



Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

RFA Instructions, RFA Specification, and Terms & Conditions

Program

CTE Data Unlocked

RFA Specification Number

15-197

Funding Fiscal Year

2015-2016

Total Funds Available

Up to \$15,000,000

Funding Source

Senate Bill 858 (Formally Senate Bill 1070) Career Technical Education Pathways (SB 1402 – Economic and Workforce Development Program; Perkins 1B Leadership Funds may also be used) Strong Workforce Program (Section 88820, Education Code)

RFA Release Date: February 5, 2016

Application Deadline

Applications must be received electronically at the Chancellor's Office by **5:00 p.m. on Friday, March 18, 2016**

Questions Deadline

Written questions concerning the specifications in this Request for Applications must be submitted by **Tuesday, February 16, 2016** via e-mail to CTEDataUnlockedRFA@cccco.edu.

Bidder's Conference: Thursday, February 11, 2016, at 11:00 A.M.

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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

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor's Office of the California Community Colleges (CCCCO).

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.

B. Program Overview

Doing What MATTERS for Jobs and the Economy framework

The goals of the Doing What MATTERS for Jobs and the Economy (DWM) framework are as follows: to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs. Key activities under this framework include: a focus on regional priority/emergent sectors and industry clusters (to be referred to simply as "sectors"); take effective practices to scale; integrate and leverage programming between funding streams; promote common metrics for student success; remove structural barriers to execution. It is the intent of the CCCCCO Division of Workforce and Economic Development (WEDD), wherever possible, to target incentive funds against three thematic areas in support of this framework: regions, sectors, and technical assistance.

SB 858 (formerly SB 1070) Career Technical Education Pathways Program Overview

Senate Bill 1070, Steinberg, extended the Career Technical Education (CTE) Pathways Program until June 30, 2015. The purpose of the bill is to engage K-16 in improving linkages, increasing readiness of secondary students for postsecondary education, and increasing student success and training in postsecondary education by developing career technical education pathways between high schools and community colleges.

The mission of the Career Technical Education Pathways program is to contribute to California's job growth and economic vitality through collaboration and articulation between California's middle and high schools, postsecondary education, and regional business and labor organizations to increase student success in postsecondary education and careers in high growth, high need, or emerging regional economic sectors. Directives set forth in SB 1070 are to increase readiness of middle and high school pupils for postsecondary education and careers in regional economic sectors by:

- Aligning existing postsecondary technical preparation programs and courses with high school career technical education curriculum to ensure seamless transitions for students.
- Increasing attainment of industry recognized certificates.
- Promoting productive partnerships between educational institutions and business and industry to build upon existing regional structures.
- Promoting and tracking participation of high school and college students in articulated and dual enrolled courses, and the credit awarded.
- Providing professional development to teachers and faculty.
- Expanding student's opportunities in paid or unpaid work experience programs and internships.
- Successful implementation of the State's existing career pathways.
- Validating reliable measures to establish readiness for postsecondary education and career.
- Promoting the Strong Workforce Program being proposed in the 2016-17 Governor's Budget language.

CTE Data Unlocked Initiative

In the recommendations put forward by the Board of Governor's Task Force on Workforce and a Strong Economy (also called the Strong Workforce Task Force),¹ CCCCO was urged to help colleges improve the quality, accessibility, and utility of student outcome and labor market data to support career and technical education (CTE) program development and improvement efforts. The CTE Data Unlocked initiative offers the California Community Colleges and Doing What MATTERS for Jobs and the Economy grantees a suite of tools, training, technical assistance, and funding to support this goal.

Project Objectives

The objective of this RFA is to obtain a fiscal agent to process and fund the subcontracts and subgrants necessary to support the activities of the CTE Data Unlocked initiative, as described in the RFA Specifications.

The Chancellor's Office intends to closely manage the project, retain day-to-day control over its program direction, approve the final selection of subcontractor(s) or subgrantees to perform the services under this RFA, and retain final approval of all expenditures. The California Community College District selected will serve as fiscal agent and hire or designate a project accountant to work with the Chancellor's Office to carry out its direction related to the RFA grant award.

¹ For more information on the Strong Workforce Task Force, please see

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

C. Categories for Which Funding is Available

The CTE Data Unlocked grant provides one- time funding. Using fiscal year 2015-16 funds, the total budget for this RFA is up to \$15,000,000. One (1) grant will be awarded. Grant renewal may be considered if additional funding becomes available.

