

## Sector Navigator Bidder’s Conference Clarifying Questions

1. **QUESTION:** Under eligibility, what does it mean that only those applicants that have a Sector Navigator identified may apply?

**ANSWER:** In the past some applications that came in could state what type of person would be hired (what the job description would look like and by when the person would be hired) but did not have an actual person ready to fill the position. With this round of competitive funding we are specifying that the Key Talent/Sector Navigator position cannot be “unknown and a job description.” This must be an actual person picked for the position and the management plan would then specify their specific experience, have their resume, and contain letters of reference for them.

2. **QUESTION:** What is the maximum size attachment to get through the CCC email servers at the [sectornavigator@cccco.edu](mailto:sectornavigator@cccco.edu) email address?

**ANSWER:** The maximum size for any e-mail is 10 mb. The Chancellor’s Office did a test run and tried to use the most “expensive” way to send the documents (separating each out individually) doing word documents for most and PDFs for the cover letter, budget summary and the 3 letters of recommendation because they are signature documents. All narratives had exact page amounts and the workplan had a guess of 14 pages long with the tables. All of that came in at a little less than 3 mb. The Chancellor’s Office suggests that applicants check to see what their servers allow for attachments when sending documents.

3. **QUESTION:** When will yesterday’s Sector Navigator Bidder’s conference webinar be available online?

**ANSWER:** Both webinars were online the day after the event and can be found at the following http at the bottom right-hand side of screen under Webinars “view archives”

<http://www.cccconfer.org/index1.aspx>

02/06/13	2:00 PM	150	RFA Sector Navigator Bidder's Conference Schedule	Webinars	CCCCO	Jeannine Clemons	<a href="#">&gt;Archive</a>
02/06/13	10:00 AM	150	RFA Regional Consortia Bidder's Conference Schedule	Webinars	CCCCO	Jeannine Clemons	<a href="#">&gt;Archive</a>

4. **QUESTION:** The forms packet does not include either the Statement of Assurances or Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements. Should one of these be included?

**ANSWER:** The Sector Navigator RFA does not require either of these forms and therefore we are not asking for them.

5. **QUESTION:** Can you please confirm that the organizational chart and resumes required in the project management plan section do not contribute to the 7 page narrative response limit?

**ANSWER:** The resumes, organizational chart, and/or references do not count in the 7 page limit within the Project Management Plan section.

6. **QUESTION:** Are we able to apply for more than one Sector Navigator Grant (within different sectors)?

**ANSWER:** We have no limit as to how many of the 10 available Sector Navigator grants an individual Community College District can apply for. However, as stated within the application: 1) the Sector Navigator is a key talent role and as such must have the person for this position identified; 2) This is a minimum 80% of a position; and 3) no individual can hold more than one key talent role and therefore each application would list a different individual as Sector Navigator.

7. **QUESTION:** On the workplan forms, can one objective be listed on two pages or must it be limited to one page.

**ANSWER:** An individual workplan objective can be on as many pages as needed. The limit here is that we want different objectives on their own pages. So, you might have:

- Objective 1 page 1
- Objective 1 page 2
- Objective 2 page 1
- Objective 3 page 1
- Objective 3 page 2
- Objective 3 page 3

8. **QUESTION:** The Workplan chart lists Responsible Person(s) in the third column. To clarify, you do not want the name of an individual, just a position title? Such as: Consortium Chair, CIO, etc.

**ANSWER:** Correct we want the position title and that title should match the budget detail sheet for the money allocated for that position within the grant.

9. **QUESTION:** About the new columns on the Workplan form:

From remarks during the bidder's conference webinar, I think the Sector Navigator, HUB, and Advisory/Communities columns should contain the percentage of time a designated individual is working on something shown in the Activities column and being charged to that one of the three pots of money. If that's correct, the percentages for a single pot could total more than 100%. For example:

Sector Navigator planning	50%
Staff Aide	50%
Software Developer	20%
Brochure Production	30%
Total	150%

**ANSWER:** You are correct in how we expect you to determine percentage of time in each activity. However we will not be using these percentages to check if you budgeted correctly but an overall view of which funding source is paying for which activity. We want an activity to take no more than 100% of time. So to do that you would take the percentages you gave above and divide them by the total percentage of 150%. Using that instruction the following percentages would be applied and equal 100%.

