



California Community Colleges

Workforce and Economic Development Division

Request for Application

California Apprenticeship Initiative - Pre-Apprenticeship and Apprenticeship Grant Program

RFA Release Date:	August 17, 2021
Questions Deadline:	Written questions about specifications in the Request for Applications must be received by 5:00 pm on Friday, October 15, 2021 via email to: apprenticeship@cccco.edu .
Bidders' Conference:	September 23, 2021 2:00PM - 3:00PM
Application Deadline:	Applications must be received by 5:00 pm on Friday, December 17, 2021 in NOVA

Administered by the California
Community College's Chancellor's Office
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Request for Applications (RFA) Instructions

A. Introduction

As part of the California Community Colleges ongoing efforts to meet the State's need for an educated and skilled workforce, and to promote economic recovery and equity in light of the COVID-19 pandemic, the Chancellor's Office is pleased to announce the availability of Proposition 98 funds for the California Apprenticeship Initiative (CAI) Pre-Apprenticeship and Apprenticeship Grant Programs. The CAI seeks to support the creation of pre-apprenticeship and apprenticeship programs in non-traditional, emerging, and innovative sectors, and to increase the accessibility of sustainable high-wage jobs for individuals from historically marginalized and underserved backgrounds.

This RFA establishes requirements for both the CAI Pre-Apprenticeship Grant Program and the CAI Apprenticeship Grant Program. Applicants may respond to this RFA with: proposals for pre-apprenticeship programs, proposals for apprenticeship programs, or separate proposals for both pre-apprenticeship and apprenticeship programs.

B. Background

Since March 2020, California has experienced an unprecedented time battling the global COVID-19 pandemic with serious impacts to its residents' livelihoods. More than one million Californians have filed new unemployment claims since the pandemic began sweeping across the country. The COVID-19 pandemic has exposed economic inequities deeply ingrained in our society, making it clear that as we recover from the pandemic, we cannot return to business as usual. In response to these exposed inequities, the Chancellor's Office established a "Call to Action" for the Community College system, to design and innovate its programs and processes to ensure an equitable recovery for all Californians in the post-pandemic economy.

The Chancellor's Office envisions an inclusive and equitable future where all Californians have the opportunity to advance economically. This future will require cross-sector collaboration and solid relationships to co-design new roles for employers, educational institutions, governments, workers, foundations, community-based organizations, and intermediaries in regional ecosystems. No one sector will be able to do it alone.

Pre-apprenticeship and apprenticeship programs embody cross-sector collaboration,



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and have strong potential to serve individuals disproportionately impacted and displaced by the COVID-19 pandemic. With the right outreach, preparation, and supportive services in place for pre-apprentices and apprentices, employers and California community colleges have the opportunity to advance economic growth in their regions that will mutually benefit businesses, communities, and underserved workers; especially those underserved workers that identify as Asian Pacific Islander, Black, and Latinx.

C. What defines pre-apprenticeship and apprenticeship models

This section provides an overview of pre-apprenticeship and apprenticeship models. Refer to Appendix A: Background and Additional Information for a more in-depth description of these models.

Pre-Apprenticeship

Pre-apprenticeship programs prepare individuals to enter into and succeed in apprenticeship programs. To qualify for this grant, pre-apprenticeship programs must be registered by the Department of Apprenticeship Standards (DAS), and, in order that they ensure a pathway to an apprenticeship program, must have a documented partnership with at least one apprenticeship program registered by DAS. The elements required to register a pre-apprenticeship program with DAS are described in Appendix A.

Apprenticeship

The apprenticeship-training model has proven to be one of the most effective workplace training models and has been used for centuries by small, medium, and large employers. An apprenticeship program combines classroom and/or lab instruction with a work-based learning or On-the-Job Training (OJT) experience during which the apprentice is paid a salary or wage. Apprenticeship programs are distinguished from other training and education programs by the fact that an apprentice is employed while completing their training. In order to qualify for this grant, apprenticeship programs must be registered by DAS. Appendix A describes the multiple ways that a single employer or a group of employers may participate in an apprenticeship program registered by DAS, and other important elements of registering an apprenticeship program with DAS.



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D. Eligibility

The following entities are eligible to apply for CAI Pre-Apprenticeship Grant Program and CAI Apprenticeship Grant Program funding, then acting as fiscal agents while partnering with other agencies or local entities as needed:

- California Community College districts
- K-12 Local Education Agencies
- Regional Occupational Centers & Programs
- California Adult Education Program (CAEP) providers
- County Offices of Education
- Local school districts

E. How much funding is available?

Applicants may request up to \$500,000 for each proposed pre-apprenticeship or apprenticeship program. As CAI Pre-Apprenticeship Grant Program and CAI Apprenticeship Grant Program funding is meant to assist grantees in establishing new pre-apprenticeship and apprenticeship programs, grantees should work to create programs that they are able to sustain independently once the grant performance date ends.

