



Chancellor's Office, California Community Colleges

**Division of Workforce and Economic Development**

# **Request for Applications**

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

**Program:** Proposition 39 Clean Energy Workforce Program

**RFA Specification Number:**

17-177

**Funding Fiscal Year:**

2017-18

**Total Funds Available:**

Up to \$2,183,108 Total Funds

**Funding Source:**

Proposition 39

**RFA Release Date:**

October 3, 2017

**Bidders Conference:**

October 23, 2017

**Application Deadline:**

Applications must be received electronically at the Chancellor's Office by 5:00 p.m. on November 16, 2017; [\*\*Prop39Workforce@cccco.edu\*\*](mailto:Prop39Workforce@cccco.edu)

**Questions Deadline:**

Written questions concerning the specifications in this Request for Applications must be submitted by email to [\*\*Prop39Workforce@cccco.edu\*\*](mailto:Prop39Workforce@cccco.edu) by 5:00 p.m. on October 30, 2017

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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

The California Community College Chancellor's Office (CCCCO) is pleased to announce the availability of \$2,183,108 in Proposition 39 funds for the Bay Region under the California Clean Energy Jobs Act Grant Program. This grant opportunity is part of the FY 2017-18 California Clean Energy Jobs Act Grant which seeks to create new and innovative workforce opportunities in priority and emerging industry sectors.

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the CCCCCO.

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.

#### California Clean Energy Jobs Act

The California Clean Energy Jobs Act was created with the approval of Proposition 39 in the November 6, 2012, statewide general election. Proposition 39 added Division 16.3 (commencing with Section 26200) to the Public Resources Code, added Sections 25136, 25136.1, and 25128.7 to the Revenue and Taxation Code, and amended Sections 23101, 25128, 25128.5, and 25136 of the Revenue and Taxation Code. The statute changed the corporate income tax code and allocates projected revenue to the General Fund and the Clean Energy Job Creation Fund (Job Creation Fund) for five fiscal years, beginning with fiscal year 2013-14. Under the initiative, up to \$550 million annually is available to be appropriated by the Legislature for eligible projects to improve energy efficiency and expand clean energy generation.

Senate Bill 852: 2014-15 California Budget Act appropriated \$354 million of Proposition 39 revenue as follows:

- \$279 million in awards to local educational agencies (LEAs), which include county offices of education, school districts, charter schools and state special schools for energy efficiency and clean energy projects.
- \$39 million in awards to California community college districts for energy efficiency and clean energy projects.
- \$28 million for low-interest and no-interest revolving loans and technical assistance to the California Energy Commission.
- \$3 million to the California Workforce Investment Board (CWIB) to develop and implement a competitive grant program for eligible workforce training organizations to prepare disadvantaged youth, veterans, and others for employment in clean energy fields.

- \$5 million to the California Conservation Corps to perform energy surveys and other energy conservation-related activities.
- Create Career Pathways in the energy sector for populations under-represented in the Sector.

## **B. Proposition 39 Clean Energy Workforce Program**

### **Objectives**

This Proposition 39 Clean Energy Workforce Program (Prop 39 Workforce) supports the following objectives for building the energy efficiency workforce:

- Build and sustain networks of colleges in the Bay region to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.
- Leverage assets at multiple colleges across the Bay Region to align and regionalize energy efficiency related curriculum
- Assure compliance to codes and standards by upgrading workforce capacity, knowledge, and skills over the life of the Proposition 39 (SB 73) funding stream
- Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs
- Elevate the quality of instruction at colleges in the Bay region that have made investments in education and training in the energy efficiency and renewable energy sector
- Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment; increased access to certificates, degrees and state-certified apprenticeship programs; increased access to employment; and faculty professional development
- Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities
- Enroll all energy related pathway students in EDD's CalJOBS system and collect outcomes data via the Launchboard
- Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements
- Coordinate efforts with the Sector Navigator (Jim Caldwell and Deputy Sector Navigators in the Energy, Construction & Utilities Sector within the Bay region.

