Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

Instructions, Specification, and Terms & Conditions

Program

Statewide Accountability Dashboard, Research, Evaluation, and Data-related Toolkits Technical Assistance Grant

RFA Specification Number

14-181

Program and Funding Fiscal Year

2014-2015

Funding Source

SB 1070 Career Technical Education Pathways Program (SB 1402 and Perkins may also be used)

Release Date: Monday, April 14, 2014

Application Deadline

Applications must be received electronically at the Chancellor's Office **by 5:00 p.m. on Friday, June 6, 2014**

Questions Deadline

Written questions concerning the specifications in this Request for Applications must be submitted by email to Jason Rancadore (**jrancadore@cccco.edu**) **no later than 5pm on Thursday, May 29, 2014.**

Bidder's Conference: Monday, April 28, 2014 at 1pm

Table of Contents

This section MUST be followed in developing the applications and implementing the projects.

Chancellor's Office, California Community Colleges

RFA Instructions

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor's Office of the California Community Colleges.

Applications must be submitted using the format and sequence described in these Instructions and address the RFA Specification for the project for which funding is sought.

B. Program Overview

Accountability Dashboard, Research, Evaluation, and Data-related Toolkits Technical Assistance Grant

The purpose of the of the Economic and Workforce Development's program in context of Doing What Matters for Jobs and the Economy Framework is to advance California's economic growth and global competitiveness through education and services that contribute to continuous workforce improvement, technology deployment, and business development and are consistent with the current needs of the state's regional economies.

Senate Bill 1070 (Steinberg) shall be used to assist economic and workforce regional development centers and consortia, community colleges, middle schools, high schools, and regional occupational centers and programs to improve linkages and career technical education pathways between high schools and community colleges to accomplish following objectives:

- Increase the readiness of middle school and high school pupils for, and their access to, postsecondary education and careers in high-need, high-growth, or emerging regional economic sectors.

- Increase student success in postsecondary education and training for careers in high-need, high-growth, or emerging regional economic sectors.

Objectives

The Chancellor's Office is looking for Community College Districts to serve as the fiscal agent to subcontractors for all activities in regards to the accountability, research and evaluation of the Doing What Matters for Jobs and the Economy program which include:

- Statewide Accountability Dashboard Development
    - Support implementation and further development of the LaunchBoard (Statewide dashboard), as well as provide advice on ways to better gather and integrate data on CTE/workforce success.
    - Coordinate LaunchBoard communications plan.
    - Aggregate and analyze recommendations for LaunchBoard improvement.
    - Integrate data from various sources into the LaunchBoard to provide reporting tools to display curriculum variations, comparisons between colleges, and Skills Gap Analysis functions.
    - Provide trainings to promote the LaunchBoard, and provide help-desk support for users.
    - Create and design specifications for future versions of LaunchBoard.
- Field Integration of Accountability Dashboard
    - Facilitate the rollout, implementation and enhancement of the LaunchBoard data system that collects and analyzes information on CTE secondary and postsecondary academic and employment outcomes that will measure and track student success. Develop, coordinate, and disseminate guidance including: documents, webinars, trainings, FAQs, and helpdesk in support of this project.
    - Work with stakeholders to develop models and then to disseminate best practices that have been shown to improve the delivery of CTE courses, programs of study, articulation, and reporting systems (i.e. curriculum inventory functionality)
- Program Evaluation
    - Evaluate the effectiveness of the Doing What Matters for Jobs and the Economy framework in achieving the specific program goals and objectives through a 360 degree evaluation. Provide an analysis through an annual report to the Chancellor's Office.
    - Evaluation should include specific conclusions about the strengths and weaknesses, as well as specific recommendations for strategies to improve the effectiveness. Additionally, perform an analysis of available outcome accountability performance measures and data for program participants.
    - Facilitate Data exchange between internal and external entities which will include, but not be limited to third party credentials, CalJobs, Apprenticeship, and the Community College Foundation Intern Payroll services.

- System Innovation and Tool Development
    - Create new systems as well as improve existing systems, this includes but not limited to: mobile applications, system integration, usability testing, user interface development, programming, application development, quality control, and crowdsourcing of process development.

