

## CALIFORNIA COMMUNITY COLLEGES

## CHANCELLOR'S OFFICE

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March 21, 2017

**TO:** Deputy Sector Navigators  
Regional Consortia Chairs  
Sector Navigators  
Technical Assistance Provider  
(Centers of Excellence for Labor-Market Research)  
Chief Instructional Officers

**FROM:** Van Ton-Quinlivan, Vice Chancellor  
Division of Workforce and Economic Development

**SUBJECT: 2017-18 Renewal Applications**  
Deputy Sector Navigator Grant Renewal Application  
Regional Consortia Grant Renewal Application  
Sector Navigator Grant Renewal Application  
Technical Assistance Providers: Centers of Excellence for  
Labor-Market Research Grant Renewal Application

The above grants will be renewed for the 2017-18 fiscal year (FY). This decision is based on the continued successful implementation of the program objectives established in the FY 2013-14 request for applications (RFA), and is subject to conditions set forth in this memo and the completion, submission, and approval of the attached grant renewal forms.

The 2017-2018 grant renewal builds upon the specifications provided in 2013-14 RFA and the subsequent renewals for 2014-15, 2015-16 and 2016-17. After the initial 2013-14 competitive grant process, applications may be renewed annually for up to an additional four years, contingent upon the successful completion of required outcomes and availability of funding.

The 2017-2018 program year (PY) Renewal process is influenced by the Strong Workforce Program, as well as, the lessons learned that have been gathered during the last four PYs under the Doing What Matters for Jobs and the Economy (DWM). To this, the 2017-2018 Renewal process will entail Sector Projects in Common (**See Appendix J**) for Sector Navigators and Deputy Sector Navigators, in coordination with Regional Consortia chairs. This process is designed to position SNs and DSNs to strategically

align programs that they have seeded with Local and Regional Share investments for PY 2017-2018. The intended benefit is to better ensure colleges are made aware of the opportunities that have been incubated by our DWM network of grantees.

Deputy Sector Navigators will note that the allocation received last year from Career Technical Education Pathways funding is not included at this time because current 2016-17 DSN (formerly SB 1070/SB 858) funds run through December 31, 2017. Additional funding may be available at the end of the DSN 2016-17 grant period.

Please review the attached grant renewal forms and appendices for revised or new criteria. It is the responsibility of each renewal grant applicant adheres to all conditions provided in the 2017-18 grant renewal process. The attached **Appendix A** provides Articles I and II (Legal Terms and Conditions) that apply to this renewal. Please note, once again, that Article I entails the following terms and conditions:

- Required participation in the eventual Feedback Process;
- The role “Supervisor of Record” (See **Appendices A** and **H**); and
- Conditions for changing Key Talent.

#### *360 Degree Feedback Process*

The 360 Degree Feedback Process is implemented and participation will be required by all Grantee’s. Failure to comply may result in termination of your grant.

#### *Supervisor of Record*

**Appendices A (Article I Rev. July 1, 2017)** and **H** provides the expectations Supervisor of Record (SOR), along with the contact information and the signature of the Grantee SOR certifying they will fulfill this role to remain in good standing during the term of the renewed grant. This role was developed to ensure the Key Talent was provided the necessary assistance to adhere to all their CCD, college, and Chancellor’s Office expectations and reporting requirements. **Appendix H** provides expectations of SOR and the certification of the individual the CCD designates as the SOR. Please note that the SOR cannot be a Key Talent from another grant this will ensure the autonomy and unique role of each of our grantees. Additionally the SOR is to ensure that Key talent is employed 100% - full-time.

#### *Changing Key Talent*

Article I stipulates the required application of the Minimum Qualifications (MQs) for DSNs, which are provided in **Appendix G**. The MQ were introduced during the 2015-16 renewal process. The MQs pertain to new DSNs only. Articles I and II (**Appendix A**) provides expectations in the instance when any Key Talent changes occur during the term of the renewed grant.

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### *New Strong Workforce Program Metrics*

New Strong Workforce Program metrics have been developed and implemented in 2017-18. The metrics are provided in **Appendix D** – Strong Workforce Program metrics. The metrics have been developed with the intent that the data sets will be based upon existing and available data. This is so our Grantees and colleges have very minimal additional reporting. To this end, the common metrics for SWP have been implemented to allow for the completion of the work necessary to complete the data sets.

