August 24, 2012

TO: Chief Executive Officers

FROM: Debra Jones, Dean  
Economic and Workforce Development Program

SUBJECT: Notification of Intent to Award Economic and Workforce Development Grants for Fiscal Year 2012-13

Notification: This memorandum is a formal notification of intent to award Economic and Workforce Development Program for Industry-Driven Regional Collaboratives, Responsive Training Fund, and Job Development Incentive Fund grants.

A list of the project applications and their status is attached. This information is also available at http://extranet.cccco.edu/Divisions/WorkforceandEconDev/IndustryPartnershipPractices/EWDProgram/EWDGrants.aspx.

Process: The districts’ grant applications were reviewed and competitively scored by field representatives. The Chancellor’s Office attempted to ensure that all geographic regions, as well as sectors, will be served.

Results: Based on the scores, applications were assigned in rank order to one of three categories:

1. Funded (F) – These grants are scheduled to commence October 1, 2012.
2. Passing Score-No Funding (PS-NF) – These applications received a passing score, but funds were too limited to reach that far down on the list.
3. Not Eligible – The application’s score was below 75 points.

Applicants have ten business days from the day this letter is posted online, until September 10, 2012 at 5:00 p.m., to enter a protest. Please refer to Section 3470 of the Grants and Contracts Manual (available online at http://extranet.cccco.edu/Divisions/WorkforceandEconDev/IndustryPartnershipPractices/EWDProgram/EWDGrants.aspx) for information on filing a protest correctly. If a protest is entered during this period, the grants affected will not be awarded until the protest is resolved. The appeal must specify the grounds of appeal and must be based on the process and/or procedures used in the review and recommendation of applications for awards.
Revisions: Chancellor’s Office staff will contact the districts receiving funding to request face pages and any technical changes, including budgets, that are needed to complete the execution of the grant agreement(s). These revisions must be received and approved before the grant can be processed for funding.

Executed Agreements: A copy of the fully executed grant agreement will be mailed to the district. Funds for these agreements will be paid through the claim process with 60% being paid after the grant is fully executed and reimbursement of quarterly expenditures based on the online financial reporting system.

For audit purposes, funded districts must retain a copy of the grant agreement, the RFA specification, and the Economic and Workforce Development Request for Applications Instructions, Terms and Conditions for New Short-Term Grant Awards, 2012-13, for three years. Collectively, these documents constitute the legally binding agreement to perform the specified work.

Action/Date Requested: Please provide your Project Director and Proposal Writer with a copy of this memorandum and attachments. If you have questions or concerns, please contact Katie Gilks at (916) 445-1606 or via e-mail at kgilks@cccco.edu.

Attachment: List of Applications and Funding Status

cc: Designated District/College Contact Person Project Funds Catalog
    Economic and Workforce Development Program staff
    Economic and Workforce Development Program Leadership Team