Request for Interest – Deputy Sector Navigators & Host Colleges
Frequently Asked Questions

1. **What is the initial grant period?**

   ANSWER: For host college sub-agreements approved by the Fiscal Agent in October and November 2018 the period is November 1, 2018 through October 31, 2019. For host college-sub-agreements approved in January 2019, the period would be January 1, 2019 – December 31, 2019.

2. **Who is the grant holder?**

   ANSWER: This grant is held by Rancho Santiago CCD (RSCCD), who is acting as fiscal agent on behalf of the Chancellor's Office (CCCCO). Sub-agreements between the host college and RSCCD will be executed under this grant, which are not extensions of prior grants from CCCCO to the host colleges. Therefore, all prior host college and DSN agreements are terminated as of October 31, 2018.

3. **When will the selected DSNs be hired?**

   ANSWER: Host colleges selected in Round 1 are authorized to initiate the DSN hiring process upon receipt of an Intent to Award notification. The initial Intent to Award notifications were sent on October 12, 2018. All Intent to Award notices will be sent out as selections are made. Final notifications will be sent within two weeks after Round 2 of the application process closes. Each host college will apply its own hiring policies and processes. Therefore, the duration of the hiring process will vary by college.

4. **How will selected DSNs be compensated during the gap between selection and actual hiring process.**

   ANSWER: Host colleges should work closely with their Human Resources departments to discuss what options are available.

   Please note: CCCCO or RSCCD are not responsible for compensation of any current DSN that experiences any gap in employment after the end date of their current DSN grant agreement (i.e., October 31, 2018) and any future employment.

5. **After November 31, what is the role of non-selected incumbent DSNs before the hire date of the selected DSN?**

ANSWER: As stated above, incumbent DSNs not selected in this process should work closely with the Human Resources department of their host college to discuss what options are available.

6. Can the host college use its 2018/2019 DSN grant funds for the transition to the new DSN by using funds to bridge the existing DSN while the process goes through to hire the new DSN?

ANSWER: Funds are to be used to support the DSN position and sector strategies. If the host college for the new DSN also hosted the prior DSN, using funds to ensure a smooth transition to the new program cycle is allowable as long as it does not delay the transition but rather facilitates it.

7. May non-selected applicants reapply when the RFA reopens?

ANSWER: Yes.

8. Some DSN selections are still pending. What is the policy on bridging the compensation gap between November 1 and hire date for those DSNs who are ultimately selected?

ANSWER: Host colleges have a range of options to bridge the compensation gap and receive reimbursement from the sub-agreement with RSCCD when it becomes effective.

9. What is the hire date for non-incumbent DSNs who are selected?

ANSWER: The host college determines the hiring date. The hire date can be any time following the Intent to Award notice on or after November 1, 2018, depending on the duration of the hiring process. Newly-selected DSNs are not eligible for compensation under the RSCCD sub-agreement until their hire date.

10. How were selections made?

ANSWER: A three-person selection committee, comprised of a Sector Navigator, Regional Consortia Chair, and a CCCCO representative reviewed each application and conducted interviews with those candidates whose application warranted such. Separate scoring rubrics were used to screen applications and to score interviews.

Each applicant was assigned a selection committee involving the responsible Sector Navigator and Regional Consortia Chair, along with a CCCCO representative. This committee individually reviewed the application, jointly conducted the interview, and reached a mutual recommendation for selection of the candidate.

The above process also was used for selection of host colleges.

In some cases, a member of the selection committee recused themselves to avoid a conflict of interest. Recusal was required in all cases where the selection committee member was employed by the host college. Recusal was also required if the applicant was a relative of a selection committee member. Substitutes for the recused member were designated and agreed upon by remaining selection committee members.

The Fiscal Agent, RSCCD, validated the selection process and accepted the committees' recommendations to select DSNs and host colleges identified through this process. Sub-agreements with the host colleges to award the 2018/2019 DSN program grants will be submitted for the RSCCD Board of Trustees' approval.

11. Thirteen positions are being reposted to attract more DSN applicants. What is the process for applying, and when will the RFA reopen?

