition: This objective includes activities such as:

- **Professional Development**
Project Director (only) may attend the statewide Educating for Careers Conference. Other than this conference, no funding for individual professional development is allowed. Joint training may be funded for secondary or postsecondary counselors, teachers and faculty directly related to the allowable CTE Transitions activities.
- **Outreach/Career Exploration**
Outreach/Career Exploration is allowable so far as it facilitates the transition from secondary to postsecondary CTE programs, the expenditures are allowable and the costs are reasonable.
- **Articulation:**
New articulation agreements may be created or existing ones renewed.
Before forming new articulation agreements first check the Statewide Career Pathways (SCP) site for an official template and use it as a starting point. If you cannot find a SCP Articulation Agreement template that matches your proposed program, follow the standard SCP Articulation Agreement template format: <http://www.statewidepathways.org/showtemplates.php>
Articulation meetings must be reasonable in number and the costs itemized and justified in the application budget detail form.
- **Consortia Meetings**
Meetings must be specifically about CTE Transitions activities and partnerships (such as Strategic Planning meetings). No stipends can be paid to attend these meetings. Meetings must be reasonable in number. Meeting costs must be itemized and justified in the application budget detail form.

II. CCC CTE Student Success: This objective includes activities such as:

- Support for auxiliary CTE support services, i.e. tutors, mentors, interpreters, textbook loans

- Support for “**credit by examination**” mechanisms including testing and registrars
- Support for **concurrent enrollment** mechanisms (but no direct instructional costs)

III. Student Transition to World of Work: This objective includes activities such as:

- Support for Work-based Learning coordination
- Support for postsecondary-level internship/job placement coordination

b. Workplan Procedures/Activities

Under each objective, describe the planned activities specifically intended to meet that objective.

c. Workplan Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month in which activities will be completed. **Note:** As closely as possible, determine starting and ending dates of each activity. Broad or open-ended timeframes like “7/1/13 to 6/30/14” are not acceptable.

d. Workplan Responsible Person(s)

Identify by position/title, individual(s) responsible for completing each stated activity.

e. Workplan Performance Outcomes

Performance outcomes must be linked the objectives and procedures/activities. Describe the anticipated outcomes in qualitative and quantitative terms.

5. Application Budgets

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix B – Guidelines, Definitions and Allowable Expenditures for CTE Transitions Allocations have been developed. Please review these guidelines before completing your budget summary and budget detail sheet.

- a. **Complete the Application Budget Summary** (See Crossover Chart, Appendix A, to determine expenditure classifications.) When entering dollar amounts, round off to the nearest dollar, **DO NOT INCLUDE CENTS.**

NOTE: The purpose of the budget is to indicate whether the project is well planned and reasonable in scope.

To substantiate the Application Budget Summary, prepare a corresponding **Application Budget Detail Sheet.** (See Example of Application Budget Detail Sheet format and Crossover Chart in Appendix A.) The Application Budget Detail Sheet lists the cost breakdown of each budget classification amount requested. Indicate

specific rates and amounts. It is expected that this breakdown will be highly detailed in order for grant monitors to determine that all expenditures are allowable.

- b. **The indirect costs** (overhead) for this project cannot exceed four percent (4%) of the total direct costs. Indirect costs are calculated by dividing the total costs by 1.04 – multiplying that amount by 4% and the number will equal the indirect cost. \$46,206 (Total Cost) divided 1.04 = \$44,428 (Total Direct Cost) x 4% = \$1,177 (Indirect Cost).
- c. **Supervision/Administration costs** (not directly involved in the day-to-day ongoing activities) cannot exceed five percent (5%).
- d. **For Travel** (Object 5000), district travel and reimbursement policies apply. Only travel necessary to the project is allowed. List travel purpose and estimated cost. No out-of-state travel is allowed.
- e. **After you mail the application, go into the CTE Transitions Year-to-Date Expenditures and Progress Report System and enter your 2013-2014 CTE Transitions Application Budget Summary and ask your CBO to certify it.**

6. Lobbying, Debarment and Suspension

The Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form are contained in (Appendix A). This form has the CEO/Designee certify that the applicant will comply with the certification regarding lobbying; debarment, suspension and other responsibility matters.

The CEO/Designee signature is required on the certification. (Sign in any ink color other than black.)

G. Application Submission Procedures

1. Use the enclosed forms (see Appendix A) or provide a computer facsimile of the forms. **NOTE: Since this funding is non-competitive and categorized as an allocation not a grant, we do not require or provide facesheets. If needed by your district or board, your proof of funding is the memo with attached allocation listing that we send with this RFA in Appendix A.**
2. If possible, print the copies of the application double-sided. Staple or clip the application in the upper left-hand corner. Please DO NOT use binders or other covers.
3. Submit two (2) copies of the complete Allocation Application with original signatures on the Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace (**Please sign in any ink color other than black**) by **5 p.m. on Wednesday, May 15, 2013**. Address the outside mailing envelope to:

Career Education Practices Unit
California Community Colleges Chancellor's Office,
ATTN: Nancy Borges
1102 Q Street Suite 4554
Sacramento, CA 95811-6549

4. Email an electronic copy of the application to your CTE Transitions program monitor.
5. After mailing the application, log on to the electronic web-based reporting system (<https://misweb.cccco.edu/ctetransitions/Prod/logon.cfm>). Select the first button "Application Budget," select fiscal year 2013-14 and enter in your application budget summary and certify.

H. Budget Changes

See Allocation Agreement Article I (Appendix C) for budget change instructions.

I. 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 E or Appendix C Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office 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.

CTE Transitions Year-to-Date Expenditure and Progress Reports not certified by the due date (see Article I, Section 4. Reporting) will be paid in the subsequent payment cycle. "Pre-approved" budget changes are made through the online system until June 30, 2014. After that date, no further pre-approved budget changes are permitted.

Final Report Procedures

Firstly, the final claim of CTE Transitions expenditures is entered in the YTD Quarterly online reporting system*.

Secondly, via e-mail to ctetransitions@cccoco.edu by August 31, 2014, provide a narrative (limited to four pages) that describes of how the CTE Transitions allocation focused on CTE students:

1. Transition between secondary and postsecondary education,

2. Successful progress through their community college career technical education program, and/or
3. Transition into the world of work.
4. Identify and describe those aspects of the project that were unique, particularly effective.

*If you have made budget changes within the online year-to-date quarterly system between your 4th quarter and the final claim of expenditures (that did not require pre-approval), you must explain these changes at the bottom after the narrative responses.

If the final report is not received and approved by December 31, 2014 the allocation recipient can lose up to 10% of their funding.

J. Guidelines, Definitions and Allowable Expenditures for CTE Transitions Allocations

Appendix B is a resource for how to determine if a cost is allowable.

K. Allocation Agreement Legal Terms and Conditions

The Allocation Agreement Legal Terms and Conditions Articles I is attached and incorporated in the agreement by reference. For your convenience, Article I is contained in Appendix C.