The Chancellor's Office reserves the right to adjust awards based upon the availability of funds. The Chancellor's Office reserves the right to fund applications at a lesser amount if it is determined that the application can be implemented with less funding, if state funding is not sufficient to fully fund, or if a partial scope is the best path forward.

D. Eligibility

Only a California Community College District is eligible to apply. If there are none or insufficient application(s) that meet the minimum score of 75 points viability threshold, the grant will not be funded. The Chancellor's Office then can opt to rebid, sole source with some technical assistance, or issue a capacity-building grant.

Past performance of the applicant on other state grants and contracts will be a consideration prior to the final selection.

E. Performance Period

The application will be awarded for the time period June 1, 2016, through May 31, 2018. See listing of **key dates** for quarterly and final report deadlines. No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special or extenuating circumstances.

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 regarding 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.

For these Instructions and/or RFA Specification contact:

Jill Leufgen via email at jleufgen@cccco.edu or Nita Patel via e-mail at npatel@cccco.edu.

G. Bidder's Conference

A **Bidder's Conference** will be held for this RFA as a Webinar on Thursday, February 11, 2016, at 11:00 A.M. Webinars will be held 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. 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. 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

1. Face Sheet

NOTE: The completed application will be submitted electronically therefore no face sheet will be required. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

2. Cover Letter

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission process stating that the Community College District is willing to be the fiscal agent if funded and is submitting the attached application for Chancellor's Office review.

3. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- The Community College District that is applying (click twice on the Community College text box and choose the Community College District from the provided drop down menu).
- If a college within the District is housing the project accountant then this college will be selected (click twice on the college text box and choose the college from the drop down menu provided). If the project accountant is working out of the District office (in a multi-college District) than click twice on the college text box and choose N/A out of the college menu.

After filling in the "Do First" tab, the District, applicable college, budget allocation, and regional name will auto fill within the contact page, application budget summary, application budget detail sheet and Annual Work Plan. The contact page tab must be filled in second. After filling in the contact page, Project accountant and the Chief Business Officer name and title will auto fill within the application budget summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

4. Application Abstract

(Narrative – Limited to one 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 specifications, 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 10**
(Narrative – Limited to three pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

The need section is a narrative that concisely describes the need for the projects as defined by the questions listed in the Needs section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

7. Response to Need **Maximum Points 20**
(Narrative – Limited to five pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

This section is a narrative that at a minimum responds to all the questions listed in the ‘**Response to Need**’ section in the RFA Specification.

8. Statement of Work (Annual Work Plan) **Maximum Points 25**

a. Objectives

Objectives should be based on the needs of the proposed project while remaining consistent with the Objectives in 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. Up to ten objectives can be selected.

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. Activities

Project activities are the basic steps that are required to be taken to implement the stated goals of 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. 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 Statement of Work (Annual Work Plan).

d. Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed. Do not make activities “on going” or year long. An estimated completion date must be entered.

e. Responsible Persons

Identify specific individual(s), by roles that are responsible for completing the stated activities.

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

Maximum Points 10

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 because these sheets 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.

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 accountant and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black will be requested in hard copy).

When entering dollar amounts, round off to the nearest dollar, DO NOT INCLUDE CENTS.

b. Indirect Administrative Costs

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

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 travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form found here:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/OutofStateTravel.aspx>.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

d. Match

NOTE: There are no matching funds required for this project at this time. Should Economic and Workforce Development (SB 1402) funds be used in any future additional funding for this RFA, a match may be required.

10. Project Management Plan

Maximum Points 20

(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 and an organizational chart. The organizational chart does not count against the five page narrative limit.

11. Dissemination **Maximum Points 5**
(Narrative – Limited to one page, 1” margins, single- or double-spaced, 12 pt. Arial font)

Describe how the project accountant will distribute grant materials or products to all individuals and organizations. This narrative must not exceed one page. Describe how the fiscal agent will communicate with Chancellor’s Office representatives and subcontractors/payees regarding the status of payments, fiscal requirements, barriers to payment, and any other grant-related information.

12. Overall Feasibility of the Project **Maximum Points 10**

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. 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) that will be attached to an e-mail and submitted electronically.

