Frequently-Asked Questions (FAQs)

1. QUESTION: In reference to the Eligibility Section on page 7 of the IDRC RFA, please provide clarification on whether a community college district (that represents several colleges) can apply as a lead on a multi-college network or single-college applicant.

   If a community college district does apply, would colleges within its district still be able to apply separately for individual IDRC grants?

   ANSWER: Yes, a district might apply on behalf of a college as a network for either the Industry-Recognized Credential or the 21-st Century Skills. A college within that district network could apply separately but it would have to be for the category (i.e., Industry-Recognized Credential or the 21-st Century Skills) not selected by the district for its application as a network. If a district elects to apply for both categories on behalf of all its colleges, no college in the district could apply separately.

2. QUESTION: I have a follow-up question from this morning's webinar associated with the Industry-Driven Regional Collaborative (IDRC) – Acute Labor-Market Needs - Industry-Recognized Credentials and 21st Century Skills grant.

   Section E. Eligibility at the top of page 7 of the RFA states: "A college will not be allowed to participate in more than one application in the industry-recognized credentials area. Also, a college will not be allowed to participate in more than one application in the 21st Century Skills area."

   This language seems to infer that a college can participate in one grant in the Industry Recognized Credentials area <u>and</u> one grant in the 21st Century Skills area. A similar question came up during the February 1 webinar and the verbal answer was that a college <u>cannot</u> be part of one grant in each area. Please clarify and, if a college <u>cannot</u> submit one grant in each area, please reference what section of the RFA language states that one grant application in each area is not allowed.

   ANSWER: A college, or network of colleges, may apply in the Industry-Recognized Credentials area or that college, or network of colleges, may apply in the 21-st Century Skills area. Similarly, that college, or network of colleges, could apply in both the Industry-Recognized Credentials area and in the 21-st Century Skills area.

   *But a college, or network of colleges, will not be allowed to participate in **more than one** application in the industry-recognized credentials area. Also, a college, or network of colleges, will not be allowed to participate in **more than one** application in the 21st Century Skills area.*

3. QUESTION: Is the one-page IDRC form all that is needed as "letter of Interest" from our multi-college network or does it need to be supplemented by additional details as to scope, budget or the like?

   ANSWER: Yes, please submit only the "letter of interest" form. You do not need to provide additional detail at this time.

4. QUESTION: I'd like access to the IDRC 15-198 grant application materials. From the January 22 announcement letter, I am clicking a link that says, "Click here to access all the application materials" however, that takes me to a page that just says, "File or directory not found". When I google it and follow the link, I get the same result. Can you send me the application materials or advise me how to get it as soon as possible? Thank you!

   ANSWER: Thanks for letting us know that the link is not working. We are in the process of fixing it. In the meantime, you may access the application through the memo link below:

   Memo Announcing New Grant Opportunity RFA No. 15-198

5. QUESTION: Butte College is the fiscal agent for a SN who may be putting in an IDRC application for a Muli-College Proposal. Locally, faculty are interested in putting in a Standard IDRC application. They would be focused on different industries. Is that allowable?

   ANSWER: Yes, it is allowable. College or network of colleges could apply in both the Industry-Recognized Credentials area and in the 21-st Century Skills area.

   *But a college, or network of colleges, will not be allowed to participate in **more than one** application in the industry-recognized credentials area. Also, a college, or network of colleges, will not be allowed to participate in **more than one** application in the 21st Century Skills area.*

6. QUESTION: I work at Long Beach City College and we recently saw the IDRC RFA referenced above. We've had some internal discussions about applying for this funding and are interested in it to support and grow a not-for-credit truck driver training program.

   I know from reading the RFA that there is strong preference for this funding to go to multi-college consortiums.

   However, we are forming a regional/local consortium involving the College, the Teamsters, Pacific Gateway Workforce Investment Network, and several large employers to fill a critical driver shortage, especially for drayage drivers who move in and out of the port. Additionally, the College hosts the DSN for Global Trade and Logistics, who we will also include in the partnership.

