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July 23, 2015

CEP 15-05

TO: Regional Consortia Chair(s)

FROM: Walter Di Mantova, Dean
Workforce Policy and Practice Alignment Unit

SUBJECT: Regional Consortia Grant 2014-15 Final Claim Instructions

Submission Requirements: The submission requirements for the 2014-15 Regional Consortia Final Claims are electronic e-mail submission of the program narrative and online certification of the 2014-15 final expenditures in the year-to-date quarterly reporting database.

Program Narrative: The final program narrative report consists of three questions (see attached Regional Consortia Final Narrative Reporting Instructions) that require e-mail submission to mkloss@cccco.edu by Monday, August 31, 2015.

2014-15 Final Expenditure Report: The Final Claim of Expenditure will be certified online by Monday, August 31, 2015 in the year-to-date quarterly reporting database located at https://misweb.cccco.edu/vteaib/prod/logon.cfm**.**

After completion of the two submission requirements listed above, the final claim for Regional Consortia Grants will be complete and will be reviewed by the assigned monitor.

Please contact your project monitor with any questions. Contact information for project monitors for each region can be found at:
http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs.aspx.

Attachment

cc: Occupational Deans (via email)
Chancellor's Office Regional Consortia Monitors (via email)

Attachment

Regional Consortia Final Claim Narrative Instructions

Fiscal Year 14-15

The final report for Regional Consortia Grants consists of filling out the final expenditure report on the YTD Quarterly online reporting system and a narrative that contains a response to the following narrative questions. The responses to each of these narrative questions should clear and concise.

1. Describe how Regional Consortia Chair grant objectives were aligned with the Doing What Matters objectives.

2. Summarize the measurable outcomes in 2014-15 that resulted from significant work activities provided in the grant workplan in support of the Regional Consortia Request for Application (RFA) eleven required objectives. These objectives originated in 2013-14 and were made a part of the agreement for each successive renewal year. The following is a listing of these objectives.

   2.1 Organizing and continuously improving the process for identifying, validating, and submitting priority and emergent sectors to the CCCCO.

   2.2 Developing a process to ensure that every community college in the region is aware of opportunities to participate in each gathering and decision making process. Describe practices and methodologies that the Regional Consortium Chair will use to regularly convene workforce development stakeholders from the member colleges in ways that connect faculty, staff, and administrators.

   2.3 Providing convening, technical assistance, curricular, and logistical support to regional projects that affect Common Metrics and Accountability Measures and meet the labor market needs of regional priority and emergent sectors.

   2.4 Coordinating with and leveraging efforts of other regions, Sector Navigators, Centers, Technical Assistance providers, colleges, national efforts, etc.

   2.5 Outlining a plan of engagement with the region's workforce and economic development networks and college leadership (CEOs, CIOs, local Curriculum Committees, etc.) that includes the opportunity for CEOs from participating colleges to provide input and receive briefings.

   2.6 Acting as first point of contact representing the Chancellor's Office for region inquiries, including facilitating business/industry connection with college programs.

   2.7 In collaboration with Sector Navigators, funding, prioritizing and cultivating regional collaborative communities so that practitioners and/or faculty can collaborate for the region's priority and emergent sectors. Collaborative communities will have specific objectives, timelines and outcomes for improvement of the region's priority and emergent sectors.

2.8 Outlining a plan for how the Consortium will administer and monitor mini grants or sub-contracts if empowered to run grant competitions.

2.9 Creating and managing consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges. Websites at a minimum should provide relevant and up-to-date information concerning the consortium activities including: consortium member listing, available products, meeting minutes, opportunities to participate within the consortium, listing of active collaborative communities, in-region contacts for priority and emergent sectors, and listing of professional development opportunities.

2.10 Building a plan to collect "launch board' data for the region. This will eventually become the basis for evaluating regional performance and what moves the needle in affecting regional performance. Note: Fiscal year 2013-14 is a set-up year for this process.

2.11 Inventorying the region's program offering in the priority and emergent sectors, perform a gap analysis of the region's offerings and the needs of the region's employers, and create a plan of action to close those gaps.

3. Identify and describe those aspects of the project that were unique and/or particularly effective.

NOTE: 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), please explain these changes to your monitor at the bottom of the narrative responses.