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 District’s Chief Executive Officer or authorized designee;
 - 2) Application Budget Summary must be signed by the District’s Chief Business Officer (or authorized designee) and the Project accountant.
- b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: **2015-2016 CTE Data Unlocked** to CTEDataUnlockedRFA@cccco.edu by **5:00 P.M. on Friday, March 18, 2016**. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

Jill Leufgen via email at jleufgen@cccoco.edu or Nita Patel via e-mail at npatel@cccoco.edu.

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

NOTE: Within two 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 contact **Jill Leufgen** or **Nita Patel** at the e-mail address above to confirm receipt of their application.

I. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received. Additionally, the Chancellor's Office will factor in past performance of the applicant in other state grants and contracts.

A grant application shall be rejected prior to scoring if:

1. It is received at the Chancellor's Office via electronic submittal later than **5:00 P.M. on Friday, March 18, 2016** 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 as detailed in the RFA Specification.
4. It does not include all the following required application components submitted in a single PDF email:
 - a. A cover letter signed by the CEO or designee of the Community College District
 - b. Contact Page
 - c. Application Abstract (narrative must not exceed page limit)
 - d. Table of Contents
 - e. Need (narrative must not exceed page limit)
 - f. Response to Need (narrative must not exceed page limit)
 - g. Annual Work Plan
 - h. Application Budget Summary
(Project accountant's signature)
(Chief Business Officer's/Designee's signature)

- i. Application Budget Detail Sheet
 - j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
 - k. Project Management Plan (narrative does not exceed page limit, plus an organizational chart and governance chart)
 - l. Dissemination (narrative must not exceed page limit)
5. The applications contains facsimiles of forms and has changed language on those forms (this may cause a rejection).
6. The narrative sections of the application exceed the maximum page limit specified.

J. Calendar of Key/Reporting Dates

Key Dates

February 5, 2016 2016	RFA Released February 11, Bidder's Conference
February 16, 2016	All Clarifying Questions Due
February 22, 2016	All Clarifying Questions Answered
March 18, 2016	Deadline for Submitting Application
April 4, 2016	Notification of Intent to Award
April 18, 2016	Appeal Deadline
May 16-17, 2016	Board of Governors Approval (grants over \$100,000)
June 1, 2016	Grant Commencement
May 31, 2018	Grant End Date

Reporting Dates

July 25, 2016	1 st Quarter Year-to-Date Expenditure and Progress Report due
October 25, 2016	2 nd Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2017	3 rd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2017	4 th Quarter Year-to-Date Expenditure and Progress Report due
July 25, 2017	5 th Quarter Year-to-Date Expenditure and Progress Report due
October 25, 2017	6 th Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2018	7 th Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2018	8 th Quarter Year-to-Date Expenditure and Progress Report due
July 31, 2018	Final Claim of Expenditures and Final Report due

Chancellor's Office, California Community Colleges

RFA Specification

RFA Specification No.:	15-197
RFA Title:	CTE Data Unlocked
Funding Source:	Senate Bill 858 (Formally SB 1070) Career Technical Education Pathways Program (SB 1402 – Economic and Workforce Development Program; Perkins 1B Leadership Funds; and Strong Workforce Program Funds may also be used)
Funding Period:	June 1, 2016, through May 31, 2018
Total Funds Available:	Up to \$15,000,000
Number of Awards:	One
Match:	None but if SB1402 funds are used for any future funding, a match may be required.

BACKGROUND

Within the reference materials section at the end of the RFA, there are links to the Doing What MATTERS for Jobs and the Economy Framework website and Senate Bills 1070 and 858 for those that wish to research these documents for a full understanding of the system goals and legal requirements for this RFA.

INTRODUCTION

The mission of the Doing What MATTERS for Jobs and the Economy Initiative 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.

CTE Data Unlocked Initiative Background

The CTE Data Unlocked initiative offers California Community Colleges and Doing What MATTERS for Jobs and the Economy grantees a suite of tools, training, technical assistance, and funding aimed at helping colleges improve the quality, accessibility, and utility of student outcome and labor market data in order to support CTE program development and improvement efforts. CTE Data Unlocked initiative is a partnership of the California Community Colleges

Chancellor's Office, the Academic Senate for California Community Colleges, the Centers of Excellence, Delta College/Educational Results Partnership/Butte College, the Institutional Effectiveness Partnership Initiative, Regional Consortia Chairs, the RP Group, Santa Rosa Junior College/CTE Outcomes Survey, Sector Navigators, and WestEd/Butte College.