   While the preference is for multi-college consortium, do you think the "bones" of our regional/local consortium could be strong enough to be competitive? We are not looking for assurances or guarantees, of course! Simply, given the significant effort involved in applying we wanted to insure that it is not a concept that the Chancellor's Office is entirely adverse to.

   Any guidance you can provide would be greatly appreciated.

   ANSWER: Yes, it is allowable. Regional networks in sector or across multiple sectors are encouraged with business and industry as well as labor. Partnering with another college or colleges within region or cross-region would enhance the competitiveness of a proposal.

7. QUESTION: I shared the email response below with our District and we need further clarification as to our position. The CITD is interested in submitting an IDRC proposal through State Center Community College District, not any of the 3 college campus' (Clovis Community College, Fresno City College, Reedley College) associated with our District. Is it allowable to submit a proposal this way with SCCCD as the lead applicant?

    ANSWER: An IDRC multi-college grant is not restricted to Community College District region, in support of the Doing What Matter for Jobs and the Economy, IDRC is intended to support economic regions.

8. QUESTION: Additionally, if our proposal is submitted through SCCCD under the multi-college industry recognized certificate approach for example, would this bar Clovis Community College from submitting an IDRC proposal under the same category (assume we are not partnering with them or listing each other as partners on the Letter of Intent)?

    *ANSWER: A college, or network of colleges, will not be allowed to participate in **more than one** application in the industry-recognized credentials area. Also, a college, or network of colleges, will not be allowed to participate in **more than one** application in the 21st Century Skills area.*

9. QUESTION: Am I the only person having trouble saving the IDRC letter of interest pdf? The saved version seems to disappear (no longer retrievable). We may have to print and scan—not the best copy.

    ANSWER: Feel free to call CCCCO for help as the PDF approach is working for others.

10. QUESTION: A minor IDRC question. Is the Need section considered part of the narrative? It does not explicitly say so in the RFA, though other sections are so identified. Should we consider Need text as part of the 10-page Narrative limit, or is it additional?

    ANSWER: The "Need" section is part of the 10-page Narrative limit. A maximum of 10 narrative pages total will be allowed per application.

    The 10 page count does NOT include the following documents:

    1. *CEO Letter*
    2. *Table of Contents*
    3. *Contact Page*
    4. *Annual Workplan*
    5. *Budget Documents*
    6. *Letter of Interest*
    7. *Letters of Support*

11. QUESTION: Is there a date / website for a listing for posting of the parties who submitted Letters of Interest? We'd like to see if we overlap with anyone else who might want to combine.

    ANSWER: Yes, we are posting the Multi-College Letter of Interest at _____

12. QUESTION: We are interested in applying as an EWD unit. It is run out of the District office. I want to be sure that we can still apply as a "single college" proposal since we are single unit.

    ANSWER: Yes, you may apply under the standard individual IDRC projects.

13. QUESTION: I have a question on the employer match for the IDRC application. As I was instructed on the bidders call, the Feather River cohort can include the employer in-kind match letters from our first round of funding since the IDRC 2014-2015 funding cycle overlaps with the funding that would come from the 2015-2016 cycle.

    My question is how much of the match we could account for in the new application? The monetary match in the original letters covered a two year period, and we are a year into the grant. Could we therefore account for half of the total funds from the original employer match letters?

    It seems like the most logical approach to me, but I wanted to make sure that is what the CCCCO would approve of.

    ANSWER: This is a new IDRC application; therefore, we need a new letter from the employer for your in-kind match letters to support the awarded amount.

14. QUESTION: Can the college use equipment cost paid for by general funds as match for this grant?

    ANSWER: Yes, the college may use equipment as in-kind match.

15. QUESTION: A partner college shared email confirmation they received from Brenda Fong that public resources can be used as match as part of the IDRC 15-198 grant, as long as they are not economic and workforce development program funds. Does that mean including some resources from the community colleges' general funds?