- Quality Assurance
    - The selected grantee will be asked to provide quality assurance to ensure highest efficiency and accuracy of the contracting and payment process.
- Mini Grants
    - Process mini-grants approved by the Chancellor's Office for communities of practice.
- Research
    - Perform research projects as identified by the Chancellor's Office.

C. Categories for Funding Which Funding is Available

One grant will be awarded for a base of $700,000 per year (but could increase depending on the need for additional projects) for the fiscal agent to disseminate for the above mentioned activities. Funding sources for the project include: SB 1070 which will be the primary funding source, as well as Perkins and SB 1402 may be used.

D. Eligibility

Only California Community College districts are eligible to apply as the fiscal agent. If an application does not meet a minimum score of 75 points deemed to meet the performance and viability standards, it will not be funded, and the RFA can be reissued for competitive bid or sole sourced in the form of a capacity-building grant.

The Chancellor's Office will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore past performance of other state grants will be a consideration prior to final selection.

E. Performance Period

The application will be awarded for the time period of July 9, 2014 through June 30, 2015, with four optional years thereafter (depending on availability of funding). See listing of key dates on page 14 for quarterly and final report deadlines for the first year.

No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special circumstances.

F. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the Chancellor's Office will give such notice to other interested parties, but the Chancellor's Office shall not be responsible for failure to do so.

The contact person for these Instructions and/or RFA Specification is:

Jason Rancadore
California Community Colleges Chancellor's Office
1102 Q Street,
Sacramento, CA 95814-6539
Phone: (916) 322-6888
Fax: (916) 324-6083
E-mail: **jrancadore@cccco.edu**

G. Bidder's Conference

A Bidder's Conference will be held for this RFA as a Webinar. Webinars will be held at the Chancellor's Office on the date and time posted on the cover of this RFA. The Chancellor's Office requests that potential applicants register for this Webinar at **www.cccconfer.org**. Failure to attend the Bidder's Conference will not preclude the submission of an application.

H. Application Format and Instructions

An Excel workbook (Appendix B) has been developed which contains a contact page, annual workplan, application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application and has been designed in order to save the applicant time in filling out redundant information and contains formulas that will also prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, abstract, need, response to need, the management section and intent-to-participate letters are not part of this workbook. The following instructions prescribe the format and order for the development and presentation of the application (for both the Excel workbook and the narrative sections of the application). In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied. Applicants are expected to follow these instructions while using the **RFA Specification** and the forms provided in Appendix B.

The Chancellor's Office may require the applicant to make adjustments in the budget, annual work plan, or other aspects of the application prior to funding the grant.

Grant applications are scored based on a maximum of 100 points as indicated in chart listed below.

NOTE: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

	Maximum points
Need	10
Response to Need	20
Annual Workplan	25
Application Budget Summary/Application Budget Detail Sheet	15
Project Management	15
Dissemination	5
Feasibility of the Project	10
Total Points	**100**

1. Face Sheet

NOTE: The completed application will be submitted electronically therefore no face sheet will be required. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

2. Cover Letter

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission stating that the Community College District is willing to be fiscal agent is submitting the application for Chancellor's Office review.

3. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- The community college district that is applying (click twice on the community college text box and choose the community college from the provided drop down menu).

- If a college within the district is housing the project director then this college will be selected (click twice on the college text box and choose the college from the drop down menu provided). If the project director is working out of the district office (in a multi-college district) than click twice on the college text box and choose N/A out of the college menu.

After filling in the "Do First" tab, the District, applicable college, budget allocation, and regional name will auto fill within the contact page, application budget summary, application budget detail sheet and annual workplan. The contact page tab must be filled in second. After filling in the contact page, the Project Director and the Chief Business Officer name and title will auto fill within the application budget summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

4. Application Abstract *(Narrative – Limited to one page, 1” margins, single or double-spaced, 12 pt. Arial font)*

The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA Specification, and deliverables (products/services/outcomes).

