



Chancellor's Office, California Community Colleges

**Division of Workforce and Economic Development**

# **Request for Applications**

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## **RFA Instructions, RFA Specification, and Terms & Conditions**

### **Program**

Technical Assistance Provider for Leadership and  
Coordination of Adult Education Regional Planning

### **RFA Specification Number**

13-182

### **Funding Fiscal Years**

2013-2014

### **Total Funds Available**

Up to \$2,500,000

### **Funding Source**

Assembly Bill 86, Section 76, Article 3 Adult Education Regional Planning

**RFA Release Date: Monday, May 12, 2014**

### **Application Deadline**

Applications must be received electronically at the Chancellor's Office by  
**5:00 p.m., Friday, May 30, 2014** to [ab86@cccco.edu](mailto:ab86@cccco.edu) with the subject line  
reading: **2013-2014 AB 86 Adult Education Consortium Coordination  
and TA Grants**

### **Questions Deadline**

Written questions concerning the specifications in this Request for  
Applications must be submitted by e-mail to [nkelly@cccco.edu](mailto:nkelly@cccco.edu).

**Technical Assistance Webinars: Thursday-Friday, May 15-16, 2014**

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## Instructions

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

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## 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 Request for Applications (RFA) **Specification** for the project for which funding is sought.

#### B. Program Overview

##### ***AB 86 Adult Education Consortium Program***

The California Community Colleges will administer leadership activities for AB 86 Adult Education Consortium Planning Grants, guided by the joint oversight partnership between the California Community Colleges Chancellor's Office and the California Department of Education. One-time funds totaling up to \$2,500,000 from the California Community colleges Chancellor's Office AB 86 funding is available for the continuation of leadership activities. These funds must be contracted with a community college district; therefore, the California Community Colleges Chancellor's Office is soliciting districts that are qualified to serve as fiscal agents. Only those districts that submitted a Certification of Interest and Qualifications Form are eligible to apply.

See AB 86 budget bill language, Article 3, Adult Education Consortium Program: <http://ab86.cccco.edu/Overview/Legislation.aspx>

##### ***Objectives***

The California Department of Education and the Chancellor's Office is looking for California Community College Districts to serve as the fiscal agent to subcontractors for all activities in regards to the facilitation, research and evaluation of the Adult Education Consortium Program (AB 86) which includes the following:

- Program Evaluation
  - Evaluate the effectiveness of the AB 86 in achieving the specific program goals and objectives through a 360 degree evaluation.
  - Provide an analysis through an annual report to the California Department of Education and 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.

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- **Project Networking**
    - Provide a forum for local regional leaders to share ideas and identify areas of common ground.
    - Reinforce the notion of shared leadership and enhance the web of relationships across systems.
    - Provide input to the State Level AB 86 Work Group in a timely matter to allow them to digest what is happening at the regional consortia level.
  
  - **AB 86 Best Practices Study**
    - Research best practices and secure experts to determine the options for accountability, assessment, data exchange/integration, and funding models.
    - Advise on policy changes that will need to be made to implement any of the options.
    - Accountability metrics will focus on outcomes, not activities. May require the integration of data from a variety of sources into a system to provide various reports.
    - Analyze the gateways between systems (of members/partners) on how they assess and move students to their goal.
    - Review the various data collection processes on the back-end. Research data integration and compatibility.
  
  - **Project Facilitation, Analysis & Reporting**
    - Provide a framework for the AB 86 Work Group to evaluate the seventy regional consortia plans.
    - Help generate strategies to create high level recommendations for the formal report.
    - Assist in the preparation of the final report for state policy makers.
  
  - **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 as identified by the Chancellor's Office.

### **C. Categories for Which Funding is Available**

The Technical Assistance Provider for Leadership and Coordination grant provides one-time funding. The total budget for 2013-14 for this Request for Application is up to \$2,500,000. One (1) grant will be awarded.

### **D. Eligibility**

Only California Community College districts that submitted a Certification of Interest and Qualifications Form 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.

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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 July 9, 2014 through June 30, 2015. See listing of **key dates** for quarterly and final report deadlines.

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.

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

Neil Kelly  
Chancellor's Office, California Community Colleges  
1102 Q Street, Sacramento, CA 95811-6539  
Phone: (916) 324-8895  
Fax: (916) 324-6083  
E-mail: [nkelly@cccco.edu](mailto:nkelly@cccco.edu)

**G. Technical Assistance Webinars**

Two Technical Assistance Webinars will be held for this RFA. 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](http://www.cccconfer.org). Failure to attend the Technical Assistance Webinar 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 workplan, 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.

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

**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 and 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 workplan. 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 district 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 and budget allocation 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’s 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 Specifications**, 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 3 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 five 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 5 pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

This section is a narrative that at a minimum responds to all the required objectives listed in the **Response to Need** and **Objectives/Outcomes** section 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.

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**8. Statement of Work (Annual Workplan)**

**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 object must be on its own form that does not preclude a single objective having activities that cover more than one page.

**b. 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 objective.

**c. 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).

**d. 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.”

**e. Responsible Persons**

Identify specific individual(s), by role that is responsible for completing the stated activities.

