

June 8, 2016

**TO:** Chief Executive Officers  
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. 16-158, Deputy Sector Navigator Grant – Bay Area Economic  
Region Only, Sector: Information & Communication Technologies (ICT)/  
Digital Media

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## **Addendum No. 1**

**RFA No. 16-158  
Deputy Sector Navigator Grant – Bay Area Economic Region Only  
Sector: Information & Communication Technologies (ICT)/  
Digital Media**

Addendums have been made to the following sections of the RFA No. 16-158:

1. Section H

**The addendums to RFA Instruction to read as follows:**

### **H. Application Format and Instructions**

The following instructions prescribe the format and sequence for the development and presentation of the application. In order to receive the highest possible score and to prevent disqualification the application format instructions must be followed, all questions must be answered, and all requested data must be supplied. Applicants are expected to use the RFA Specification (page 16) and the forms provided (in **Appendix B**), except where a narrative format is required to prepare the project applications. Computer Facsimiles of the forms provided (in **Appendix B**) may be used, but under no circumstance may the language on these forms be altered. Any application using altered language on the forms may be disqualified.

The Chancellor's Office may require the applicant to make adjustments in the budget, annual workplan, or other aspects of the application prior to funding the grant. The Chancellor's Office reserves the right to review and approve the Deputy Sector Navigator selection within the application to ensure minimum qualifications are met. Minimum qualifications are provided in **Appendix F**.

Grant applications are scored based on a maximum of 100 points as indicated on sections listed below.

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

	<b>Maximum points</b>
Need	10
Response to Need	20-10
Annual Workplan	25 30
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	20
Dissemination	5
Feasibility of the Project	40 15
<b>Total Points</b>	<b>100</b>

## 2. Appendix E

The addendums to RFA Instruction to read as follows:

### **APPENDIX F E**

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## **Sector Specific Objectives 2016-2017**