ANSWER: The DSN application process will reopen on October 31, 2018. The application is located on the CCCCO website for RFA 18-250:

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/RFA18 250/DSNApplicationProcess.aspx

DSN applicants will have four weeks to apply. If they choose a specific host college, that college also needs to apply. It is also permissible for DSN applicants to leave the host college blank. If the applicant leaves the host college blank, the selection committee will consider previous host college applicants as the DSN's host.

Host colleges that applied previously are not required to apply again.

The same selection process and committee structure will be used as in the first round of selections.

12. How is DSN compensation determined?

ANSWER: The host college determines compensation based on local labor market data and prevailing college policies. That said, CCCCO encourages host colleges to compensate at a level that ensures equity, attracts new talent, and retains key talent.

13. What happens if a different DSN is selected than the one recommended by the host college applicant?

ANSWER: The host college is obligated to fully consider the selected DSN. If the host college declines to hire the selected DSN, the fiscal agent has the right to engage another college as the host.

14. What is required to fully execute the sub-agreement between the host college and RSCCD?

ANSWER: Each college must complete the documents required by RSCCD, which have been sent with the Intent to Award notice to the host colleges selected. Especially important is Appendix B, which is a budget, scope of

work and matching funds commitment signed by the appropriate host college administrator.

Approvals by the host college and RSCCD Board of Trustees are required to fully execute the sub-agreement.

15. Who signs the Exhibit B – Roles and Responsibilities form?

ANSWER: The assurances form is part of the project application. There are three places for signatures on the assurances form:

1) Host college contact: This is the person who submitted the host application and was listed as the primary contact.
2) Supervisor of Record (SOR or if different from primary contact): This is the person responsible for supervising and supporting the DSN, as well as overseeing the DSN's performance.
3) The DSN. Continuing DSNs would sign this form. For new DSNs, the SOR or College contact may sign on his/her behalf, as the DSN will not be hired yet. Once hired, the SOR should have the DSN sign the assurances form, and submit it to the Fiscal Agent as documentation of the DSN's acknowledgement of the roles and responsibilities of the position.

NOTE: District/college authorized signing authorities (e.g., CBO, Chancellor, or President) will sign the DSN host college sub-agreement that will be mailed after board approval by the fiscal agent.

16. How do we complete the workplan, if the DSN is not hired yet?

ANSWER: For new DSNs, a provisional workplan can be developed that includes on-boarding of the DSN (e.g., coordinating with the region and SN to get a state of the sector in the region to develop a strategic plan, visiting colleges to tour their programs, etc.) and re-submitting a more substantive workplan aligned with statewide sector strategies in February – March, 2019.

It is expected that continuing DSNs will be able to develop a substantive work plan by the due date. If the workplan is submitted after that date, it will delay when the sub-agreements are mailed out due to the review and approval process.

17. I cannot get district signatures on the Appendix B documents by the due date. What should I do?

ANSWER: Submit the Appendix B – Project Application forms without signatures as the review and approval process for compliance with program requirements will be focused on the content of the application.

The sub-agreements that will be mailed to the colleges will include the Appendix B-Project Application forms as the Scope of Work. Once it receives the sub-agreement, the college can obtain signatures on all the forms: i.e.,

the sub-agreement signature page, the budget summary form in Appendix B, and the Assurances form in Exhibit B: Roles and Responsibilities.

Submitting the Appendix B forms without signature for Chancellor's Office and Fiscal Agent review by November 1, 2018 expedites the process. The fiscal agent will not mail out the sub-agreement until the project workplan and detailed budget have been approved by the Project Monitor. A delay in submitting that information will result in a delay in mailing out the sub-agreement.

18. **Can we have a copy of the sub-agreement template with the host college for our contracts or related offices to review?**

ANSWER: A copy of the sub-agreement template will be posted on the DSN application webpage on the Doing What Matters website.

19. **What is the appeal process for challenging DSN or host college selections?**

ANSWER: Should a college wish to appeal, it must be in writing and be signed by the college president or designee. The appeal must be filed within 10 business days after the date of being notified by the CCCCO. Appeals must be filed at dsectornavigator@cccco.edu with the identified sector strategies lead (Lynn Shaw), which will be reviewed by vice chancellor and sector strategy lead. 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 DSN mini grants. The vice chancellor shall review all the information submitted with the appeal, consult with the CCCCO Legal Affairs Division where necessary, and render a decision within 30 calendar days of the date of receipt of the appeal. The decision of the vice chancellor is final.