## **C. Program Overview**

### **Regional Project Director - Proposition 39**

This grant is supportive of the Task Force on Workforce, Job Creation, and a Strong Economy (Strong Workforce Task Force) strategies and recommend policies and practices to meet California's anticipated shortage of one million industry-valued, middle skill credentials. Specifically, all Doing What MATTERS for Jobs and the Economy (DWM) programs are key to the Strong Workforce Task Force conclusion that more targeted and integrated supports, aligned with regional labor market demands of business and industry, will help students set career goals that equip them to compete in a dynamic workplace and changing economy.

It should also be noted, that the CCCCCO has adopted Strong Workforce Metrics for its programs and grants. Therefore, Prop 39 Workforce grantees (Grantees) will need to set projections for the performance of each program in accordance to these metrics. Applicants that are awarded a Prop 39 Workforce grant will be provided additional information that describes the steps and where to get information to support the outcomes projection process.

#### **Area of Focus**

\$2,183,108 is available for investment in expanding successful Bay Region Prop 39 Workforce projects and in launching new initiatives. Grantees must comply with the Objectives and Expected Program Outcomes sections of this RFA through investments that meet criteria in the Allowable Expenditures.

#### **BAY REGION**

Funding is allocated for developing relationships with colleges in the region, convening regional planning and implementation sessions, assuring optimum participation in the Strong Workforce Program, providing mini-grants to fund regional or individual college projects, and fulfilling fiscal responsibilities of the grant. Collaboration with the ECU Sector SN and DSN in developing and executing a sector strategy for the region is required.

Grantee will certify that full-time equivalent personnel resources are committed to Prop 39 Workforce projects as follows:

Regional Director = 1 full-time equivalent

Additional personnel may be assigned to provide administrative duties such as contracts and invoicing plus data collection and reporting under the supervision of the Regional Prop 39 Director.

Regional Directors are required to synchronize their activities with the statewide ECU Sector team, with specific initiatives and braided funding aligned with Eligible Top Codes specified in Grant. Grantee may access additional funds from the Statewide Fund (Category 2) to plan and implement Projects-in-Common and to leverage Strong Workforce Programs.

Regional Bay Area Funding shall be allocated in a manner that leverages Strong Workforce Program (SWP) funds.

Category 2: Projects-in-Common

A Statewide Fund to implement Projects-in-Common across the ECU Sector will be established. Two Annual Plans will be developed by the Grantee, allocating 50% of the two-year Fund to each Annual Plan. Grantee will accept plans from other Regional Directors, and participate in a collaborative process through which the SN facilitates consensus on funding with Regional Directors and DSNs to allocate funds among these plans. Funds must be allocated and spent according to the following timeline:

Activity	Scope	Due By
Regional Plans Approved	Application approved by BOG	January 18, 2018
Initial Allocation	At least 70% of Regional Fund	March 15, 2018
Initial Contracts in Place	At least 70% of Regional Fund	May15, 2018
Final Allocation	Remainder of Regional Fund	June15, 2018
Final Contracts in Place	Remainder of Regional Fund	September 15, 2018
Completed Report Submitted	2017-18 Completed	October 15, 2018
Regional Fund Close-out	All Year 1 invoices paid	February 28, 2019
Completed Report Submitted	Completed through 2018 EOY	February 28, 2019
Regional Fund Report	Final Document 2017-19 fund	April 15, 2019

Projects-in-Common may be modified by consensus of the Sector Navigator, Regional Directors, and Deputy Sector Navigators in January of each year and implemented via contracts in place by March 31 of that year.

At least two Social Mobility programs will be funded each year from the Statewide Fund. Social Mobility is commonly defined as:

The movement of individuals or groups in social position over time. Social Mobility may refer to classes, ethnic groups, or entire nations, and may measure health status, literacy, or education; however, more commonly it refers to individuals or families, and to their change in income.

Funding for Social Mobility projects shall leverage funds from the Workforce Development Boards, Pre-apprenticeship programs, Community-based Organizations, Economic Development Agencies, State and Local Government, US Department of Labor, US Department of Health and Human Services, or Private Foundations. Each Regional Director shall identify one or more Social Mobility projects for funding consideration in the Annual Plan.

The Statewide Fund shall be allocated in a manner that leverages Strong Workforce Program (SWP) funds.