5. Table of Contents

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

6. Need **Maximum Points 10**
(Narrative – Limited to 5 pages, 1” margins, single or double-spaced, 12 pt. Arial font)

The need section is a narrative that concisely describes the need for the projects as defined by questions listed in the Need section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

7. Response to Need **Maximum Points 20**
(Narrative – Limited to 7 pages, 1” margins, single or double-spaced, 12 pt. Arial font)

The response to need is a narrative that at a minimum addresses the required objectives listed in the ‘Response to Need and Objectives’ sections in the RFA Specification.

Descriptions of design and delivery systems for contracts and payments to contractors and organizational should be included as part of the response.

8. Statement of Work (Annual Work plan) **Maximum Points 25**

a. Objectives

Objectives should be based on the scope of the proposed project while remaining consistent with the Objectives of the RFA Specification.

List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth. Up to ten objectives can be selected.

Additional copies of the form will be needed to address all of the project objectives.

NOTE: While each objective must be on its own form that does not preclude a single objective having activities that cover more than one page.

b. Metric Number(s)

Identify which of the Common Metrics & Accountability Measure(s) (see Appendix E) this objective affects and place the corresponding number(s) in the Metric No. type. Each objective must select a single Leading Indicator (LI) or Momentum Point (MP). It is not necessary to assign an accountability measure to each individual activity. Quality of Service (QS) measures is assumed for every objective; it is not necessary to select a QS measure.

c. Activities

Project activities are the basic steps that are required to be taken to implement the stated goals of the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual workplan for each individual objective.

d. Performance Outcomes

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Statement of Work (Annual Workplan).

e. Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed. Do not make activities “on going” or year long. An estimated completion date must be entered.

f. Responsible Persons

Identify specific individual(s) by role who responsible for completing the stated activities.

9. Application Budget Summary/ Application Budget Detail Sheet — Maximum Points 15

This RFA awards one-time funding. No extensions will be granted for this funding. Grant renewal may be considered if additional funding becomes available.

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix C – Guidelines, Definitions and Allowable Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

a. Completion of Application Budget Detail Sheet/ Application Budget Summary

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

Application Budget Detail Sheet: The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.

The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the “Do First and Contact Sheet” tabs within the workbook because these sheets will auto fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

Application Budget Summary: After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding 4 originals in an ink color other than black will be requested in hard copy).

b. Indirect Administrative Costs

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

c. Travel

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-state travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form found here: **http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/OutofStateTravel.aspx**.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

d. Equipment Purchases

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Therefore any equipment budgeted will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

e. Match

Indicate on the forms provided the amount of investment in the project by partners, program income for services provided and matching resources contributed to funding the project by your district and/or other stakeholders or donors, especially industry partners.

The level and commitment from business and industry shown by cash or in-kind matching basis is required for subsidized internships and performance-improvement training activities. For all other activities, matching resources may come from various sources and may be cash or in-kind. In-kind resources include, but are not limited to, staff time (i.e., industry partners attending advisory committee meetings), facilities, and the use of equipment. Cash match may include monetary or equipment donations. All match should offset real costs of the project.

NOTE: Grantees will be expected to include in their final report all match actually generated.

Budget Detail Sheets must be prepared for each donor of matching resources. The budget detail must clearly delineate the proposed expenditures for both the requested Economic and Workforce Development Program funds and the matching funds. Budget detail sheets for match must have either the signature of the match donor, a written agreement, or an accompanying letter committing the specific resources identified in the budget detail sheet. The responsible person of the business or organization who has the authority to commit the matching resource shall sign this letter. Do not include general letters of support that do not specifically describe matching resources. Participation Agreements, Cooperative Agreements, and Partnership Agreements, as described earlier in the Project Management Plan section of this RFA Specification, can also act as a vehicle to provide evidence of fund/resource commitments.

For more information on Match requirements, please see Appendix C.

10. Project Management **Maximum Points 15**

(Narrative – Limited to five pages, 1" margins, single or double-spaced, 12 pt. Arial font)

See the RFA Specification for a complete description of management plan requirements. At a minimum the management plan requires a narrative consisting of a response to questions, an organizational chart, a governance chart. The organizational and governance charts, and letters do not count against the five page narrative limit.