### *Additional Appendices*

The 2017-18 renewal applications process will once again require the collaborative development by region of annual workplans for Deputy Sector Navigators, Regional Consortia Chairs, Sector Navigators, and Technical Assistance Providers: Centers of Excellence for Labor Market Research, respectively. **Appendix E: 2017-18 Renewals – Workplan Process** contains a suggested process flow for this collaborative regional planning driving individual workplans off common objectives, unique objectives and the metrics that may be associated with those objectives.

As was included in 2016-17, the renewals application packet includes **Appendix F**, which is titled: *Sector Specific Objectives 2017-18*. The expectation is that the Sector Navigators and Deputy Sector Navigators will collaboratively develop the supporting strategies and common metrics that are aligned with objectives unique to their shared industry sectors and their assigned regions. It will be incumbent upon the Deputy Sector Navigators to demonstrate to the Regional Consortia how their sector specific objectives, supporting strategies and common metrics respond to regional needs. To certify your participation in the collaborative process, please print and sign this worksheet, and include a PDF of the signed document in your grant renewal application packet in **Appendix B** (Applications Forms), entitled “Workplan Certification” after the “Match” page in the attached workbook.

As this is a Renewal applications process, all current grantees, including all current Deputy Sector Navigator grants, that have not been informed otherwise, will have their grants renewed for 2017-18. However, the Chancellor’s Office will be requiring all new Deputy Sector Navigators that are hired during the 2016-17 and 2017-18 PYs by a grantee community college district meet the minimum qualifications provided in **Appendix G: Deputy Sector Navigator Minimum Qualifications**. These minimum qualifications do not apply to existing Deputy Sector Navigators.

Detailed information on form completion will be provided at the Technical Assistance Conference, which will also be available as a webinar post to the Doing What Matters

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for Jobs and the Economy website:

<http://doingwhatmatters.cccco.edu/Overview.aspx>.

### *Submission Procedures*

Ms. Abbie Singleton will be providing your grant agreement face sheet by e-mail between March 21 and March 28, 2017. Along with the four hard copies, as described below, please assemble and submit an electronic copy of the application. For the hard copy submittal, attach all required documents, including the following signature document by Friday, May 5, 2017:

- Grant Face Sheet: **four copies**, each copy with the original signature of the CEO or authorized designee;
- Application Budget Summary: **four copies**, each copy with the original signature of the CBO or authorized designee;
- Application Budget Detail Sheet: **four copies**, ensure that the amounts balance dollar for dollar and do not include cents (If doing a calculation, retype the amount to clear the formula), line item per line item with your Application Budget Summary; and
- Workplan: **four copies**,
- The Workplan Certification signed by the Project Director (Appendix B).
- The Supervisor of Record certification (Appendix H)

Four copies of the application should be sent in the mail to the attention of Ms. Abbie Singleton. All submitted documents should be in Word, Excel, or PDF format for documents requiring a signature, and be mailed to Ms. Abbie Singleton by **5:00 p.m. on Friday, May 5, 2017**. Questions regarding workplan or budget, please contact your monitor. If you have any questions about the Appendices forms, contact Abbie Singleton at [asingleton@cccco.edu](mailto:asingleton@cccco.edu).

### *Calendar of Key Dates*

- March 21, 2017                      Grant Renewal Released
  - April 7, 2017                        Technical Assistance Conference
  - May 5, 2017                         Deadline for Submitting Application
  - March 20, 2017                     Board of Governors Approval
  - July 1, 2017                         Project Commencement
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## ATTACHMENTS

- **Appendix A** Article I-Program-Specific Legal Terms and Conditions and Article II-Standard Legal Terms and Conditions *(PDF)*
- **Appendix B** Application Forms *(Excel)*
- **Appendix C** Guidelines, Definitions and Allowable Expenditures *(PDF)*
- **Appendix D** Common Metrics and Accountability Measures *(PDF)*
- **Appendix E** 2017-18 Renewals – Workplan Process *(PDF)*
- **Appendix F** Sector Specific Objectives 2017-18 *(PDF)*
- **Appendix G** Deputy Sector Navigator Minimum Qualifications *(PDF)*
- **Appendix H** Supervisor of Record Certification Roles and Responsibilities for Onboarding of Project Directors/Key Talent *(PDF)*
- **Appendix I** Key Talent Roles and Responsibilities 2017-2018 *(PDF)*
- **Appendix J** Sector Projects in Common *(PDF)*

Please contact your project monitor within the Chancellor's Office with any questions. Project monitors for each region are listed in the [Workforce and Economic Development Staff Directory](#).

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