20. **What is allowable for match?**

ANSWER:

Examples of possible indirect to assist colleges with planning	Support for the project / documentation
Match contributions by industry partners: cash, equipment, resources, services, etc. **(Preferred – as it demonstrates the strength of the collaboration between the DSN & Industry partners**)	A letter of support that provides detail on the match to be contributed and the dollar value of that contribution.
Strong Workforce Program and other projects that pertain to the DSN's	Specific costs identified for activities that directly support the DSNs work.

Examples of possible indirect to assist colleges with planning	Support for the project / documentation
sector and where the DSN will be involved in the project(s). **(This demonstrates strong collaboration between the DSN and the region for priority and emerging sectors.)**	Documentation consists of an expenditure and program report that highlights those costs and activities that are match to the DSN, which is certified by the Fiscal Office.
% of college staff time dedicated to support the project. Must represent a significant contribution to the project that would not be considered as a general support, which would be covered by indirect costs. **(This demonstrates the college's commitment to the DSN's success by leveraging its staff and services.)**	There are a variety of documentation that could be used based on a college's standard processes for documenting match: - Assigning a staff person for a portion of their time to support the DSN project, and charging that portion to a match source. An expenditure report of those staff costs is documentation of the % of time dedicated. - Time and effort reports
Leveraged resources (representative examples, not an exhaustive list): waived fees, donated assessments or exams, use of facilities, use of equipment, use of other resources. The way to approach it is to consider how much it would cost if you had to pay for these resources and services if they weren't donated. **(Demonstrates strength of collaboration with partners & stakeholders, and can represent effective use of funds by joining common efforts to achieve greater impact.)**	The value you calculate serves in part as the justification for claiming it as match, as it demonstrates the reasonableness of the cost estimate and should show how it pertains to the project.

21. **What if a DSN selected candidate finds another opportunity and declines the offer?**

> ANSWER: The process would then be reopened to select a qualified replacement using the same process used in the Round 1 and Round 2 selections.

22. **Can the Chancellor's Office or host college require that the DSN job is 100% full time?**

ANSWER: The employee cannot legally be required to work exclusively as a DSN. However, the DSN's required working hours are the same as are the standard workweek for colleges and industry in the region, which is 8AM to 5PM Monday through Friday, subject to policies of the host college for holidays, personal time off, sick days, and vacation time.

23. In what ways did the selection process vary from the original plan?

ANSWER: Modifications were made to the original plan to process all selections before the October 31 termination date of 2017-18 grants. Tradeoffs were made in keeping with prior grant awards and had no material effect on selections of host colleges or DSNs.   These modifications were:

Screening: All host college and DSN applications were scored according to a predetermined rubric, with those meeting minimum screening criteria proceeding to either "affirmation" or an interview.

Affirmation: Host colleges and DSNs that chose each other on their applications were paper screened like all other applications and considered for selection by affirmation if there were no competing applicants. These applicants were confirmed without an interview if their applications and those of their designated host college met the minimum screening criteria.

DSN Interviews: All DSN applicants that met the minimum screening criteria were interviewed if not selected by affirmation.

Host College Interviews: Host colleges were interviewed when:
(1) competing colleges indicated the same DSN on their application and that DSN was selected, or (2) DSN applicants and their competing host colleges when there was more than one competitive application.

Industry Participation: An industry member participated in the DSN interviews for only one sector. Scheduling complexities, and opting not to delay the process in lieu of the October 31 grant termination date, engaging additional industry representatives in the panel interview process was not possible. This was especially true for the sectors with large numbers of DSNs; which would have presented an undue burden for industry representatives and on the process. It should be noted that Industry participants was a potential option in the original process design, therefore, the lack of industry representation was not a departure from the original plan.

Please contact Interim Director Lynn Shaw at (916) 445-1774 or Dean Gary Adams at (916) 322-7079 if you have more questions or want to discuss. Thank you.