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**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 four 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

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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. Match**

**NOTE:** There are no matching funds required for this project.

**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, and 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. Describe how the fiscal agent will communicate with project leads (CDE and CCCCO representatives) and subcontractors/payees regarding the status of payments, fiscal requirements, barriers to payment, and any other grant-related information.

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

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

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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. 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: **2013-2014 AB 86 Adult Education Consortium Coordination and TA Grants** to [ab86@cccoco.edu](mailto:ab86@cccoco.edu) by **5:00 p.m. Friday, May 30, 2014**. Applications e-mailed to any address other than listed above will not be accepted.

Any questions should be addressed to Neil Kelly via e-mail at [nkelly@cccoco.edu](mailto:nkelly@cccoco.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 **Neil Kelly** at the e-mail address to confirm receipt of their application.

#### I. 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 February 20, 2014.

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2. It is not received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Friday, May 30, 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 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.

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## J. Calendar of Key/Reporting Dates

### ***Key Dates***

February 20, 2014	Statement of Interest Release Date
March 26, 2014	Statement of Interest Due Date
May 12, 2014	RFA Release Date
May 15-16, 2014	Technical Assistance Webinars (Thurs/Fri–10a-11a)
May 30, 2014	Deadline for Submitting Application
June 3, 2014	Notification of Intent to Award
June 16, 2014	Appeal Deadline Date
July 7-8 2014	Board of Governors Approval (grants over \$100,000)
July 9, 2014	Grant Commencement Date
June 30, 2015	Grant End Date

### ***Reporting Dates***

October 25, 2014	1st Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2015	2 <sup>nd</sup> Quarter Year-to-Date Expenditure and Progress report due
April 25, 2015	3 <sup>rd</sup> Quarter Year-to-Date Expenditure and Progress Report due
June 25, 2015	Grant End Date
July 25, 2015	4 <sup>th</sup> Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2015	Final Claim of Expenditures and Final Report





## Chancellor's Office, California Community Colleges

### RFA Specification

<b>RFA Specification No.:</b>	13-182
<b>RFA Title:</b>	Technical Assistance Provider for Leadership and Coordination of Adult Education Regional Planning
<b>Funding Source:</b>	AB 86 – Adult Education Consortium Planning Grant
<b>Funding Fiscal Years</b>	2013-2014
<b>Funding Period:</b>	May 1, 2014 through June 30, 2015
<b>Total Funds Available:</b>	Up to \$2,500,000
<b>Number of Awards:</b>	One

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### BACKGROUND

#### AB 86 Adult Education Regional Planning

Within the reference materials section at the end of the RFA are links to the AB 86 website 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 California Community Colleges will administer leadership activities for AB 86 Adult Education Consortium Planning Grants, guided by the joint oversight partnership between the California Community Colleges Chancellor's Office and the California Department of Education. One-time funds totaling up to \$2,500,000 from the California Community Colleges Chancellor's Office AB 86 funding is available for the continuation of leadership activities. These funds must be contracted with a community college district; therefore, the California Community Colleges Chancellor's Office is soliciting districts that are qualified to serve as fiscal agents.

Only those districts that submitted a Certification of Interest and Qualifications Form are eligible to apply. 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. Serve as a fiscal agent and/or fiscal management of grants/contracts.
2. Timely and efficient management and payment of subcontracts for projects.

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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.
  5. Describe how you will staff the grant to ensure its responsiveness to the California Department of Education, CCCCO, and field.
  6. Provide a chart of the district's billing process and describe the standard turn-around time/process for payment and follow up.

## **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**

- Evaluate the effectiveness of the AB 86 in achieving the specific program goals and objectives through a 360 degree evaluation. Provide an analysis through an annual report to the California Department of Education and 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.
- Provide a forum for local regional leaders to share ideas and identify areas of common ground. Reinforce the notion of shared leadership and enhance the web of relationships across systems. Provide input to the State Level AB 86 Work Group in a timely matter to allow them to digest what is happening at the regional consortia level.
- Research best practices and secure experts to determine the options for accountability, assessment, data exchange/integration, and funding models. Advise on policy changes that will need to be made to implement any of the options. Analyze the gateways between systems (of members/partners) on how they assess and move students to their goal. Review the various data collection processes on the back-end.
- Provide a framework for the AB 86 Work Group to evaluate the seventy regional consortia plans. Help generate strategies to create high level recommendations for the formal report. Assist in the preparation of the final report for state policy makers.
- Provide quality assurance to ensure highest efficiency and accuracy of the contracting and payment process.
- Process mini-grants as identified by the Chancellor's Office.

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## 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

**Appendix A**, Legal Terms and Conditions, Articles I and II

**Appendix B**, Application Forms

**Appendix C**, Guidelines, Definitions and Allowable Expenditures

See AB 86 budget bill language, Article 3, Adult Education Consortium Program

<http://ab86.cccco.edu/Overview/Legislation.aspx>

The AB 86 website is the central point of information, documents, meetings, webinars, and all other adult education regional planning related items.

<http://ab86.cccco.edu/Home.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.