## Expected Program Outcomes

The Prop 39 Workforce Program is designed to produce outcomes that align with SWP:

**Number of course enrollments:** The number of registrations in courses (may include duplicated students)\*\*

**Number of students who got a degree or certificate:** Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree \*

**Number of students who transferred:** Unique individuals who transferred to a four-year institution

**Employed in the second fiscal quarter after exit:** Employment rate for exiting students in the second fiscal quarter after leaving the community college system (based on a match to the state unemployment insurance wage file)\*

**Employed in the fourth fiscal quarter after exit:** Employment rate for exiting students in the fourth fiscal quarter after leaving the community college system (based on a match to the state unemployment insurance wage file)\*

**Job closely related to field of study:** The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

**Median earnings in the second fiscal quarter after exit:** Earnings for exiting students in the second fiscal quarters after leaving the community college system (based on a match to the state unemployment insurance wage file)\*

**Median change in earnings:** Percentage change in earnings for exiting students, one year before and one year after exiting the California community college system (based on a match to the state unemployment insurance wage file)\*\*

**Attained a living wage:** Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)

\* WIOA metrics  
\*\* additional metrics flagged in the legislation

Grant recipients for Categories 1 and 2 are expected to deliver these outcomes during the 24-month grant period through execution of the following:

Effectively engage with constituencies

- Attend and present at each regularly scheduled Regional Consortia and Deans meetings within the Bay Region
- Attend California Apprenticeship Council meetings
- Expand Sector communications through the Regional Consortia, Sector Navigator and Deputy Sector Navigator Partners
- Proactively capture the voice of the customer – colleges, industry, students, WDBs, economic development agencies
- At least one planning session with each college in the region during the first six months of each year
- At least two meetings with each participating college during the second half of each year

Cultivate “Strategic Space” within each region

- Establish projects for priority clusters of occupations within each region, consistent with the Statewide Projects-in Common and Social Mobility frameworks
- Foster innovation – at least one “practice with promise” in flight at all times for each Regional Director

Execute a coherent statewide branding and marketing strategy

- Consistent with the DWM branding guidelines as implemented within the ECU Sector guidelines
- Leverages the CCCCCO branding strategy, materials, and media

Execute an integrated team approach

- Through collaboration on the Statewide Plan
- Maintained by active participation in team conference calls and in-person meetings



**Allowable Expenditures:** Funding for Categories 1 and 2 can be used for the following:

- Capital equipment
- Tools
- Curriculum development, revision, approval
- Supportive, wrap around services
- Educational expenses (tuition, fees, books, instructor salary, etc.)
- Employer and student outreach and recruitment
- Travel, conference expenses, etc.
- Development of evidence-based models
- Replication and scaling of best practices
- No out of state travel will be permitted for this grant
- 4% for indirect costs to CCD/LEA fiscal agent
- Salaries for Program Director, Project Coordinator, and admin assistance
- Other expenses as approved by grant monitor

### **Data Collection**

Certificate data will be submitted by colleges through the community college MIS reporting system, which is aligned with Launch Board. After the end of each fiscal year, the annual number of students participating in community college energy related programs will be collected.

### **D. Eligibility**

**Qualified Applicants/Fiscal Agents:** California Community College Districts within the 28 college Bay Region. 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, unless evidence of satisfactory corrective measures taken—as determined by the Chancellor's Office-- is presented. 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 January 18, 2018 through January 31, 2019. See listing of key dates on page 17 for quarterly and final report deadlines

No extensions will be allowed for this grant, including no cost extensions.

### **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.

Written questions concerning the specifications in this Request for Applications must be submitted to Nick Esquivel via email at [Prop39Workforce@cccco.edu](mailto:Prop39Workforce@cccco.edu)

**G. Bidder’s Conference**

The Chancellor’s Office will hold a Bidder’s Conference for this RFA via a webinar. Webinars will occur 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 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 work plan, application budget summary, and an application budget detail sheet. The applicant shall use the proper (College or CDE LEA) workbook when submitting an application and, in order to save the applicant time in filling out redundant information, the workbook is prepopulated and contains formulas to prevent errors in allocation amount, indirect costs, etc.

Narrative sections such as the cover letter, abstract, need, response to need, and the management section 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 (page 18) and the forms and templates provided in Appendix B.

The CCCCO 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 on sections listed below.

**NOTE:** The application must receive a minimum averaged score of 75 within the grant scoring process in order to receive consideration for funding.

