



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND THE ECONOMY

2014-15 Renewal Applications

Deputy Sector Navigator, Regional Consortia Grants, Sector Navigator, and Sector Navigators and Technical Assistance Providers - Centers of Excellence for Labor-Market Research

Wednesday, March 19, 2014

**Cris McCullough, Gary Adams, and Javier Romero
Workforce and Economic Development Division
California Community Colleges Chancellor's Office**



Technical Assistance Conference Overview

Format of Technical Assistance Conference

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

- Muting of Participants
- Overview of Forms and Appendices
- Questions & Answers
- Clarification Questions send to:
Abigail Singleton
asingleton@cccoco.edu



2014-15 Renewal Process

- SB 1402 (Lieu) and Perkins 1-B
- Funding varied, depending on award (Appendix E)
- Applications Due Date: **Friday, May 2, 2014**
- One Year Renewal Funding
- Objectives and metrics determined by regional collaborative process



Updated Common Metrics

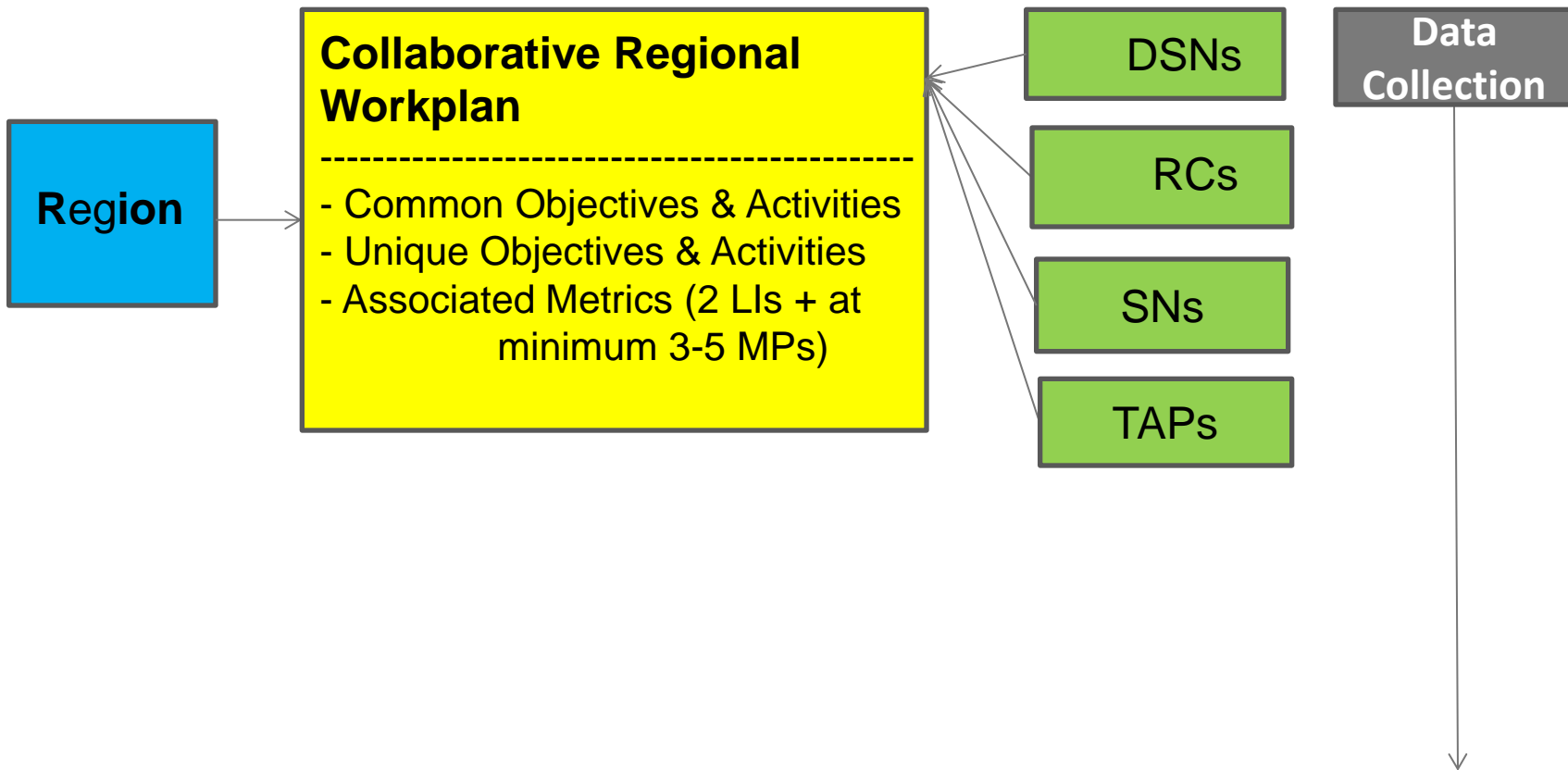
<http://doingwhatmatters.cccco.edu/Launchboard/Resources.aspx>

The data elements for the Common Metrics have been updated (see Key Talent Upload Guide):

1. Minor revisions to the Momentum Points to clarify their meaning
2. Refined data sources so half of the Momentum Point metrics can be automatically calculated and data collection simplified



Regional Collaborative Process





Regional Collaborative Process

1. Regions review/verify priority and emergent sectors
2. DSN and their host college will identify and commit to workplan objectives that are in alignment with:
 - Statewide objectives (per sector)
 - Industry stakeholder input (industry advisory group)
 - Regional consortia goals
 - Intent and purpose of SB 1402

