

## FREQUENTLY ASKED QUESTIONS TO RFA # 16-192

### California Apprenticeship Initiative – Pre-Apprenticeship Grant Program

**1) Q:** Who is eligible to apply for this grant?

**A:** Only California Community College Districts (CCD) and California Department of Education (CDE) Local Education Agencies (LEAs), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts are eligible to apply for this grant on-behalf of or in collaboration with an apprenticeship program sponsor.

**2) Q:** The RFA says that the Project Management section is limited to 3 pages on page 17 and that it's limited to 5 pages on page 12. Can you specify which is the correct page limit?

**A:** The project management section shall be limited to 3 pages. A corresponding Addendum 1 to RFA-16-192 has been posted, clarifying the maximum number of pages for the Project Management section.

**3) Q:** Can the grant be shorter in length? For example, my program would like to fit in the pre-apprentices time prior to the peak construction window.

**A:** The intent of this RFA is to fund programs capable of carrying out the grant objectives and expected program outcomes within a 22-month time line. Should an eventual grantee meet all of its grant objectives and requirements prior to the grant end date and funding is exhausted, the grant may end prior to January 31, 2019.

**4) Q:** The application says to utilize Cal-PASS Plus to adopt and track the Strong Workforce Taskforce metrics. The metrics are listed in Appendix D but what is Cal-PASS Plus?

**A:** Cal-PASS Plus created through leadership and funding by California Community College Chancellor's Office, is an accessible, actionable and collaborative pre-K through 16 system of student data. Cal-PASS Plus' mission is to provide actionable data to help improve student success along the education-to-workforce pipeline. Collaboration using this data will inform better instruction, help close achievement gaps, identify scalable best practices, and improve transitions. Cal-PASS Plus offers longitudinal data charts, detailed analysis of pre-K through 16 transitions and workplace outcomes, information and artifacts on success factors, and comparisons among like universities, colleges, K-12 school systems and schools.

**5) Q:** On Appendix B, it clearly states that the form cannot be replicated but in the body of the grant information it says that you can create more objectives/activities within the annual workplan. Can we create more annual workplans even though it says not to replicate the page?

**A:** We do not consider the creation of additional annual workplans as a replication of the other forms within Appendix B. Additional workplans may be created as needed in-order to add additional objectives and activities.

- 6) **Q:** May a Community College District apply for multiple Pre-Apprenticeship Programs with this grant?

**A:** Yes, a Community College District may apply for more than one Pre-apprenticeship grant. The apprenticeship program sponsors and occupations/trades must be unique for each applications submitted.

- 7) **Q:** In speaking with potential program sponsors, it will be difficult to obtain articulation agreements by the submittal deadline of this application. We are currently securing MOUs while articulation agreements are being formalized, is this acceptable as part of the application submittal?

**A: Within the Response to Need Section RFA 16-192 states:**

*Pre-apprenticeship training program should have formalized agreements with state approved apprenticeship training program that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a state approved apprenticeship training program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired. Should an applicant not have a formal agreement in place, may submit evidence that an agreement is imminent.*

Therefore, the MOU may be submitted as a *formalized agreement* and/or evidence of an eminent articulation agreement.

- 8) **Q:** Regarding the application forms for RFA 16-192, there is a reference in the RFA Section 8 (f) for the Annual Workplan to a “Metric No. column” but there does not appear to be such a column in either Appendix B downloads. Please confirm if this will be changed or if there will be updated direction.

**A:** A corresponding Addendum 1 to RFA-16-192 has been posted, clarifying that grant applicants shall “Identify which of the CCCCO-provided Strong Workforce Program Metrics (Appendix D) this objective affects/impacts and place the corresponding metric within the Performance Outcomes Section.”

- 9) **Q:** Can you clarify what you need in terms of a “governance chart” which appears to be separate and different from your request for an “organizational chart”?

**A:** Should there be an advisory structure for your proposed program, please provide its governance structure in the form of a Governance Chart. If an advisory structure does not exist

an organizational chart listing responsible staff members/personnel and their roles within the grant will suffice.

**10) Q:** Under "Project Management" on page 12 of the RFA, it states that included in this section should be "Intent-to-Participate form letters from the California community college or LEA within the network identified when the grant is written."

1. Is there a form letter template we should be using or is it appropriate to create our own?
2. Is it appropriate to include letters from other partners including apprenticeship programs, community based organizations, and Workforce Development Boards?

**A1:** It is appropriate to use a letterhead from either your apprenticeship program sponsor or your local college/school district.

**A2:** Yes, it is appropriate to include additional letters from other partners so long as they are related to the pre-apprenticeship program you are seeking to develop.

**11) Q:** If a CDE LEA or community college district is the applicant partner for a sponsor and the LEA Superintendent agrees to be the responsible LEA, can all the other individual titles be employees of the sponsor such as fiscal agent or project manager?

**A:** The following Positions shall remain at the CCD/CDE LEA District Office:

- District Superintendent/President
- Responsible Administrator
- Person Responsible for Data Entry
- District Chief Business Officer
- Person Responsible for Budget Certification

Depending on the agreement between the CCD/CDE LEA and the program sponsor, the Project Director can be an employee of the program sponsor.

**12) Q:** In Regards to being a registered apprenticeship. We are in the process of being approved by the Chief of the Division of Apprenticeship Standards. Our application is being submitted to the San Francisco office this week. Can we apply?

**A:** Yes. However, should your application be awarded a pre-apprenticeship grant, you will be required to notify the Chancellor's Office once your apprenticeship training program has been approved by DAS.

**13) Q:** Define "regionally based"? Are we, as a college district, limited to the counties in which our colleges are located?

**A:** Competitive grantees will, in part, establish a need assessment (Section G.1) based on the labor market in the economic region for your college district.

**14) Q:** Are formal partnership agreements required?

**A:** No. However, as a competitive process, those applicants with formal partnership agreements, or those that clearly demonstrate strong partnerships, will be more competitive in the scoring process.

**15) Q:** Please define what an LEA is?

**A:** The Elementary and Secondary Education Act (ESEA), defines a Local Educational Agency as a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.