

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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March 3, 2014

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: Deputy Sector Navigator Package Grant

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

14-158 Information & Communication Technologies (ICT)/Digital Media Sector-
East Bay Only (**Maximum Award: 1**)

- 1. 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@cccco.edu no later than **5:00 p.m. on Friday, March 14, 2014 by 5 p.m.**
- 2. Step Two:** The application must be completed and submitted electronically using all the resources specified to: deputynavigator@cccco.edu no later than **5:00 p.m. on Monday, April 14, 2014.**

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: ICT, Region: East Bay)
- [Intent to Apply Letter](#) (attached);
- Questions and Answers Timeframe; and
- [Calendar of Key Dates](#) (attached).

All application materials can be accessed at:

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

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

<http://www.cccconfer.org/MyConfer/GoToArchivesAnonymously.aspx?MeetingID=a5d6dd7f-ed05-46bc-bf9c-d23aaaf7d790&MeetingSeriesID=fb5dda39-6623-444e-a306-1fa584487429&ScreenName=&Channel=1477795&PIN=&Role=Participant>

The Chancellor's Office will answer additional clarifying questions received by **Friday, March 7, 2014**. All answers will be posted by **Thursday, March 13, 2014** at the link above.

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

Accountability FAQs

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

Action/Date Requested:

Electronically submit the Intent to Apply letter by no later than **5:00 p.m.** on **Friday, March 14, 2014** and complete the grant application using the Request for Applications: Instructions, Terms and Conditions Deputy Sector Navigator Package Grant, 2014-15 and related Appendices and resources.

1. Applications must be **submitted electronically in one e-mail**
(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 no later than **5:00 p.m.** on **Monday, April 14, 2014** to:
deputynavigator@cccco.edu
3. The subject line of your e-mail should read:
WEDRFA2014-Deputy Sector Navigator [Sector ICT for Region East Bay]
4. Applications e-mailed to any address other than listed above will not be accepted.
5. Please address all questions to: **Abbie Singleton** at asingleton@cccco.edu.

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 14-158-013**, Deputy Sector Navigator Package Grant for the Information & Communication Technologies (ICT)/Digital Media Sector, East Bay Region

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 e-mail)

Sincerely,
CEO/Superintendent/President

Calendar of Key and Reporting Dates

Monday, March 03, 2014	RFA Release for East Bay ICT Deputy Sector Navigator Deputy Sector Navigator Bidder's Conference http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/AdditionalRFAResourcesGRPWebinarArchives.aspx#Deputy_Sector_Navigator
Friday, March 14, 2014	Deadline for Submitting Intent to Apply Letter
Monday, April 14, 2014	Deadline for Submitting Application
Wednesday, April 30, 2014	Notification of Intent to Award
Wednesday, May 14, 2014	Appeal Deadline
July 1, 2014	Grant Commencement

Reporting Dates

October 25, 2014	1 st Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2015	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2015	3 rd Quarter Year-to-Date Expenditure and Progress Report due and <i>Last day for workplan amendments</i>
June 30, 2015	Project Completed
July 25, 2015	4th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2015	2014-2015 Final Performance Reports and Final Report of Expenditures due