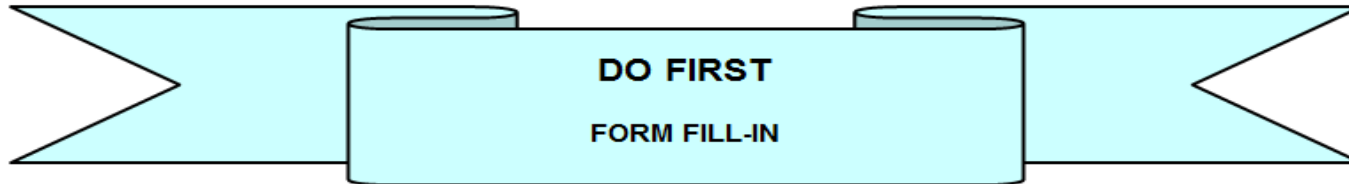


Regional Collaborative Process

3. In a collaborative planning session attended by DSNs, RCs, SNs & TAPs, plan regionally for common & unique objectives & activities:
 - 5-10 workplan objectives
 - at least 5 objectives must have associated metrics
 - 2 can be Leading Indicators (LIs) and at a minimum 3-5 MPs
4. After collaborative plan developed, all parties sign off on collaboration
5. CCCCO Project Monitors sign off on workplan objectives and metrics



Appendix B - Application Forms



The following information are linked throughout the forms package:

DISTRICT (Grantee): Contra Costa CCD

COLLEGE: Diablo Valley College

PROJECT: Deputy Sector Navigator

SECTOR (If applicable): Advanced Manufacturing

FISCAL YEAR: 2014/15

RFA Number: 14 - 152

FUNDING SOURCE: SB1402x (EWD)

Requested Amount: \$ 200,000

OBJECTIVES:

- 1 Increase third party credentials
- 2
- 3



Appendix B - Application Forms

PROJECT: Deputy Sector Navigator

SECTOR (If applicable): Advanced Manufacturing

DISTRICT: Contra Costa CCD

COLLEGE: Diablo Valley College

RFA NUMBER: 14-152

Statement of Work (Annual Workplan) Objectives/Leading Indicators/Momentum Points

Objective: 1

Increase third party credentials

Metric Number*:

Leading Indicator: LI 3 Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification

Momentum Point: MP 29 Acquired an industry-recognized, third-party credential

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1				
1.2				
1.3				



Reporting for 2014-15

- Need to focus on LaunchBoard - not reporting for Common Discussion template
- Year-to-Date Expenditure & Progress Report - reporting on objectives and metrics identified in workplan
- LaunchBoard – data uploads required in August 2015
- Webinar on selecting metrics on March 20, 2014; 12 noon



Appendix A – Articles I and II

Article I-Program-Specific Legal Terms and Conditions and Article II Standard Legal Terms and Conditions

- **Cost and Payments**
- **Budget Changes**
- **Application Amendment Requests**
- **Reporting**
- **Evaluation**



Appendices C, D, E

- **Appendix C – Guidelines, Definitions and Allowable Expenditures (PDF)**
- **Appendix D – Common Metrics and Accountability Measures (Revised) (PDF)**
- **Appendix E – Allocation Listings (PDF)**



Appendices F, G, H

Appendix F – 2014-15 Renewals – Workplan Process (PDF)

Appendix G – Common Metrics Decision Tree (PDF)

Appendix H – Collaborative Regional Workplan Certification (PDF)



Checklist

Application Checklist

Please submit the following materials electronically by

5:00 p.m. Friday, May 2, 2014 to:

WEDDrenewals@cccco.edu

NOTE: This checklist is a tool for allocation recipients to use when completing their renewal application. If the application contains the following information, the packet will be complete.

- Contact Page (*See Appendix B, Application Forms*)
- Annual Workplan (*See Appendix B, Application Forms*)
- Application Budget Summary (*See Appendix B, Application Forms (Requires original CBO/Designee and Project Monitor Signature)*)
- Application Budget Detail Sheet (*See Appendix B, Application Forms*)
- Application Budget Detail Sheet–Match (*See Appendix B, Application Forms and Appendix E Allocation Listings to determine renewal applications that require match*)
- Out-of-State Travel Form(s) (If requesting Out-of-State Travel include this form as part of your application):



Checklist

- No supplemental material (*DO NOT include appendices or other supplemental information unless specifically requested in the Application.*)

- Applications must be submitted electronically in one e-mail. All submitted documents should be in MS Word, or PDF format for documents requiring a signature, and e-mailed to WEDDrenewals@cccco.edu by 5:00 p.m., Friday, May 2, 2014.

The maximum size for all attachments sent within an individual e-mail is 10 MB. Applicants should check their institution's server limits for attachment file size when sending documents



Calendar of Key & Reporting Dates

<i>Key Dates</i>	
March 14, 2014	RFA Released
March 19, 2014	Technical Assistance Conference
May 2, 2014	Deadline for Submitting Application
May 19-20, 2014	Board of Governors Approval (grants over \$100,000)
July 1, 2014	Grant Commencement
<i>Reporting Dates</i>	
October 25, 2014	1st Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2014 ⁵	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2014	3rd Quarter Year-to-Date Expenditure and Progress Report due
July 25, 2015	4 th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2015	Final Claim of Expenditures and Final Report



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.

Contact person for these Instructions and/or RFA Specification is:

Abigail Singleton

asingleton@cccco.edu



Contact Information

Thanks for your participation
For Questions or Clarification Contact

Abigail Singleton

asingleton@cccoco.edu