	<b>Maximum points</b>
Need	15
Response to Need	25
Annual Work plan	10
Application Budget Summary/Application Budget Detail Sheet	10

Project Management	15
Outreach and Sharing of Best Practices	15
Feasibility of the Project	10
<b>Total Points</b>	<b>100</b>

**1. Face Sheet**

**NOTE:** The completed application will be submitted electronically and therefore no face sheet will be required. If an application is funded, the Chancellor’s Office will send an appropriate face sheet with instructions for completion.

**2. Cover Letter**

The Chief Executive Officer/Superintendent/Designee of the applying Community College District (CCD) or California Department of Education Local Education Agency (LEA), including Regional Occupational Centers & Programs (ROCPs), Adult Schools, County Offices of Education (COEs) and local school districts per Proposition 98 guidelines, will submit a cover letter with signature within the electronic submission stating that the District is willing to be fiscal agent and is submitting the application for CCCCO review.

**3. Contact Page**

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. There are separate workbooks for colleges or K12 LEAs. Please use the appropriate workbook. Failure to do so may result in disqualification of the application, as determined by the Chancellor’s Office. The first tab “Do First” of the workbook requires the applicant to fill in the following information first:

- District – Select the CCD or fill in the name of the LEA that is applying (click twice in the district text box to make the selection within the drop down menu).

After filling in the “Do First” tab, the CDE LEA district and CCD names will auto fill to the appropriate forms. LEAs acting as Fiscal Agents will use the CDE LEA version of Appendix B and input the name of the LEA. The contact page tab must be filled in second. After filling in the contact page, both the Project Director and the District Chief Business Officer’s name and title will auto fill within the application Budget Summary form. These auto fill features prevent incorrect and/or inconsistent information within the application.

**4. Application Abstract** *(Narrative – Limited to 1 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 15** *(Narrative – Limited to 3 pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

The mission of the Proposition 39 Clean Energy Workforce Development Program 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 in the Energy Efficiency & Utilities sector.

It is the intent of the Chancellor’s Office for this RFA that grantees address the following objectives for building an energy efficiency workforce in the commercial, industrial and institutional sectors of energy efficiency and clean energy generation, although other related occupations in these sectors may be targeted in response to industry needs and grant applicant documentation:

- Build and sustain regional networks of colleges to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.
- Leverage assets at multiple colleges across a region to align and regionalize energy efficiency related curriculum
- Assure compliance to codes and standards by upgrading workforce capacity, knowledge, and skills over the life of the Proposition 39 (SB 73) funding stream
- Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs
- Elevate the quality of instruction at colleges that have made investments in education and training in the energy efficiency and renewable energy sector
- Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment; increased access to certificates, degrees and state-certified apprenticeship programs; increased access to employment; and faculty professional development
- Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities
- Collect outcomes data via the Launch Board

- Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements
- Coordinate efforts with the community college Sector Navigator and Deputy Sector Navigators in the Energy Efficiency & Utilities Sector

**7. Response to Need** **Maximum Points 25**  
*(Narrative – Limited to 6 pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

The Prop. 39 Project Director will monitor the activities commissioned under this grant. Therefore, applicants should address the following:

1. Service as a fiscal agent and/or fiscal management of Prop. 39 mini-grants/contracts, and regional program improvement funds.
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.
5. Description of staffing the grant to ensure its responsiveness to address the implementation of the Strong Workforce Program and the Board of Governor’s 25 Task force recommendations.
6. Provide a chart of the district’s billing process and describe the standard turnaround time/process for payment and follow up.
7. Identify any special vendor relationships that may be beneficial.
8. Identify any efficacy in your contractual processes that might distinguish you from other applicants.

**8. Annual Work plan** **Maximum Points 10**

The annual work plan is found in Appendix B, Application Forms. As a courtesy, 5 tabs have been provided within the Excel workbook numbered Annual Workplan-1 to 5 as templates for up to the first five objectives. If you need additional pages for a single objective, the Excel workbook allows you to make more copies of any Annual Work plan tab.

**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.

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. Procedures/Activities**

Project activities are the basic steps that need to be taken to implement the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual work plan for each objective.

**c. Timelines**

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities will be completed.

