

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



May 16, 2013

TO: Chief Executive Officers
Economic Development Program Advisory Committee
Chief Instructional Officers
Chief Business Officers
Administrators of Occupational Education
Academic Senate Presidents
Public Information Officers

FROM: Van Ton Quinlivan, Vice Chancellor
Division of Workforce and Economic Development

SUBJECT: Re-release of the Deputy Sector Navigator Package Grant

The Division of Workforce and Economic Development is pleased to announce the following re-release of the Deputy Sector Navigator Package Grant RFA for the following sectors and regions **ONLY**. This release has a 4-week turn around and is a two-step process.

13-152 Advanced Manufacturing Sector (*Maximum Awards: 1) Far North*)

13-157 Global Trade & Logistics Sector (*Maximum Awards: 1) Far North*)

13-158 ICT/Digital Media Sector (*Maximum Awards: 1) North*)

13-159 Small Business Sector (*Maximum Awards: 1) North*)

13-160 Energy (Efficiency) & Utilities Sector (*Maximum Awards: 1) Orange County*)

Step One: In order to be eligible to submit an application an Intent to Apply Letter (see attached template) must be submitted electronically to: deputynavigator@ccco.edu no later than **Thursday, May 30, 2013 by 5 p.m.**

Step Two: The Deputy Sector Navigator Package Application on must be completed and submitted electronically using all the resources specified below to: deputynavigator@ccco.edu no later than **Monday, June 17, 2013 by 5 p.m.:**

Deputy Sector Navigator Package Grant RFA with Appendices

NOTE: All dates and instructions within this memo and attachments supersede instructions of the original RFA in the areas of:

- Deputy Sector Navigator Package Grant (Sector and Region Available for Re-release);
- Intent to Apply Letter Requirement (see attached template);

Questions and Answers Timeframe (The Chancellor's Office will answer additional clarifying questions received by Tuesday, May 21, 2013. All answers will be posted by Thursday, May 23rd at the http listed below); and

Calendar of Key Dates (see attachment).

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>

Sector Navigator Bidder's Workshop Webinar (March 22nd)

NOTE: A Bidder's Workshop and Clarifying Questions are available at the links below.

<http://www.cccconfer.org/MyConfer/OpenArchives.aspx?ShowType=Webinars>

Sector Navigator Clarifying Questions

<http://extranet.cccco.edu/Portals/1/WED/WEDDRFA/DepSecNav/BiddersConferenceClarifyingQuestionsDeputySectorNavigator.pdf>

Accountability FAQs

<http://extranet.cccco.edu/Portals/1/WED/WEDDRFA/CommonMetricsFAQ3-28-13.pdf>

Action/Date Requested:

Step One: Electronically submit the Intent to Apply Letter by **Thursday, May 30, 2013 no later than 5 p.m.** to: **deputynavigator@ccco.edu**.

Step Two: Complete the grant application using the *Request for Applications: Instructions, Terms and Conditions Deputy Sector Navigator Package Grant, 2013-14* and related Appendices and follow the instructions below.

1. Applications must be **submitted electronically in one email**
(No separate e-mails with pieces of applications will be accepted and no hard copy of materials will be sent.)
2. All documents are to be submitted via WORD or PDF format and must be received via electronic submittal by **Monday, June 17, 2013 no later than 5 p.m.** to: **deputynavigator@ccco.edu**
3. The subject line of your e-mail should read:
“WEDRFA2013-Deputy Sector Navigator [Sector Applied for/Region Applying]
4. Applications e-mailed to any address other than listed above will not be accepted.
5. Please address all questions to: **Abigail Singleton: asifrit@ccco.edu; (916) 322-4285**

Attachment

cc: EWD Project Directors
Regional Consortia Chairs
Initiative Directors
Division of Workforce and Economic Development Staff

CEO Intent to Apply Letter TEMPLATE

[DISTRICT/COLLEGE LETTERHEAD]

Date:

Van Ton-Quinlivan, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Dear Vice Chancellor:

[Name of District/College] is pleased to support and intends to apply for **RFA 13-?????**, Deputy Sector Navigator Package Grant for the (Region Name).

As indicated in the instructions in your recent memo we are supplying the following information:

Community college name, address, and phone number

Community college CEO/Designee name

Project Director (Deputy Sector Navigator) information for this application (name, title, phone, and email)

Sincerely,
CEO/Superintendent/President

Calendar of Key and Reporting Dates

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|-----------------|---|
| May 16, 2013 | RFA Revision Released |
| March 22, 2013 | Deputy Sector Navigator Bidders Conference (Available at www.cccconfer.org) |
| May 30, 2013 | Deadline for Submitting Intent to Apply Letter |
| June 17, 2013 | Deadline for Submitting Deputy Sector Navigator Application |
| July 18, 2013 | Notification of Intent to Award |
| August 2, 2013 | Appeal Deadline |
| October 1, 2013 | Grant Commencement |

Reporting Dates

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|------------------|--|
| 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 |