



California Community Colleges

Economic and Workforce Development Program
Sector Navigator Grants
Deputy Sector Navigator Grants
Technical Assistance Providers (COE)

Guidance for Final Report Narrative
 Program Year 2017-18

Final Report Content

The 2017-18 Request for Applications (RFAs) [renewal application process for Sector Navigators, Deputy Sector Navigators, and Technical Assistance Providers (TAPS) for Labor Market Research Centers of Excellence (COE), and certain capacity building grants for economically distressed areas (IDRC)] have all received support from Economic and Workforce Development (EWD) funds (SB1402) and Strong Workforce Program funds. As a result, each project is required to complete a Final Report Narrative. Please organize your responses for the narrative in the format below and briefly summarize how the project met the required objectives.

Please email the Final Report Narrative to your monitor in MS Word document format by the due date reflected on your grant facesheet, unless extended by memorandum from the Vice Chancellor. Please be concise/succinct with no more than five (5) pages in overall report length. For easier identification and processing of all Final Reports, please include the following information on the first page at the top of the page:

- a. **DSN or SN Sector/CoE/TAP/IDRC** – e.g. Sector Navigator, Small Business
- b. **Name of Grantee** – e.g. Charles Eason
- c. **Grant Number** - 17-000-000
- d. **Fiscal Agent** – Solano CCD
- e. **Fiscal Year** – 2017-2018
- f. **Region** – statewide

For each page thereafter, please include page number, grantee name, sector/region/TAP and grant number on each page of report. Your narrative report should cover the following areas:

1. Program Assessment

Please assess the contribution of your project with respect to the following:

- A. How did your project further the goals provided in the RFA specifications (2017-18 renewal)?

- B. How did your project specifically add to community colleges impact on the State's regional economies?

2. Program Accomplishments

This is your opportunity to convey the program accomplishments that showcase the success of the project. Please describe the major accomplishments and outcomes of your project with respect to the following where applicable. In addition, within each outcome category, please identify any practices and resources that were unique and/or particularly effective and, therefore, may be of interest to other practitioners in workforce and economic development.

- A. Coordination with the Regional Consortia on work including, but not limited to, the following:
 - Developing regional LaunchBoard data collection plans (where applicable).
 - Conducting a gap analysis of program offerings and employer needs for the chosen priority and emergent sectors. (Please describe the top three regional gaps overall as determined in the analysis.)
- B. Contributions to meeting the following regional priorities:
 - Advancing economic development;
 - Ensuring workforce needs are driven by Labor Market Information (LMI), including new employment, skills enhancement and development of career pathways; and,
 - Focusing on Priority and Emerging industries.
- C. Coordination with other WEDD grantees
- D. Coordination within your Sector (Deputy Sector Navigators and Sector Navigators only)
- E. Coordination with your fiscal agent at your host college or district
- F. Progress made in eliminating barriers encountered during efforts to provide services to colleges, K-12 institutions, students and businesses.
 - "Success stories" or a description of a particularly notable aspect of the project that would be appropriate to disseminate publicly.
 - Lessons learned and recommended changes for project improvement.
 - How did you work with your fiscal agent at the college or district

3. EWD Funding – In Regional Outcomes (Deputy Sector Navigators Only)

Describe the extent that in-region investments of EWD funding addressed gaps within the sector of focus by working with education and industry partners to:

- A. Develop faculty collaboratives;
- B. Support and/or expand the use of certificate programs;
- C. Bring about articulation of curriculum between secondary and postsecondary educational systems in a career pathway, career lattice, or in a system of stackable credentials;
- D. Develop work-based learning and internship opportunities; and/or,
- E. Advance professional development opportunities to address employers' needs within curriculum and programs while providing students the job skills and

competencies required for employment and career advancement.

4. Strong Workforce Program Metrics

Per the Strong Workforce Program legislation, performance accountability measures shall “to the extent possible, align with the performance accountability measures of the federal Workforce Innovation and Opportunity Act (Public Law 113-128). Outcome measures shall include, to the extent possible, demographic data, to allow policymakers and the general public to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.... Recommendations for future allocations to consortiums [should be] based upon program outcomes, including, at a minimum, the number of certificates granted to, and wage increases of, students who have completed a career technical education program.” All metrics are disaggregated by race, gender, and age grouping, and all outcome data are available in the LaunchBoard.

- A. **Number of course enrollments:** The number of registrations in courses (may include duplicated students)**
- B. **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 *
- C. **Number of students who transferred:** Unique individuals who transferred to a four-year institution
- D. **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)*
- E. **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)*
- F. **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 Employer Outcomes Survey)
- G. **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)*
- H. **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)**
- I. **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).

Please assess your project with respect to the following:

A. How have you applied the above metrics and what are the outcomes?

4. Program Recommendations

Please summarize the lesson(s) learned from your project work this year and recommend changes for improvement of your project. Do you have any recommended possible program improvements for the Chancellor's Office? What did you do differently this year than in the prior year? What worked? What did not? In your position, what are your main concerns, challenges and recommendations in working with your fiscal agent?

5. Workplan Performance Objectives and Outcomes

Refer to the workplan submitted with the grant application. Report on the final status of the proposed performance objectives, outcomes, and timelines.

* WIOA metrics

** Additional metrics flagged in the legislation