

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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April 1, 2016

TO: Deputy Sector Navigators
Regional Consortia Chairs
Sector Navigators
Technical Assistance Provider
(Centers of Excellence for Labor-Market Research)
Chief Instructional Officers

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

SUBJECT: 2016-17 Renewal Applications
Deputy Sector Navigator Grant Renewal Application
Regional Consortia Grant Renewal Application
Sector Navigator Grant Renewal Application
Technical Assistance Providers: Centers of Excellence for
Labor-Market Research Grant Renewal Application

The above grants will be renewed for the 2016-17 fiscal year (FY). This decision is based on the continued successful implementation of the program objectives established in the FY 2013-14 request for applications (RFA), and is subject to conditions set forth in this memo and the completion, submission, and approval of the attached grant renewal forms.

The 2016-2017 grant renewal builds upon the specifications provided in 2013-14 RFA and the subsequent renewals for 2014-15 and 2015-16. After the initial 2013-14 competitive grant process, applications may be renewed annually for up to an additional four years, contingent upon the successful completion of required outcomes and availability of funding.

The 2016-2017 program year (PY) is influenced by the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy (Strong Workforce) report and recommendations. Also, there have been lessons learned that have been gathered during the last three PYs under the Doing What Matters for Jobs and the Economy (DWM), which compelled the formation of a work group (DWM 2.0). DWM 2.0 formed its recommendations that will, in large part, inform future work.

DWM 2.0 also provided clarification of roles and responsibilities for DSNs, SNs, and RC chairs. The revised roles and responsibilities were vetted by the SNs, RC chairs, and a DSN focus group (**Appendix I**). Additional terms and conditions were developed in large part in response to input received from the Chief Instruction Officers, WEDPAC/EDPAC, and from 3rd party program evaluation reports. As a result, the grant renewal process includes new conditions that are intended to bring about changes with the following intent:

- Align scope with the recommendations of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy,
- Increase accountability,
- Increase regional impact
- Incorporate lessons learned, and
- Ensure consistency of practices across colleges.

Deputy Sector Navigators will note that the allocation received last year under SB 858 funding is not included at this time because current 2015-16 DSN SB 858 (former SB 1070) funds run through December 31, 2016. Additional funding may be available at the end of the DSN 2015-16 grant period.

Please review the attached grant renewal forms and appendices for revised or new criteria. It is the responsibility of each renewal grant applicant adheres to all conditions provided in the 2016-2017 grant renewal process. The attached **Appendix A** provides Articles I and II (Legal Terms and Conditions) that apply to this renewal. Please note that Article I entails new terms and conditions, which include:

- Required participation in the eventual Feedback Process;
- The role “Supervisor of Record” (See **Appendices A** and **H**); and
- Conditions for changing Key Talent.

360 Degree Feedback Process

The 360 Degree Feedback Process is currently under development and the instructions will be made available at a later time. However, participation will be required by all Grantee’s. Failure to comply may result in termination of your grant.

Supervisor of Record

Appendices A (Article I Rev. July 1, 2016) and **H** provides the expectations Supervisor of Record (SOR), along with the contact information and the signature of the Grantee SOR certifying they will fulfill this role to remain in good standing during the term of the renewed grant. This role was developed to ensure the Key Talent was provided the necessary assistance to adhere to all their CCD, college, and Chancellor’s Office

expectations and reporting requirements. **Appendix H** provides expectations of SOR and the certification of the individual the CCD designates as the SOR. Please note that the SOR cannot be a Key Talent from another grant this will ensure the autonomy and unique role of each of our grantees. Additionally the SOR is to ensure that Key talent is employed 100% - full-time.

Changing Key Talent

Article I stipulates the required application of the Minimum Qualifications (MQs) for DSNs, which are provided in **Appendix G**. The MQ were introduced during the 2015-16 renewal process. The MQs pertain to new DSNs only. Articles I and II (**Appendix A**) provides expectations in the instance when any Key Talent changes occur during the term of the renewed grant.

New Common Metrics

New common metrics have been developed and implemented in 2016-17. The initial new common metrics are provided in **Appendix D** - Common Metrics and Accountability Measures. The common metrics have been developed with the intent that the data sets will be based upon existing and available data. This is so our Grantees and colleges have very minimal additional reporting. To this end, three of the revised common metrics will be implemented in the near future to allow for the completion of the work necessary to complete the new data sets.