F. What is the priority for these funds?

The CAI program is designed to provide startup funding for the creation of new pre-apprenticeship and apprenticeship programs. Priority will be given to applications proposing programs in new, innovative, and non-traditional sectors that are responsive to economic recovery with equity in light of the COVID-19 pandemic.

G. What are the outcomes expected of a grantee?

This section describes the expected outcomes for grantees who are awarded funds to develop a new pre-apprenticeship or apprenticeship program.

- Creation of sustainable pre-apprenticeship and apprenticeship opportunities in non-traditional and emerging sectors that any student can access to advance economically. Programs should:
 - Respond to community or regional needs as demonstrated by data analysis
 - Be rooted in new, innovative, or non-traditional practices



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- Aid in economic recovery at the local or regional levels
- Address equity issues exposed by the COVID-19 pandemic
- Create pathways for underserved populations, especially those impacted the most by the COVID-19 pandemic, such that those individuals can swiftly return to work
- A strategic outreach and recruitment process to enroll under-represented, underserved groups who have been heavily impacted by the economic downturn into a pre-apprenticeship or apprenticeship program
- Leveraging of existing workforce development assets in the local and regional communities and within colleges such as not-for-credit workforce training, contract education, adult education programming, Strong Workforce Program, and Perkins program investments to increase reach and sustainability of programming
- Accessible, comprehensive, academic, and nonacademic student support services (including, but not limited to, job readiness coaching and career guidance, case management, success coaching, and financial aid) which remove barriers to entry and retention for pre-apprenticeship and apprenticeship program participants
- For pre-apprenticeship programs:
 - An increase in the number of eligible applicants for the partner Registered Apprenticeship program(s)
 - Promotion of Registered Apprenticeship programs as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals
 - Registration of a minimum of (1) pre-apprentice per \$5,000 awarded in the grant during the performance period
- For apprenticeship programs, registration of a minimum of (1) apprentice per \$20,000 awarded in the grant during the performance period

H. What are the requirements of the grant?

This section describes required components of CAI pre-apprenticeship and apprenticeship programs.

- Approval by DAS for a new Registered Pre-Apprenticeship or Apprenticeship program within the first 6 months of the grant performance period
- For pre-apprenticeship programs:
 - Formalized agreements with one or more Registered Apprenticeship program(s) ensuring a direct pathway from one program to the other, and/or articulation agreements for earning advanced credit/placement for



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- skills and competencies already acquired
- TOP Codes for community college courses and programs associated with the pre-apprenticeship training program
- For apprenticeship programs:
 - Development of an Apprenticeship Training Committee (JATC or UTC) including identification of members of the committee (see Appendix A for information about Apprenticeship Training Committees)
 - Identification of an education solution or curriculum for the classroom instruction component of the apprenticeship program
 - An employer match equal to 20 percent (20%) of the total grant award
 - Signed MOUs from all employers providing OJT and paying for apprentices' wages
- Participation in the evaluation, technical assistance, and outreach efforts supported by the Chancellor's Office
- Projections for program performance that align with the California Community Colleges Simplified Student Success Metrics

I. Application Format and Instructions

This application will be submitted via NOVA (nova.cccco.edu). The NOVA system will prompt the applicant to complete all required components of the application. Awardees may be required to make adjustments in the budget, work plan, or other aspects of the application prior to distribution of funds.

NOVA will offer two versions of the grant application: one for Apprenticeship and one for Pre-Apprenticeship. If applicants wish to apply for funding for both Apprenticeship and Pre-Apprenticeship, they should create a separate application for each. With exceptions for differences included in this RFA, the two versions will be identical.

J. Scoring Rubric

Grant applications are competitively scored, based on a 100-point scale, as indicated in the table provided below. A minimum average score of 75 must be obtained during the review process in order to be considered for funding.

Applicants who have already been awarded a High Road Training Partnership planning grant by the Chancellor's Office will be awarded automatically if their application meets the minimum scoring threshold (see more information in Calendar of Dates section).



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Application Component	Maximum Points
Need	10
Response to Need	15
Work Plan	30
Budget	10
Project Management	15
Outreach & Dissemination	5
Feasibility of the Project	15
Total	100

(1) Need (Maximum Points: 10)

In the Need section, the applicant must include a narrative that is concise, but that clearly describes the local, regional, or statewide gap or need that the proposed pre-apprenticeship or apprenticeship will act to address. Additionally, the narrative must explain how the proposed project is innovative. For example: in its industry focus; in its partnerships; in its responsiveness to a particular local need, such as the lack of pre-apprenticeship or apprenticeship training in the region; or in its enactment of other innovative apprenticeship training concepts.