    ANSWER: Staff time for salaries may be used as in-kind match with community colleges' general funds that are not paid through the grant. You must document time and effort for the match.

16. QUESTION: In the last round we had to have interest letters and commitment from 10 colleges to be eligible for funding and although we currently have 13 colleges who have committed to the new RFA, a few of them are listed on another application also according to what we could see online. Is it possible for me to see the list of colleges online that sent in Letters of Interest and also does the new RFA specify a minimum number of colleges participation? We have 9 that are only listed once and we're awaiting one more letter so we want to be sure that we are eligible.

    ANSWER: Here is the link:

    http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/RFAIDRC15198.aspx

    The new RFA does not specify a minimum number of colleges participation.

17. QUESTION: Can you help me understand the match requirements in the IDRC for 21st Century Skills. I know it says industry match, could that include from a WIB? Could any community college portion count towards the match?

    ANSWER: The "matching resources" means any combinations of public or private resources, either cash or in-kind derived from sources other than the economic workforce development program funds. The match is determined to be necessary for the success of the project to which they are applied. Yes, it could include resource from a WIB and the college may use equipment as in-kind match.

18. QUESTION: We plan to recruit and hire a dedicated Project Director if grant funds are received. It appears we need to name an interim Project Director who will sign the application and get the ball rolling. Can we designate an existing EWD staff person who will serve as an in-kind Project Director until a permanent person is hired, if we do not claim the in-kind as match but rather assign the duties under the "other duties as assigned" role? If we need to designate an interim, we would like to appoint Eva Jimenez at this time. Please advise.

    ANSWER: It's a local decision on whether you designate an interim Project Director on your application.

19. QUESTION: We saw in the RFA that any EWD funds cannot be used as match. If we use EWD personnel, but do not count it as match, is this acceptable? Also, will it hurt the application to not name a Project Director at this time?

    ANSWER: Yes. A Project Director needs to be identified at actual grant submission.

20. QUESTION: Can we match Dean time supervising the project--like 5% of the CTE Dean from each participating college?

    ANSWER: Yes.

21. QUESTION: Can we match my time--I am funded out of general fund from our District and indirect from a wide variety of grants--county, private, federal and CCCCO.

    ANSWER: Yes.

22. QUESTION: I am assuming we couldn't use any CCPT funds as a match or CTE EF funds?

    ANSWER: CCPT is allowable but CTE Enhancement is EWD funding.

23. QUESTION: The CITD is preparing an IDRC under the multi-college industry credential category through State Center Community College District. We have listed Fresno City College, Clovis Community College and Reedley College as partners with SCCCD the lead. Fresno City College is also partnering with Merced College under the Multi-college industry recognized credential (Merced College being the lead). Can Fresno City College be a partner on both proposal being that they are not a lead on either one? If they cannot be a partner on both proposals, can SCCCD drop them from

our Letter of Interest, and if our IDRC is the only one selected in this region, add them back in once awarded?

ANSWER: Colleges may be changed, added or deleted prior to the final submission of the application." So, yes, Fresno City College can apply for both networks.

24. QUESTION: Clovis Community College is submitting a multi-college 21st Century Skills proposal and is taking the lead. Would Clovis Community College being a partner on our IDRC Industry Credential proposal hinder them in any way from this competition?

ANSWER: Yes, Clovis can be a partner in a multi-college network IDRC, as well as a standard IDRC.

25. QUESTION: Reedley College is submitting a standalone IDRC proposal and is taking the lead. Would Reedley College being a partner on our IDRC Industry Credential proposal hinder them in any way from this competition?

ANSWER: No.

26. QUESTION: If colleges are partners on a grant can they include facility and equipment use as part of their match since they will not be receiving indirect funds?

ANSWER: Yes.

27. QUESTION: I wanted to check-in and see, can we add colleges to our multi-college proposal even if they are not on the initial letter of interest to increase our network as some have expressed interest after the deadline?

ANSWER: Yes.