Additional Appendices

The 2016-17 renewal applications process will once again require the collaborative development by region of annual workplans for Deputy Sector Navigators, Regional Consortia Chairs, Sector Navigators, and Technical Assistance Providers: Centers of Excellence for Labor Market Research, respectively. **Appendix E: 2016-17 Renewals – Workplan Process** contains a suggested process flow for this collaborative regional planning driving individual workplans off of common objectives, unique objectives and the metrics that may be associated with those objectives.

As was included in 2015-16, the renewals application packet includes **Appendix F**, which is titled: *Sector Specific Objectives 2016-17*. The expectation is that the Sector Navigators and Deputy Sector Navigators will collaboratively develop the supporting strategies and common metrics that are aligned with objectives unique to their shared industry sectors and their assigned regions. It will be incumbent upon the Deputy Sector Navigators to demonstrate to the Regional Consortia how their sector specific objectives, supporting strategies and common metrics respond to regional needs. To certify your participation in the collaborative process, please print and sign this worksheet, and include a PDF of the signed document in your grant renewal application

packet in **Appendix B** (Applications Forms), entitled “Workplan Certification” after the “Match” page in the attached workbook.

As this is a Renewal applications process, all current grantees, including all current Deputy Sector Navigator grants, that have not been informed otherwise, will have their grants renewed for 2016-17. However, the Chancellor’s Office will be requiring all new Deputy Sector Navigators that are hired during the 2015-16 and 2016-17 PYs by a grantee community college district meet the minimum qualifications provided in **Appendix G: Deputy Sector Navigator Minimum Qualifications**. These minimum qualifications do not apply to existing Deputy Sector Navigators.

Detailed information on form completion will be provided at the Technical Assistance Conference, which will also be available as a webinar post to the Doing What Matters for Jobs and the Economy website:

<http://doingwhatmatters.cccco.edu/Overview.aspx>.

Submission Procedures

Ms. Abbie Singleton will be providing your grant agreement face sheet by e-mail between April 4 and April 15, 2016. Along with the four hard copies, as described below, please assemble and submit an electronic copy of the application. For the hard copy submittal, attach all required documents, including the following signature document by Friday, April 29, 2016:

- Grant Face Sheet: **four copies**, each copy with the original signature of the CEO or authorized designee;
- Application Budget Summary: **four copies**, each copy with the original signature of the CBO or authorized designee;
- Application Budget Detail Sheet: **four copies**, ensure that the amounts balance dollar for dollar and do not include cents (If doing a calculation, retype the amount to clear the formula), line item per line item with your Application Budget Summary; and
- Workplan: **four copies**,
- The Workplan Certification signed by the Project Director (Appendix B).
- The Supervisor of Record certification (Appendix X)

Four copies of the application should be sent in the mail to the attention of Ms. Abbie Singleton. All submitted documents should be in Word, Excel, or PDF format for documents requiring a signature, and be mailed to Ms. Abbie Singleton by **5:00 p.m. on Friday, April 29, 2016**. Questions regarding workplan or budget, please contact your monitor. If you have any questions about your Appendix B forms, contact April Lovan-

Martinez at alovanmartinez@cccco.edu and if you have any other questions, please contact Abbie Singleton at asingleton@cccco.edu

Calendar of Key

- April 1, 2016 Grant Renewal Released
- April 14, 2016 Technical Assistance Conference
- April 29, 2016 Deadline for Submitting Application
- May 16-17, 2016 Board of Governors Approval
- July 1, 2016 Project Commencement

ATTACHMENTS

- **Appendix A** Article I-Program-Specific Legal Terms and Conditions and Article II-Standard Legal Terms and Conditions *(PDF)*
- **Appendix B** Application Forms *(Excel)*
- **Appendix C** Guidelines, Definitions and Allowable Expenditures *(PDF)*
- **Appendix D** Common Metrics and Accountability Measures *(PDF)*
- **Appendix E** 2016-17 Renewals – Workplan Process *(PDF)*
- **Appendix F** Sector Specific Objectives 2016-17 *(PDF)*
- **Appendix G** Deputy Sector Navigator Minimum Qualifications *(PDF)*
- **Appendix H** Supervisor of Record Certification Roles and Responsibilities for Onboarding of Project Directors/Key Talent *(PDF)*
- **Appendix I** Key Talent Roles and Responsibilities 2016-2017 *(PDF)*

Please contact your project monitor within the Chancellor's Office with any questions. Project monitors for each region are listed in the [Workforce and Economic Development Staff Directory](#).