11. Dissemination **Maximum Points 5**

(Narrative – Limited to one page, 1" margins, single or double-spaced, 12 pt. Arial font)

Describe how the project director will distribute grant materials or products to all partner individuals and organizations. This narrative must not exceed one page. Project staff is encouraged to disseminate their findings and work products through State and regional venues.

12. Overall Feasibility of the Project **Maximum Points 10**

This is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet. The reviewers have an opportunity to consider whether the project is realistically capable of attaining the required and proposed outcomes. Reviewers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal. The intent is to judge the cohesiveness and viability of the project.

13. Application Procedures

a. The application must be received in a single PDF document in the order specified above. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

1) The cover letter must be signed by the district's Chief Executive Officer or authorized designee;

2) Application Budget Summary must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director.

b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: **WEDRFA2014-15Accountability by 5:00 p.m. Friday, June 6, 2014.** Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

Jason Rancadore via e-mail at **jrancadore@cccco.edu**

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is 10 mb. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

NOTE: Within two business days after receiving an application via e-mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact Jason Rancadore at the e-mail address above to confirm receipt of their application.

H. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received.

A grant application shall be rejected prior to scoring if:

1. If applicant did not respond to the Statement of Interest that was released on March 25, 2014.

2. It is not received at the Chancellor's Office via electronic submittal later than 5:00 p.m. on Friday, June 6, 2014 or sent to the wrong e-mail address.

3. The RFA Specification Number is not correct on all the documents.

4. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated the region as detailed in the RFA Specification.

5. All required application documents submitted in a single e-mail including:
   a. A cover letter signed by the CEO or designee of the Community College District
   b. Contact Page
   c. Application Abstract (narrative limited to 1 page)
   d. Table of Contents
   e. Need (narrative limited to 5 pages)
   f. Response to Need (limited to 7 pages)
   g. Annual Workplan
   h. Application Budget Summary
      (Project Director's signature)
      (Chief Business Officer's/Designee's signature)
   i. Application Budget Detail Sheet
   j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
   k. Project Management (narrative limited to 5 pages, plus an organizational chart, governance chart, and college intent-to-participate letters)
   l. Dissemination (narrative limited to 1 page)

6. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).

7. Narrative sections of the application exceed the maximum page limit specified.

I. Calendar of Key/Reporting Dates

Key Dates

March 25, 2014	Statement of Interest Released
April 7, 2014	Statement of Interest Due
April 14, 2014	RFA Released
April 28, 2014	Bidder's Conference
June 6, 2014	Deadline for Submitting Application
June 13, 2014	Notification of Intent to Award
June 30, 2014	Appeal Deadline
July 7-8, 2014	Board of Governors Approval (grants over $100,000)
July 9, 2014	Grant Commencement
June 30, 2015	Grant End Date

Reporting Dates (Year One)

October 25, 2014	1st 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	3rd Quarter Year-to-Date Expenditure and Progress Report due
July 25, 2015	4th Quarter Year-to-Date Expenditure and Progress report due
August 30, 2015	Final Claim of Expenditures and Final Report

Chancellor's Office, California Community Colleges

RFA Specification

RFA Specification No.:	14-181
RFA Title:	Accountability Dashboard, Research, Evaluation, and Data-related Toolkits Technical Assistance Grant
Funding Source:	SB 1070 (Primary), SB1402 and Perkins may be added.
Funding Period:	July 9, 2014 through June 30, 2015
Range of Funds:	$700,000, but could increase depending on the need for additional projects
Required Match:	No Match Required
Number of Awards:	1

BACKGROUND

Framework for Doing What Matters for Jobs and the Economy

Within the reference materials section at the end of the RFA are links to the Doing What Matters for Jobs and the Economy website and Senate Bill 1070 (SB 1070) for those that wish to research these documents for a full understanding of the system goals and or legal requirements for this RFA.

NEED

(Narrative – Limited to five pages, 1" margins, single or double-spaced, 12 pt. Arial font)

The mission of the Doing What Matters for Jobs and the Economy Initiative is to contribute to the State's job growth and economic vitality through regional training programs that result in the measurable and successful transition of CTE students from community colleges to careers.