**NOTE:** As closely as possible, determine starting and ending month of each activity. It is not acceptable to make all activities year-long or to state “ongoing.”

**d. Responsible Persons**

Identify, by position, the individual(s) responsible for completing activities.

**e. 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 Annual Work plan.

**f. Metric Number(s)**

Identify which of the CCCCO-provided Common Metrics & Accountability Measure(s) (see Appendix E) this objective affects and place the corresponding number(s) in the Metric No. column.

**9. Application Budget Summary/  
Application Budget Detail Sheet**

**Maximum Points 10**

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. These two tabs 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. Following any award, the applicable Chancellor’s Office-designated Project Monitor will be the final arbiter regarding what constitutes sufficient detail.

*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.

An applicant may not propose to use grant funds to cover staff costs or to compensate outside individual(s) or firm(s) for services associated with preparing the grant application.

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 and LEA travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-state travel and out of country travel will not be allowed.

**d. Equipment Purchases**

It is the intent of this grant funding to design and implement a pre-apprenticeship program that is long-term, effective and sustainable beyond the grant performance period. Therefore, any equipment budgeted will be closely scrutinized to determine if the proposed purchases meet the intent of the funding and demonstrate long-term sustainability.

**e. Annual Meetings**

As part of this grant, it is required that the Project Director of this application attend all CCCAOE conferences during the grant in order to stay connected with the statewide Career Technical Education community. This may/should include the semi-annual California Conference on Apprenticeship. Applicants are also encouraged to participate in Adult Education, CTE and other conferences as needed to be successful.

In addition, the Project Director shall attend meetings (via conference call) coordinated by the organization designated to provide Technical Assistance for the California Apprenticeship Initiative to develop a Community of Practice (CoP).

Attendance at these meetings must be listed in the application annual work plan and the travel section of the application budget detail sheet.

**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, and Intent-to-Participate form letters from the California community college or LEA within the network identified when the grant is written. The organizational/governance charts and letters do not count against the five page narrative limit.

**11. Outreach and Sharing of Best Practices** **Maximum Points 15**  
*(Narrative – Limited to 2 pages, 1” margins, single or double-spaced, 12 pt. Arial font)*

Describe how the project will conduct outreach to employers, college and career administrators, energy efficiency programs and potential students as well as share best practices. This narrative must not exceed 2 pages. Project staff is encouraged to share their best practices through State and regional venues.

**12. 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. Instructions for submittal may also be found in Appendix C, Application Templates (Application Checklist). 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) to attach to an e-mail and submit electronically. Two additional pages may be attached for applicants to graphically explain how the apprenticeship program will be organized and succeed.

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 applicant’s Chief Executive Officer, Superintendent or authorized designee;
- 2) Application Budget Summary must be signed by the applicant’s Chief Business Officer, Superintendent (or authorized designee) and the Project Director;
- 3) Provide evidence of support from Regional Consortia and the Energy Construction Utilities Sector Navigator.

- b. Applications must be submitted electronically in a single PDF to the Chancellor's Office by **5:00 p.m. on Thursday November 16, 2017** to [Prop39Workforce@cccco.edu](mailto:Prop39Workforce@cccco.edu) with the subject line reading: **Prop39WorkforceApplication\_District Name**. No separate e-mails with pieces of applications will be accepted. The single PDF of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted. No phone calls will be accepted.

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. The Chancellor's Office will accept e-mailed questions up until close of business **October 30, 2017** which is the date posted on the cover of this RFA.

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

**NOTE:** Within 5 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 send email to [Prop39Workforce@cccco.edu](mailto:Prop39Workforce@cccco.edu) 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. It is not received at the Chancellor's Office via electronic submittal on or before **5:00 p.m. on November 16, 2017** or sent to the wrong e-mail address.
2. The RFA Specification Number is not correct on all the documents.
3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated the region as detailed in the RFA Specification.
4. The Annual Work plan and/or Application Budget Detail Sheets do not show required attendance at Chancellors Office required meetings (to be determined), California Apprenticeship Council Meetings and or the bi-annual California Conference on Apprenticeships.
5. It does not include all required application documents submitted in a single e-mail.
  - a. A cover letter signed by the CEO, Superintendent 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 3 pages)
  - f. Response to Need (narrative limited to 6 pages)
  - g. Annual Work plan
  - h. Application Budget Summary  
(*Project Director's signature*)  
(*Chief Business Officer's/Superintendent/Designee's signature*)
  - i. Application Budget Detail Sheet
  - j. Project Management (narrative limited to 5 pages, plus an organizational chart, governance chart, and apprenticeship program sponsor intent-to-participate letters)
  - k. Outreach and Sharing of Best Practices (narrative limited to 2 pages)
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.