28. QUESTION: On the Excel budget worksheets, can lines be added or deleted under each object code? For example, I would like to delete unneeded rows under 3000 object but add rows to the 4000 object. Would this be an acceptable modification of the form?

ANSWER: Yes, you may add rows to the budget worksheets, but do not delete any categories.

29. QUESTION: In reviewing the requirements for the narrative portion of the IDRC application, should there be written narrative regarding the Annual Workplan and/or Budget or are those sections considered complete in the Excel tables?

ANSWER: There needs to be narrative in the Annual Workplan.

30. QUESTION: The Excel tables are noted as Appendix B, however the instructions say to insert them within the narrative for the final pdf submission which would affect page numbering. Can you clarify how you would like this handled?

ANSWER: Place narrative in the Annual Workplan.

31. QUESTION: Can we get a clear explanation of what exactly 1 to 1 employer match means?

    ANSWER: *The "matching resources" means any combinations of public or private resources, either cash or in-kind derived from sources other than the economic workforce development program funds. The match is determined to be necessary for the success of the project to which they are applied. Yes, it could include resource from a WIB and the college may use equipment as in-kind match.*
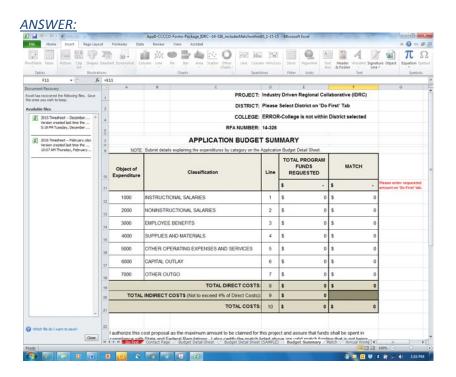
32. QUESTION: How do I attach Addendum B (Appendix) forms to the proposal? Are they at the end as addendum usually are or under the heading for work plan, budget etc.

    ANSWER: *As stated in Section I, subsection 1, the order provided in subsection 2 must be followed (pages 10-11). Therefore, Appendix B would follow the Cover Letter and proceeded by the Application Abstract.*

33. QUESTION: Match Question: What are allowable categories? Personnel, Building, Heat, Phone, lights etc.

    ANSWER: Ideally, match for IDRC should come from personnel, equipment or facilities contributed by industry.

34. QUESTION: What can we use for the 1:1 Match? Could you provide examples?

    ANSWER:

35. QUESTION: Where on the Excel Worksheet do we include the 1:1 Match? Could you provide a snapshot or sample?

ANSWER: The 1:1 Match is to be provided in Appendix B on the tab titled "Budget Summary with Match."

36. QUESTION: Is it allowed to add supplemental documents, such as visuals charts to the RFA? If allowed, where would it best to put within the RFA? Appendix or the Project Management section?

    ANSWER: Only the following documents do not count as part narrative page count.
    1) *Provide an organizational chart for operating the project.*
    2) *Provide "intent-to-participate" letters of participating colleges.*
    3) *Provide letters of support from any Sector Navigator or their Deputy, and/or Regional Consortia Chair/Vice Chair.*
    4) *Provide letters of support from employers outlining the match.*

37. QUESTION: We wanted to clarify the order documents for the grant. Is following order correct?
    1) Cover Letter
    2) Contact Page
    3) Application Abstract
    4) Table of Contents… Which includes the following:
       Need
       - Response to Need
       - Annual Workplan
       - Application Budget Detail Sheet
       - Project Management
       - Partnership and Scalability
       - Sustainability

    ANSWER: The following is the order required:

    1) *Cover Letter*
    2) *Appendix B Forms (which includes contact page)*
    3) *Application Abstract*
    4) *Table of Contents… Which includes the following:*
       - *Need*
       - *Response to Need*
       - *Annual Workplan*
       - *Application Budget Summary/ Application Budget Detail Sheet*
       - *Project Management Plan*
       - *Partnership and Scalability*
       - *Integration and Sustainability*

38. QUESTION: Is the Abstract included in the 10 page narrative limit?

    ANSWER: No