It is therefore the intent of the Chancellor's Office to fund one award for a fiscal agent that will monitor the activities that are listed in the Objectives and Outcomes section. Additionally, applicants should address the following:

1. Service as a fiscal agent and/or fiscal management of grants/contracts.

2. Timely and efficient management and payment of subcontracts for projects.

3. Experience administering grants/contracts with multiple project stakeholders and

subcontractors.

4. Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

RESPONSE TO NEED

(Narrative – Limited to 7 pages, 1” margins, single or double-spaced, 12 pt. Arial font)

Based upon the identified barriers and opportunities, this section must present a plan that will achieve the grant objectives. The response to this section acknowledges the objectives and identifies how the fiscal agent intends to manage and issue expedient payment of subcontracts. The subcontracts will work on the activities listed in the Objectives/Outcomes.

OBJECTIVES/OUTCOMES

- Support implementation and further development of the LaunchBoard, as well as provide objectives on ways to better gather and integrate data on CTE success. Additionally, coordinate the communication campaign for the LaunchBoard and provide recommendation for further improving the system.
  - Integrate data from various sources into the LaunchBoard to provide reporting tools to display curriculum variations, comparisons between colleges, and Skills Gap Analysis functions.
  - Facilitate the implementation and enhancement of the LaunchBoard data system that collects and analyzes information on CTE secondary and postsecondary academic and employment outcomes that will measure and track student success. Develop, coordinate, and disseminate guidance (i.e. documents, webinars, trainings, FAQs, etc.) in support of this project.
- Evaluate the effectiveness of grants under the Doing What Matters for Jobs and the Economy framework in achieving the specific program goals and objectives through a 360 degree evaluation. Provide an analysis in an annual report to the Chancellor's Office. Evaluation should include specific conclusions about the strengths and weaknesses of the program, as well as specific recommendations for strategies to improve the effectiveness of the program. Facilitate Data exchange between internal and external entities which will include, but not be limited to third party credentials, CalJobs, Apprenticeship, and the Community College Foundation intern payroll services. Additionally, an analysis of available outcome accountability performance measures and data for program participants.

- Perform research projects from the Chancellor’s Office that support the entire Doing What Matters for Jobs and the Economy framework. Examples of research projects could include economic impact of sector or CTE program statewide or in a designated region.

- Create new systems as well as improve existing systems, this includes but not limited to: mobile applications, system integration, usability testing, user interface development, programming, application development, quality control, and crowdsourcing of process development.

- Provide quality assurance to ensure highest efficiency, timeliness and accuracy of the contracting and payment process.

- Process mini grants for communities of practice as identified by the Chancellor's Office.

PROJECT MANAGEMENT PLAN

Management is an important part of the success of any project. It is therefore necessary that the following be included as part of the management plan within the application:

Management Narrative
(Narrative – Limited to five pages)

1. Explain the District's service as a fiscal agent and/or fiscal management of contracts.

2. Describe the District's process for executing and payment of subcontracts for projects. Including average time it takes to execute a subcontract and the average time it takes to process a subcontractor's invoice for payment. Please include any quality assurance functions that the District takes to ensure efficient and accurate transactions.

3. Please describe your process for administering contracts with multiple project stakeholders and subcontractors.

4. Provide the District's process for rapid start up and implementation of fiscal agent responsibilities.

REPORTING REQUIREMENTS

Year-to-Date Expenditures and Progress Report

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via an online reporting system (see Calendar of Key Dates, Section I or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

REFERENCE MATERIALS

Legal Terms and Conditions Articles I and II (Appendix A)
Application Forms (Appendix B)
Guidelines, Definitions and Allowable Expenditures (Appendix C)

SB 1070 bill text:
http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1051-1100/sb_1070_bill_20120921_chaptered.pdf

SB 1402 bill text:
http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1401-1450/sb_1402_bill_20120917_chaptered.pdf

The Chancellor's Office Doing What Matters website contains a variety of documents and input from the field used to design the RFAs going out competitive this year. If you are interested in reading these documents they may be found at:
http://doingwhatmatters.cccco.edu/PromoteStudentSuccess/RFAProcess.aspx

TERMS AND CONDITIONS

The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference.