

**CHANCELLOR'S OFFICE  
BIDDER'S VIDEOCONFERENCE  
2001-02 FUNDS  
MARCH 7, 2001**

*Statewide Special Project Collaborative  
Workforce Development Instructional Equipment*

**Statewide Special Project Collaborative RFA Specifications**

- Funding Source: VTEA
- Funding Period: July 1, 2001 – June 30, 2002. The reporting period is extended to August 31, 2002.
- Funding Amount: \$75,000 - \$100,000 - \$350,000 for each five disciplines (Agriculture/Natural Resources, Business Education, Industrial and Technical Education, Public Safety, and Family and Consumer Services).
  - Health - \$75,000 - \$100 for \$150,000 total
- Purpose – Improve vocational and technical education programs via statewide collaboration and partnership development
  
- Applications must address 3 priorities of the VTEA State Plan
  - Performance accountability
  - Students support structures
  - Partnership development/improvement
- Applications may choose to address one of the remaining priorities
  - Curriculum development
  - Professional developments
  
- Application Structure
  - Projects must be developed and implemented in partnership with the Statewide Discipline Industry Collaborative
  - Develop best practices and disseminate
  - Statewide planning efforts (i.e. analysis of VTEA for indicator reports for subject area; labor market analysis; program review)
  - Linked to TOP codes: Must be clear to reader what TOP code is being addressed.
  
- Required Objectives
  - Research and assess students and employers needs. The VTEA core measure reports are up on CCCCO's website under VEST team, and Research and Accountability. Must indicate how the proposed activities will positively impact the performance on the core measures (i.e. skill attainment, completion, placement and participation).
  - Develop a plan for delivery of the program and services as a result of the analysis

- Ensure that services and instructional programs are free of barriers for participation
- Identify and develop best practice models on student supports services specially on special populations
- Optional Objectives
  - Develop or identify existing or revised curriculum that is relative to business needs
  - Provide statewide professional development workshops linked to curriculum, technology, and; application in technology and strategies
- Minimum Required Activities
  - Pre-Application
    - Evidence of pre-application collaboration-bonus up to 10 points
    - Submit application to appropriate committee (i.e. the agriculture proposals would be submitted to the Agriculture Advisory Committee) no later than April 10<sup>th</sup> electronically.
- Minimum Required Project Activities
  - Partner with Statewide Discipline Industry Collaborative, Regional Consortia, Statewide Advisory Committee, Academic Senate, and Chancellor's Office
  - Communicate and coordinate project activities with related workforce development programs
  - Comply with required and permissive use of VTEA Title IB funds

**Workforce Development Instructional Equipment RFA Specifications**

- Funding Source: State of California
- Funding Period: July 1, 2001 – June 30, 2002
- Funding Amount: \$25,000 – \$100,000 (total of \$800,000 for each six disciplines)
- Match -- \$1 industry for \$2 of state
- Purpose
  - Provide equipment to assist in improvement of workforce development programs.
  - Acquisition of equipment specific to students skills development (Not for instructors).
- Application Guidelines
  - Convene advisory group
  - Identify workforce development or vocational education program by TOP code
  - State how purchase of the equipment will assist in program improvement
  - Integrate academics with vocational and technical education
  - Provide students with strong experience in all aspects of industry

- Improve or expand use of technology
- Staff development 10%
- Develop objectives for improving, expanding or establishing a new program
  - Describe equipment to be acquired and how it will provide students skills
    - List of equipment and cost by item
  - Provide professional development plan
    - Safe use and maintenance of the equipment
    - Minimum of \$2000 grant or matching funds (no more than 10% of grant funds)
  - A 50% match from industry is required
    - Use application budget detail sheet—matching funds (must provide letter if you can't get signature)

**2001-02 Instructions, Terms and Conditions (ITC)**

- Purpose of ITC
  - Provides instructions and forms for application process
  - Provides forms and terms and conditions for conducting approved projects
    - Must keep copies of all documents, RFA specifications and ITC for five years if funded
  - Description of funding categories on pages 2-4
    - Includes description of VTEA five priorities
  - Grant protest procedures
  - Evaluation and selection procedure
- Instructions for completing application by RFA Specification Title
  - Statewide Discipline/Industry Collaborative for health occupations – RFA specifications #01-0001 – page 9
  - Statewide special project collaboratives – RFA specifications #01-0002 to 01-0007--page 17
  - Workforce development instructional equipment – RFA specifications #01-0008 to 01-0013
- Application Format in general
  - Abstract—250 words or less, diskette
  - Table of Contents
  - Statement of Need—reflecting issues identified in RFA specification (review of literature, LMI, regional or statewide needs)
  - Response—solutions for addressing the need; benefits of the project; feasible solutions
- Annual Workplan
  - Objectives
    - Statewide Special Project—minimum required from RFA specifications