This initiative will commence in the spring of 2016 and run through the summer of 2017. Release of funding will be based on a process to be provided by the CCCCCO.

The main components of the CTE Data Unlocked initiative are as follows:

- Conduct trainings for college leaders and Chancellor's Office technical assistance providers on using CTE outcomes and labor market data.
- Provide up to \$50,000 in funding and 10 hours of technical assistance to colleges that participated in trainings via the fiscal agent, in coordination with the CTE Data Unlocked partner organizations.²
- Provide each college with a one-year subscription to the CTE Outcomes Survey (administered by Santa Rosa Junior College) via the fiscal agent.³
- Train a team of trainers (called LaunchBoard Fellows) to help support local CTE data technical assistance and usage.
- Develop a suite of tools to support the integration of these data sources into college processes.
- Provide "super-user" trainings to develop college-based practitioners with deeper knowledge of CTE data tools and labor market information.
- Create reports synthesizing student outcomes and labor market information to support regional planning based on input from that region's Regional Consortia, Sector Navigators, and colleges.
- Convene meetings of regional meetings of colleges, employers, and other educational partners to discuss regional planning.
- Or other scope that facilitates the implementation of the Strong Workforce Task Force recommendations.

Scope of Fiscal Agent Grant

The Chancellor's Office seeks to award a contract to a California Community College District to serve as fiscal agent and project accountant for expending up to \$15 million allocated to:

- Accomplishing fiscal agent-designated tasks needed to support the ongoing work of the CTE Data Unlocked initiative, as listed under the Response to Need section.

² For more information on the Regional Consortia, please see

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/PerkinsIV/PerkinsIVTitlePartB/RegionalConsortia.aspx>.

³ For more information on the CTEOS, please see <http://cteos.santarosa.edu/>.

- Assist the Chancellor's Office in the implementation of the Strong Workforce Task Force recommendations, particularly as this relates to data and accountability.
- Other data-related work, as needed.

One of the objectives listed below requires the Chancellor's Office, to the extent possible, to partner with existing statewide initiatives with proven results of supporting the Chancellor's Office data-related agenda. Therefore, it is anticipated that the District awarded this contract will, with final approval by the Chancellor's Office, subcontract with existing initiatives and Doing What MATTERS for Jobs and the Economy grantees to implement these strategies and delivery methods.

The Chancellor's Office intends to closely manage the project, retain day-to-day control over its direction, approve the final selection of subcontractor(s) and/or subgrantee(s) to perform the services under this RFA, and retain final approval of all expenditures. The District will serve as fiscal agent and hire or designate a project accountant to work with the Chancellor's Office to carry out its direction related to the up to \$15 million contract.

The Chancellor's Office recognizes that the complexity of the contract services to be performed will require close cooperation between the WEDD and the selected District. To help ensure that the objectives of the RFA are met, WEDD will identify specific individuals within the division to oversee major areas of focus within the contract. These individuals will work closely with the District's project accountant. The District's project accountant will be held accountable by WEDD for the following:

- Monitoring subcontractor and/or subgrantee performance to ensure it is conducted in accordance with agreed upon deliverables and budget.
- Conducting a detailed review of all invoices prior to Chancellor's Office approval for District payment.
- Serving as the District's lead contact for fiscal agent responsibilities, including subcontract and subgrant execution and invoice processing and payment.

NEED

It is the intent of the Chancellor's Office to fund one award for a fiscal agent that will monitor the activities that are listed in the Objectives section. Additionally, applicants should address the following:

- A. Describe the District's experience serving as a fiscal agent and/or fiscal management of grants/contracts.
- B. Describe the District's experience in achieving timely and efficient management and payment of subgrants and subcontracts for projects.
- C. Describe the District's experience administering grants/contracts with multiple project stakeholders and subcontractors.

