

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



May 16, 2013

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: Re-release of the Sector Navigator RFA 13-151-009
(Retail/Hospitality/Tourism "Learn to Earn" Sector)**

The Division of Workforce and Economic Development is pleased to announce the following re-release of the Sector Navigator RFA for Retail/Hospitality/Tourism "Learn to Earn" Sector **ONLY**. This release has a 4-week turn around and is a two-step process. **NOTE:** If an applicant has previously applied for the Deputy Sector Navigator grant for Retail/Hospitality/Tourism "Learn to Earn" sector they may also apply for the Sector Navigator Grant. If successful in both competitions, the applicant will be asked to choose which grant/role they wish to accept.

Step One: In order to be eligible to submit an application an Intent to Apply Letter (see attached template) must be submitted electronically to: sectornavigator@ccco.edu no later than **Thursday, May 30, 2013 by 5 p.m.**

Step Two: The Sector Navigator Application must be completed and submitted electronically using all the resources specified below to: sectornavigator@ccco.edu no later than **Monday, June 17, 2013 by 5 p.m.:**

Sector Navigator Grant RFA with Appendices

NOTE: All dates and instructions within this memo and attachments supersede instructions of the original RFA in the areas of:

Sector Navigator (Sector Available for Re-release);

Intent to Apply Letter Requirement (see attached template);

Questions and Answers Timeframe (The Chancellor's Office will answer additional clarifying questions received by Tuesday, May 21, 2013. All answers will be posted by Thursday, May 23rd at the http listed below); and

Calendar of Key Dates (see attachment).

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

Sector Navigator Bidder's Workshop Webinar (February 6th)

NOTE: A Bidder's Workshop and Clarifying Questions are available at the links below.

<http://www.cccconfer.org/MyConfer/OpenArchives.aspx?ShowType=Webinars>

Sector Navigator Clarifying Questions

<http://extranet.cccco.edu/Portals/1/WED/WEDDRFA/SecNav/SecNav-BiddersConferenceClarifyingQuestions-2-12-13.pdf>

Accountability FAQs

<http://extranet.cccco.edu/Portals/1/WED/WEDDRFA/CommonMetricsFAQ3-28-13.pdf>

Action/Date Requested:

Step One: Electronically submit the Intent to Apply Letter by **Thursday, May 30, 2013 no later than 5 p.m.** to: sectornavigator@cccco.edu.

Step Two: Complete the grant application using the *Request for Applications: Instructions, Terms and Conditions Sector Navigator Grant, 2013-14* and related Appendices and follow the instructions below.

1. Applications must be **submitted electronically in one email**
(*No separate e-mails with pieces of applications will be accepted and no hard copy of materials will be sent.*)
2. All documents are to be submitted via WORD or PDF format and must be received via electronic submittal by **Monday, June 17, 2013 no later than 5 p.m.** to: sectornavigator@cccco.edu
3. The subject line of your e-mail should read: **“WEDRFA2013-Sector Navigator [Retail/Hospitality/Tourism ‘Learn and Earn’ Sector]**
4. Applications e-mailed to any address other than listed above will not be accepted.
5. Please address all questions to: **Abigail Singleton:** asifrit@cccco.edu; (916) 322-4285

Attachment

cc: EWD Project Directors
Regional Consortia Chairs
Initiative Directors
Division of Workforce and Economic Development Staff

CEO Intent to Apply Letter TEMPLATE

[DISTRICT/COLLEGE LETTERHEAD]

Date:

Van Ton-Quinlivan, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

Dear Vice Chancellor:

[Name of District/College] is pleased to support and intends to apply for **RFA 13-151-009**, Sector Navigator Grant for Retail/Hospitality/Tourism "Learn to Earn" Sector

As indicated in the instructions in your recent memo we are supplying the following information:

Community college name, address, and phone number

Community college CEO/Designee name

Project Director/Key Talent information for this application (name, title, phone, and email)

Sincerely,
CEO/Superintendent/President

Calendar of Key and Reporting Dates

May 16, 2013	RFA Revision Released
February 6, 2013	Sector Navigator Bidders Conference (Available at www.cccconfer.org)
May 30, 2013	Deadline for Submitting Intent to Apply Letter
June 17, 2013	Deadline for Submitting Sector Navigator Application
July 18, 2013	Notification of Intent to Award
August 2, 2013	Appeal Deadline
October 1, 2013	Grant Commencement

Reporting Dates

January 25, 2014	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 25, 2014	3rd Quarter Year-to-Date Expenditure and Progress Report due and <i>Last day for workplan amendments</i>
June 30, 2014	Projects Completed
July 25, 2014	4th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2014	2013-2014 Final Performance Reports and Final Report of Expenditures due