- Workforce development instructional equipment guidelines—develop objectives for programs improvement and professional development
  - Activities to accomplish each objective
  - Performance outcomes—based on objectives and activities
  - Timelines—monthly calendar for completion dates of key activities; dates encompassed by performance period. Because there are required pre-application activities, some people put dates that were already accomplished, which is incorrect. The dates should be within the 12 month time frame (July 1<sup>st</sup>, 2001 – June 30, 2002).
  - Responsible person for accomplishing activities.
  - Project Management – plan (Statewide Special Project Collaboration only)
  - Evidence of pre-application collaboration—bonus points (10) (Statewide Special Project Collaboration only)
  - Dissemination – plan for disseminating findings and products (Statewide Special Project Collaborative only)
- Advisory Committee review (Statewide Special Project Collaboration only)
  - Submit applications to advisory committee by April 10, 2001 (returned by April 19<sup>th</sup>)
- Application submittal checklist
- Calendar of key dates
  - April 10 – advisory committee review (Statewide Special Project Collaborative)
  - May 10 – applications due
  - May 17-18 reading/review
  - May 23 – intent to award letters mailed
  - June 2 – last day to file protest
- Application forms—unique
  - Grant agreement face sheet
  - Application budget summary
- Application budget detail sheet—source of funds = VTEA IB, State Leadership or Workforce Development Instructional Equipment
- Application budget detail sheet—matching funds (Workforce Development Instructional Equipment only) 50% or \$1 for every \$2 requested
  - Must complete sheet for each donor, if no signature, provide letter
- Grant agreement article I—Vocational Education Program
  - Key dates
    - Travel (primarily for out of state)
    - Products and deliverables
    - Intellectual property, invention and new technologies
- Grant agreement article II—Agency
  - Sub contracts
  - Copyright

The contact information for the Chancellor's office is listed by subject matter in the Powerpoint presentation.

QUESTIONS/ANSWERS:

Q: If there is \$800,000 in each of 6 discipline areas and you did not receive a total of applications to meet the \$800,000, will those funds role to another discipline where there is excessive applications?

A. *Yes. Funded projects are based on their score, not on number of applicants.*

Q. Matching funds on professional development—can you spend 100% on equipment as long as you indicate that matching funds covered professional development?

A. *Yes.*

Q. Where do you want the TOP codes placed on the grant?

A. *Be sure in the narrative you explain very specifically what the TOP code is, the title, and how it relates to program improvement.*

Q. If we get discounted equipment from partners, will that discount count towards match?

A. *It all depends on who your partner is. If your partner was an actual company that will hire the students you are training, I would say yes. If, however, a company such as Microsoft gave you computers at a discounted rate, that is not considered match.*

Q. Will the amount of money be prorated to the amount of applications?

A. *We rank the order of the applications based on the score they get, and then go down the list until we have expended the \$800,000. Once the \$800,000 has been reached that will be the cut-off point. If you submit a grant for \$100,000 and there is only \$25,000 remaining, the Chancellor's Office will call you up to see if you will accept the lesser amount.*

Q. The matching funds have to come from industry partners?

A. *The language of laws prohibits colleges providing the match; however there were applications that included the college match separate from industry match to show support from colleges.*

Q. If hospitals have agreed to fund an instructor's salary, can this money they are donating be used as match to apply for equipment?

A. *As long as the instructor's match from industry is for the program that you are reporting, and is part of the program improvement activity.*

- Q. Can we use funds to purchase equipment and teaching devices that will provide experiences for students in classrooms even though we will not be offering the classes until after the grant period?
- A. *You need to make it clear in the application that it is approved, that there is an actual start date, and is in the process of development. It needs to be a “sure thing” that this is going to be an actual program.*
- Q. Can the Advisory group committee be a program specific Advisory committee?
- A. *Yes.*
- Q. For the Advisory Committees, is there a size or composition requirement other than it has to be relevant to the grant?
- A. *The Advisory Committees should be made up of industry and college representatives. There is no size requirement.*
- Q. Is software acceptable to purchase with the equipment grant?
- A. *As long as it has to do with the functioning of the equipment you purchase.*
- Q. Does equipment include infrastructure support? For example, would the cabling of a computer lab be acceptable to purchase with the equipment grant?
- A. *Yes, as long as the infrastructure is needed to support the equipment. You can purchase tables and chairs if it is related to equipment, such as a computer lab.*
- Q. Can match be obtained from manufacturers who are outside the area? For example, if brand new equipment was purchased from a manufacture that is out of state, can this be considered match even though we will not be supplying employees in their area?
- A. *Yes, as long as that vendor who is providing match hires that “type” of individuals you are training.*
- Q. If the hospital or partner wants to loan equipment and they put a dollar amount on rental over a period of time, would that be ok?
- A. *Yes.*
- Q. Is the industry partner definition broad enough to include public agencies?
- A. *We haven't defined “industry partners”.*
- Q. If you already have a lab setup, can you buy specialized software with the equipment grant?
- A. *No.*
- Q. For the equipment grants, is it mandatory to be in collaboration with one of the big collaboratives?
- A. *No it isn't.*

Q. Can industry match be used to pay part-time help to run a particular lab that is trying to be equipped?

A. *Probably.*

Q. Can industry match be used to pay lab supplies?

A. *Yes.*

Q. Will the forms be on the Chancellor's website?

A. *Yes, it's all on website.*

The Bidder's workshop was adjourned at 11:35 a.m.

***These notes are provided as a service of the San Diego/Imperial Counties Regional Consortium as an attempt to capture the contents of the Bidder's Videoconference. For questions, please contact the Chancellor's Office Specialist, Barbara Whitney at 916-445-6268.***