(2) Response to Need (Maximum Points: 15)

Based upon the needs/gaps and innovation opportunities described in the Need section, in the Response to Need section the applicant must describe the project objectives and broadly the means by which the objectives will be achieved. It is important that the applicant clearly describes how the objectives with the needs/gaps identified and when and how the proposed project is innovative. Finally, the narrative must clearly describe how the program would sustain after the commencement of the grant period.

(3) Work Plan (Maximum Points: 30)

In the Work Plan section, the applicant must include a detailed narrative describing the project's annual tasks and activities, its timeline, the expected measurable outcomes and deliverables, and the individuals or positions who will be responsible for completing the tasks or activities for the annual tasks and activities. The work plan serves as the major foundation for linking the various pieces of the proposal together, to show how work will be conducted to achieve what is laid out in the proposal.

(4) Budget (Maximum Points: 10)



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In the Budget section (Appendix B), each Applicant must include a budget by object code, provide detailed descriptions, and identify its source for the required matched funds.

1. Budget items entered must be specific to each funding source identified.
2. NOVA allows for expenditure object code 1000–7000. 1000 – Instructional Salaries 2000 – Non instructional Salaries 3000 – Employee Benefits 4000 – Supplies and Materials 5000 – Other Operating Expenses and Services 6000 – Capital Outlay 7000 – Other Outgo Indirect Costs- (in NOVA indirect costs are a separate object code)

Please see “General Information” as well as “Appendix C: Guidelines, Definitions, and Allowable Expenditures” for information about allowable costs and administrative indirect cost rates. Sample budget worksheets are provided as Appendices B1 and B2. All budgets must be submitted via the NOVA application.

(5) Project Management (Maximum Points: 15)

In the Project Management section, the applicant must respond to specific questions that included in the application within NOVA. The applicant must also upload into the NOVA application the following documents: an organizational chart, a governance chart, Intent-to-Participate form letters from the employers paying the apprentices salaries and wages, and finally Intent-to-Participate form letters from the sponsoring CCD or LEA fiscal agent identified when the grant is written.

(6) Outreach & Dissemination (Maximum Points: 5)

Describe how the project will conduct outreach to employers and potential apprentices as well as share best practices. In addition, include your participation in any potential statewide efforts to market apprenticeships to employers and students. This narrative must not exceed one page. Project staff is encouraged to share their best practices through virtual as well as live/in-person venues.

(7) Feasibility of the Project (Maximum Points: 15)

Please consider, strong applications will clearly address recovery with equity in their Response to Need section. Additionally, feasibility of the project is determined by reviewers as they consider whether the project described in



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the application is realistically capable of attaining the required and proposed outcomes, within the proposed timeline. Reviewers will consider the entire application in the context of the RFA requirements to make a final, overall appraisal of the feasibility of the project. The intent is to judge the cohesiveness and viability of the project.

K. 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 who have obtained 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.

Written questions concerning the specifications and instructions in this Request for Applications must be submitted to apprenticeship@cccco.edu no later than 5:00 P.M. on **October 15, 2021**. Please allow for up-to 10 business days for a response to your questions.

L. Bidder's Conference

The Chancellor's Office will hold a Bidder's Conference for this RFA via a webinar. Webinars will occur virtually via Zoom on **September 23, 2021**.

Failure to attend the Bidder's Conference will not preclude the submission of an application.

M. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received. A grant application shall be rejected prior to scoring if:

1. It is received at the Chancellor's Office via electronic submittal in NOVA later than 5:00 p.m. on **December 17, 2021** or is incorrectly submitted.
2. The proposed budget amount exceeds \$500,000.
3. Any of the required components of the application are incomplete or not submitted.



N. Calendar of Key Dates

August 16, 2021	RFA Released
September 23, 2021	Bidder's Conference Webinar
October 15, 2021	Deadline for Submitting Questions
December 17, 2021	Deadline for Submitting Application
February 3, 2022	Notification of Intent to Award
February 16, 2022	Appeal Deadline
April 1, 2022	Grant Commencement

Please note that an additional CAI Pre-Apprenticeship and Apprenticeship Grant Program RFA will be released for rolling submissions by High Road Training (HRTTP) Grant Program grantees. The RFA will be open from July 1-15, 2022 and September 1-15, 2022 for submission.

O. Reporting

Grantees will be required to report on performance metrics and expenditures bi-annually in NOVA. Reporting dates are as follows:

August 1, 2022	1 st Bi-Annual Expenditure and Progress Report due
February 1, 2023	2 nd Bi-Annual Expenditure and Progress Report due
August 1, 2023	3 rd Bi-Annual Expenditure and Progress Report due
February 1, 2024	4 th Bi-Annual Expenditure and Progress Report due
August 1, 2024	5 th Bi-Annual Expenditure and Progress Report due
February 28, 2025	Final report and expenditures due