**J. Calendar of Key/Reporting Dates**

***Key Dates***

October 3, 2017 RFA Released  
 October 23, 2017 Bidder's Conference (Webinar)  
 October 30, 2017 Deadline for Submitting Questions  
 November 16, 2017 Deadline for Submitting Application  
 December 7, 2017 Notification of Intent to Award  
 December 21, 2017 Appeal Deadline  
 January 17, 2018 Board of Governors Approval (grants over \$100,000)  
 January 18, 2018 Grant Commencement  
 January 31, 2019 Grant End Date

***Reporting Dates***

April 1, 2018	1 <sup>st</sup> Quarter Year-to-Date Expenditure and Progress report due
July 1, 2018	2 <sup>nd</sup> Quarter Year-to-Date Expenditure and Progress report due
October 1, 2018	3 <sup>rd</sup> Quarter Year-to-Date Expenditure and Progress report due
January 1, 2019	4 <sup>th</sup> Quarter Year-to-Date Expenditure and Progress report due
February 28, 2019	Final Claim of Expenditures and Final Report

## Chancellor's Office, California Community Colleges

### RFA Specification

<b>RFA Specification No.:</b>	17-177
<b>RFA Title:</b>	Prop 39 Clean Energy Grant
<b>Funding Source:</b>	Proposition 98
<b>Funding Period:</b>	January 18, 2018 through January 31, 2019
<b>Total Funds Available:</b>	\$2,183,108
<b>Required Match:</b>	No match required

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### BACKGROUND

#### California Prop 39 Clean Energy Initiative

Within the reference materials section at the end of the RFA are links to the Doing What Matters for Jobs and the Economy website (<http://doingwhatmatters.cccco.edu/>), Budget Act language and other related material for those that wish to research these sources for a full understanding of the system goals and or legal requirements for this RFA.

### NEED

*(Narrative – Limited to 3 pages, 1" margins, single or double-spaced, 12 pt. Arial font)*

The mission of the Proposition 39 Clean Energy Workforce Development Program 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 in the Energy Efficiency & Utilities sector.

It is the intent of the Chancellor's Office for this RFA that grantees address the following objectives for building an energy efficiency workforce in the commercial, industrial and institutional sectors of energy efficiency and clean energy generation, although other related occupations in these sectors may be targeted in response to industry needs and grant applicant documentation:

- Build and sustain regional networks of colleges to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.
- Leverage assets at multiple colleges across a region to align and regionalize energy efficiency related curriculum
- Assure compliance to codes and standards by upgrading workforce capacity, knowledge, and skills over the life of the Proposition 39 (SB 73) funding stream

- Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs
- Elevate the quality of instruction at colleges that have made investments in education and training in the energy efficiency and renewable energy sector
- Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment; increased access to certificates, degrees and state-certified apprenticeship programs; increased access to employment; and faculty professional development
- Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities
- Collect outcomes data via the Launch Board
- Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements
- Coordinate efforts with the community college Sector Navigator and Deputy Sector Navigators in the Energy Efficiency & Utilities Sector

**RESPONSE TO NEED**

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

The Prop. 39 Project Director will monitor the activities commissioned under this grant. Therefore, applicants should address the following:

1. Service as a fiscal agent and/or fiscal management of Prop. 39 mini-grants/contracts, and regional program improvement funds.
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.
5. Description of staffing the grant to ensure its responsiveness to address the implementation of the Strong Workforce Program and the Board of Governor’s 25 Task force recommendations.
6. Provide a chart of the district’s billing process and describe the standard turnaround time/process for payment and follow up.
7. Identify any special vendor relationships that may be beneficial.
8. Identify any efficacy in your contractual processes that might distinguish you from other applicants.