D. Describe the District's experience in achieving a rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

RESPONSE TO NEED

Based upon the identified barriers and opportunities, this section must present a plan that will achieve the grant objectives. The response to this section should explain how the District plans to serve as fiscal agent and fiscal manager of contracts for this grant, including how the District will manage and issue expedient payment of subgrants and subcontracts in order to facilitate the following Objectives in accordance with the Procedures/Activities listed below.

A. Objectives

The objectives of these funds are:

1. Under the CTE Data Unlocked Initiative:
 - a. Coordinate with the CTE Data Unlocked partners to certify which California Community Colleges have successfully completed the training required to be awarded up to \$50,000 subgrant to support data work. Execute and fund subgrants to each of the 113 colleges that meet the training certification requirements.
 - b. Subcontract with Santa Rosa Junior College to provide each California Community College with a one-year subscription to the CTE Employment Outcomes Survey (CTEOS).
2. As the need arises to supply funding to new and existing projects (including, but not limited to, the CTE Data Unlocked initiative), execute subcontracts and/or subgrants in coordination with and approval from the Chancellor's Office. To the extent possible, partner, subcontract, and/or subgrant with existing statewide initiatives and grantees that have proven results of supporting Chancellor's Office data-work.
3. Provide fiscal management and coordination for other data-, technical assistance-, and professional development-related scopes of work as needed by the Chancellor's Office.

B. Procedures/Activities

The minimum required activities of the Contractor to achieve the objectives include hiring or designating a project manager who will, under the direction and approval of WEDD of the Chancellor's Office:

1. Draft scope of work language; negotiate workplans, deliverables and budgets; and enter into agreements with subcontractors necessary to carry out the above referenced objectives.
2. Work with CTE Data Unlocked partners to track and fund California Community College subgrantees that complete CTE Data Unlocked training, as referenced in the objectives above.

3. Participate in regular and relevant meetings related to the objectives noted above as determined by the Chancellor's Office.
4. Monitor subcontractor performance to ensure it is conducted in accordance with agreed upon deliverables and budget.
5. Conduct a detailed review of all invoices prior to Chancellor's Office approval for District payment.
6. Serve as the District's lead contact for fiscal agent responsibilities, including subcontract execution and invoice processing and payment.

PROJECT MANAGEMENT PLAN

A complete description of management plan requirement is listed below. At a minimum the management plan requires a narrative consisting of a response to questions and an organizational chart. No person already serving in a CCCCCO-awarded 'key talent' grant role may be retained as the project accountant for this grant.

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:

A. Management Narrative

1. Please describe how the District will staff the grant to (a) ensure responsiveness to CCCCCO, coordinating partners, and the field; and (b) ensure that subcontracts and subgrants are executed and funded in a timely manner.
2. Please describe the District's process for rapid start up and implementation of fiscal agent responsibilities, including fiscal thresholds and Board policies governing approval of grants and sub-recipient contracts.
3. Please describe the District's process for executing and payment of subgrants and subcontracts for projects, including average time it takes to execute subgrants and subcontracts and the average time it takes to process a subcontractor's invoice for payment. Provide a chart of the District's billing process. Please include any quality assurance functions that the District takes to ensure efficient and accurate transactions.
4. Please describe the District's process for administering contracts with multiple project stakeholders and subcontractors.

B. Management (Misc.)

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

1. Provide an organizational chart for operating the project.

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 an online reporting system (see Calendar of Key Dates, Section J or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

REFERENCE MATERIALS

Appendix A Legal Terms and Conditions Articles I and II
Appendix B Application Forms
Appendix C Guidelines, Definitions and Allowable Expenditures

The Chancellor's Office Doing What Matters for Jobs & the Economy website contains a variety of documents and input from the field used to design RFAs. These documents may be found at: <http://doingwhatmatters.cccco.edu/WEDDGrants/RFAGrants.aspx>.

Strong Workforce Task Force report and recommendations:
<http://doingwhatmatters.cccco.edu/StrongWorkforce/ReportRecommendations.aspx>

SB 1402 bill text:
http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1401-1450/sb_1402_bill_20120917_chaptered.html

Perkins IV:
<http://www.gpo.gov/fdsys/pkg/BILLS-109s250enr/pdf/BILLS-109s250enr.pdf>

SB 1070: http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=sb_1070&sess=1112&house=B&author=steinberg

SB 858:
http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0851-0900/sb_858_bill_20140620_chaptered.pdf

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.