Sector Navigator planning	33%
Staff Aide	33%
Software Developer	14%
Brochure Production	20%
Total	100%

10. **QUESTION:** The Application Budget Detail Sheet Match contains a line for Total Indirect Costs (not to exceed 4%). Please clarify how you want us to calculate this for the match form.

**ANSWER:** While the 4% is listed on the Match form as the Chancellor's Office standard forms contain this line item there would be no 4% on match since that money is for the most part in-kind services. Just leave that line as -0-.

11. **QUESTION:** Can grants like IDRC's, WIPs, SB70 projects etc. not funded by the current SC 1402 be used as match?

**ANSWER:** Match cannot be used from any grant funded with past or future Economic and Workforce Development Program funds granted by the Chancellor's Office. Other funding

Perkins SB70 (now SB1070) or other sources as long as they are not being used as in-kind for another grant (no double dipping on match) can be used as matching funds.

12. **QUESTION:** Will we receive an email notification of your receipt?

**ANSWER:** Yes within 2 business days after receiving an application via e-mail the Chancellor's Office will sent an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact Abigail Sifrit at (916) 322-4285 or [asifrit@cccco.edu](mailto:asifrit@cccco.edu).

13. **QUESTION:** The Workplan chart lists Performance Outcomes in the fourth column. Does each activity need to list a metric number or do we list the metric(s) for the objective as a whole

**ANSWER:** If each of the activities under the objective only meets one metric then you can at the first activity in that column type (Metric #??? Meets all activities under this objective). However in some cases and objective can meet more than one metric number and certain activities might have different metric numbers associated. In that case individual activities would list different metric numbers.

14. **QUESTION:** Within the Budget Act of 2012-13 in section 28 (f), there is no mention that dollars allocated to section 28 (C), statewide network leadership are required to be matched by a minimum of \$1 of private and industry funding for each \$1 of state funding. Could you please clarify and explain the current match requirement for the Sector Navigator position?

**ANSWER:** It is a correct statement that dollars allocated to section 28(c), statewide network leadership are not required to be matched. That is why the Sector navigator HUB does not require a match as we have specified within the RFA because that funding comes out of that budget line item. However you have made an assumption that the other funding (Sector Navigator and Knowledge Communities/Advisories) are also coming out of this budget line item and they are not. Therefore according to SB1402 for all other budget line items it is the responsibility of the Board of Governors of the California Community Colleges to determine match. That determination is that match is a dollar-for-dollar match.

15. **QUESTION:** Question: If you want to apply for the statewide sector navigator position and your region did not pick that sector, can you still apply?

**ANSWER:** Yes you may still apply. The Sector Navigator Grant is a statewide position (not a regional position) and the Sector Navigator can be housed anywhere and still do their statewide job.

16. **QUESTION:** Please describe the roles of the statewide sector navigators and the regional sector navigators as they relate to the regional consortia? What resources will either of them have that the region could leverage?

**ANSWER:** Within the RFA of each of these grants it specified objectives that each of these three entities work together. It also specifies types of research that must be done in order to determine priority and emerging sectors and the needs for each within a region. Each of the three RFAs has also been given money to establish knowledge communities to fund these needs. In the case of Consortium in their local region, for Sector Navigators Statewide within their Sector, and for what will end up being what we used to call centers (has not been released yet) for regional use within the represented sector. How this funding plays out depends on the research done, the amount of money available and the priorities set. It is the anticipation of the Chancellor's Office that all entities will be reviewing their research together to determine funding priorities.

17. **QUESTION:** Here are my questions regarding the Sector Navigator RFA:

- a. On page 6 under Annual Workplan Objectives the following is stated, "*The RFA Specification has identified seven required objectives. The applicant must address these objectives for the project. Additional project objectives may be added. Objectives must be itemized, stated in measurable terms, and naturally lead to outcomes. The project objectives must be performance-based.*" The objectives on page 18-19 are not written in measurable terms. Should we use the objectives on page 18-19 verbatim as the objectives for our workplan or should they be adopted to our projects and written as instructed in measurable terms?

**ANSWER:** All the Objectives the applications have listed are pretty global in scope and for the first time no activities have been listed. The reason for this was the flexibility given by the newly authorized Economic and Workforce Development Program and Chancellor's Office understanding to "move the needle" each sector needed to do their own research with to determine activities needed. So while you should list the Objective as written, the activities you may do and the outcomes you will have can then be stated in measurable terms.

18. **QUESTION:** Can you explain guidelines used when determining match?

**ANSWER:** We go over these guidelines in Appendix C of the RFA Document.