9. Describe the organization and structures in place to accomplish the outcomes or the structure you will put in place to take on these activities.
10. Describe distinguishing assets or competencies of your application with regards to the following Strong Workforce Program budget language:
- (A)** State-level coordination for the development of labor market analyses pertaining to economic and industry trends and jobs projections for the purpose of supporting common regional planning efforts and the alignment of career technical education program offerings with regional labor market dynamics.
  - (B)** Research, evaluation, and technical assistance on the use of effective local and regional policies, best practices, and model partnerships.
  - (C)** Development and prototyping of innovative policies, practices, and coordinated services with local workforce and education partners.
  - (D)** Participation of community college districts in existing regional coalitions and planning efforts.
  - (E)** Cross-training local program staff.
  - (F)** Development and maintenance of a state-level cross-system data reporting mechanism with partners formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) for the purpose of monitoring workforce program outcomes and performance accountability.
  - (G)** Leveraging allocated funds with state and local partners through interagency agreements, memorandums of understanding, or other appropriate mechanisms.

## **OBJECTIVES/OUTCOMES**

As stated above, Clean Energy Workforce Development Grant program is in support of the Strong Workforce Task Force strategies and recommend policies and practices to meet California's anticipated shortage of one million industry-valued, middle skill credentials.

To this end the CAI will be utilizing the Strong Workforce Program Metrics (Appendix D). This initiative will require the grant awardees to collect information on various performance indicators to enable the California Community College Chancellor's Office (CCCCO) to evaluate the effectiveness of the project, which will entail providing files with the Social Security Numbers. Research-based indicators and measurable student outcomes for the number of certificates granted to, and wage increases of, students who have completed a career technical education program. The outcome-based data shall specifically identify the impact of the CAI Pre-apprenticeship Grant funding. In addition, as with all other CCCCCO grants funded under the Doing What Matters for Jobs and the Economy, Strong Workforce Program Measures (Appendix D) must be collected for the CAL-PASSPLUS and utilized for accountability. Data collection, performance reporting and analysis will be included as part of the plan.

## 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 3 pages 1” margins, single or double-spaced, 12 pt. Arial font)*

1. Explain the applicants existing networks and partnerships; experience in apprenticeship training programs or other Career Technical Education programs; major accomplishments, especially in bringing educational systems and/or industry/employer groups into alignment; leadership in the region; and major accomplishments in aligning and articulating curriculum with the needs of the industry sector associated with the proposed apprenticeship training program.
2. Describe the applicant’s past successes in convening stakeholders towards the purpose of collaborating regionally, creating or supporting programs, curriculum development and approval (where needed), bringing employers together for common training purposes, and workforce preparation.
3. Describe how the applicant has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop educational and/or training programs and how that experience supports creation of new pre-apprenticeship programs.
4. Describe the applicant’s experience in data-driven, evidenced-based decision making and managing projects with strong emphasis on data collection, performance baseline, measurement, reporting and analysis.

### Management (Misc.)

*(The following does not count as part of the narrative page count.)*

1. Provide an organizational chart for operating the project.
2. Provide intent-to-participate form letters from **all state partners** and other stakeholders that have been identified and will participate in the network at the time of the writing of the grant. The applicant may amend their application to include additional partners should the application receive an award.

## 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 a CCCCCO 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 CCCCCO allows for budget movement

quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

### ***Accountability Reporting***

#### **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 annual workplan. The Strong Workforce Program metrics for grants and activities administered through CCCCO's Workforce and Economic Development Division are based on measurements associated with the Workforce Innovation and Opportunity Act (WIOA), as well as measures in use in other Chancellor's Office initiatives. These metrics are the continuation of the practice of requiring Common Metrics and Accountability Measures for RFAs of the Division of Workforce & Economic Development, which are provided in **Appendix D**.

Each grant must specify which objectives and Strong Workforce Taskforce metrics are relevant based on the intent of the funding.

### **REFERENCE MATERIALS**

Legal Terms and Conditions Articles I and II (**Appendix A**)

Application Forms (**Appendix B**)

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

Strong Workforce Program Metrics (**Appendix D**)

#### **Centers of Excellence for Labor Market Research**

Search the LMI Library for reports or research related to your program:

<http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx>

Contact the Centers of Excellence Director for your region:

<http://www.coecc.net/contact>

### **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.