

February 11, 2016

TO: Chief Executive Officers
Economic Development Program Advisory Committee
Chief Instructional Officers
Chief Business Officers
Administrators of Occupational Education
Academic Senate Presidents
Public Information Officers

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

SUBJECT: Addendum to:
RFA No. 15-197, CTE Data Unlocked

Addendum No. 1

RFA No. 15-197 CTE Data Unlocked

Addendums have been made to the following sections of the RFA No. 15-197, CTE Data Unlocked:

1. Section H

The addendums to RFA Instruction to read as follows:

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. 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. The workbook 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 the workbook. The out-of-state travel form and the CEO cover letter template can be found with the online application materials.

The following instructions prescribe the format and order for the development and presentation of the application (for both the 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**, the forms provided in Appendix B and in the online application materials.

The Chancellor’s Office 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 100-point scale as indicated in the list provided below.

NOTE: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

	Maximum points
Need	10
Response to Need	20
Annual Work Plan	25
Application Budget Summary/Application Budget Detail Sheet	10
Project Management Plan	20
Dissemination	5
Project Feasibility	10
Total Points	100
Bonus Points	40

~~Up to an additional 10 bonus points may be awarded on top of the averaged score of an application by the CCCC WEDD Leadership Team for proposals considered to have the highest potential to address the need outlined in this RFA at scale.~~