

Phase 1 Application Guidelines

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Background

The Foundation for California Community Colleges (FoundationCCC) is the designated Third Party Administrator for the California Regional K-16 Education Collaboratives Grants Program (K-16 Program), which is housed within the California Department of General Services, Office of Public School Construction (OPSC). The K-16 Program is made possible by a \$250 million appropriation to the Department of General Services (DGS) in the Budget Act of 2021.

The K-16 Program is part of a statewide strategy for strengthening education-to-workforce pathways and ensuring that education, vocational, and workforce programs work in partnership to address the income, racial, and gender inequalities in education and employment. The program is designed to support regional K-16 education collaboratives that create streamlined pathways from high school to postsecondary education and into the workforce.

Grant Opportunity

The K-16 Program will use a two-phased approach. Phase 1 is for existing collaboratives that already include all required partners and are fully operational and prepared to move forward immediately upon receipt of grant funds. Phase 1 awards are anticipated to be in the \$15-\$20 million range for a 5-year project period.

Phase 2 will include Planning grants in October 2022 and Implementation grants in October 2023. Information about Phase 2 is available on the [K-16 Program website](#), and additional guidelines will be forthcoming.

These application guidelines are specific to the Phase 1 application, which is due by 11:59pm PST on May 2, 2022.

Applications must be submitted through FoundationCCC's online portal [Submittable](#). Only one proposal per lead applicant may be submitted. Applicants will answer a series of questions directly in the Submittable platform and will also upload several required attachments. Below are resources to help develop your application:

- [Application template](#) – Use to prepare responses to copy and paste into Submittable
- [Budget template](#) – Complete and upload into Submittable as part of the application

Award Information

Awards for Phase 1 and Phase 2 Implementation will be up to \$20 million. Awards for Phase 2 Planning will be \$100,000-\$250,000 for a one-year planning period. It is anticipated that there will be 13 awards total for Phase 1 and Phase 2 Implementation grants, with one award per [Consumer Economic Resilience Fund \(CERF\) region](#). The number and location of awards for Phase 2 Planning will vary depending on how many awards are made in Phase 1 and in which regions. Collaboratives that receive a Phase 2 Planning grant in October 2022 will be able to apply for a Phase 2 Implementation grant in October 2023.

Eligibility

The lead applicant for a collaborative must be one of the required educational partners:

- K-12 school district
- University of California campus
- California State University campus
- California Community College District

Program & Administrative Requirements

The K-16 Program requires collaboratives to meet all of the following criteria:

1. Include at least one K-12 school district, at least one University of California campus, at least one California State University campus, and at least one California Community College district.
2. Establish a steering committee, of which at least 25 percent of the members shall be local employers, thereby ensuring that regional economic needs inform the creation of the streamlined pathways.
3. Commit to participate in the [California Cradle-to-Career Data System](#) established pursuant to Article 2 (commencing with Section 10860) of Chapter 8.5 of Part 7 of Division 1 of Title 1 of the Education Code.
4. Commit to implement at least four of the following seven recommendations from the [February 2021 Recovery with Equity](#) report to promote student success:
 - a. Improve faculty, staff, and administrator diversity.
 - b. Cultivate inclusive, engaging, and equity-oriented learning environments.
 - c. Retain students through inclusive supports.
 - d. Provide high-tech, high-touch advising.
 - e. Support college preparation and early credit.
 - f. Subsidize Internet access for eligible students.
 - g. Improve college affordability.

5. Commit to create occupational pathways, including accelerated degree and/or credential programs that incorporate work-based learning, in at least two of the following sectors, based on regional needs:
 - a. Healthcare
 - b. Education
 - c. Business Management
 - d. Engineering or Computing
6. By June 30, 2024, implement two of the target Recovery with Equity report recommendations and fully establish one occupational pathway, demonstrate progress toward the final two target Recovery with Equity report recommendations and occupational pathway, and participate fully in a statewide evaluation of the regional collaboratives.
7. By June 30, 2026, fully implement both occupational pathways and all four target Recovery with Equity report recommendations.

The lead agency will be required to sign a Grant Agreement prior to the release of funds. Funds must be deposited into a Fund unique to this program for reporting and tracking. Travel costs included in the proposed budget must align with State of California [travel reimbursement guidelines](#) published by CalHR. Detailed administrative requirements and conditions will be outlined in the Grant Agreement.

Reporting Requirements

On a quarterly basis (periods ending August 31, December 31, March 31, and June 30), the lead agency shall submit a cumulative report of all collaborative expenditures to date, including but not limited to a detailed listing of project expenditures organized by fund source and providing Object Code level of accounting detail. The expenditure report shall include fields to identify information including, but not limited to, warrant date, warrant amount, payees, and a description of the expenditures. The lead agency shall retain supporting documentation such as general ledger reports, contracts, invoices, purchase orders, and timesheets/duty statements to support the expenditures; and provide copies upon request to grant auditors. The lead agency is expected to retain all pertinent records in order for OPSC to perform a closeout audit once all funds have been expended.

Quarterly reports must also include a narrative describing progress towards project goals and milestones, including information related to meetings, participation by collaborative partners, and accomplishments to date. Narrative reports should highlight lessons learned and identify any challenges that the collaborative has encountered along with steps taken to overcome these challenges. If any planned activities or milestones are not on track for completion by the required deadline, the lead agency must explain how the collaborative will resolve these issues and make appropriate course corrections to ensure timely completion of all required project deliverables.

Upon creation of the two required occupational pathways, and implementation of at least four of the Recovery with Equity recommendations, the lead agency shall continue to submit quarterly expenditure reports to OPSC until all grant funds have been expended. If any funds remain unspent by the end of the project period (June 30, 2026), the lead agency will be required to submit a formal request to OPSC for approval of a plan for expending the funds. This plan will need to align closely with the project activities and must ensure that remaining funds are spent in a timely and reasonable fashion.

The lead agency will be required to submit a comprehensive project report at the end of the project period. The lead agency and partners will be expected to collaborate with state personnel and FoundationCCC on further metric development and evaluation. Additional details about all required reporting will be outlined in the Grant Agreement.

Phase 1 Application Webinar

A webinar about the Phase 1 grant application will be hosted by FoundationCCC and OPSC on Friday, April 8, 2022 from 10:30-11:30am. Click [here](#) to register.

Timeline

	Phase 1	Phase 2	
		Planning Grant	Implementation Grant
Grant Application Launched	April, 1, 2022	September 1, 2022	September 1, 2023
Application Webinar	April 8, 2022	September 2022	September 2023
Grant Submission Deadline	May 2, 2022	October 3, 2022	October 3, 2023
Anticipated Award Announcement	May 20, 2022	October 28, 2022	October 28, 2023

How To Apply

Regional K-16 Education Collaborative Phase 1 application must be submitted via FoundationCCC's online portal Submittable. Use this [link](#) to access the online form and submit your application.

Start by creating a Submittable account and accessing the [Regional K-16 Education Collaborative Phase 1 application](#). When creating an account, your choices for the questions regarding account personalization and staying in touch will not affect how FoundationCCC communicates with you about the Regional K-16 Education Collaborative Phase 1 application. [Add collaborators](#) if you'll be working on the report with others.

If you need to change your Submittable account's email address, follow [these instructions](#). If you run into issues, lose access to the email address your invoice was submitted under, or need to transfer your organization's account from one person to another, reach out to Submittable by emailing support@submittable.com. [Submittable's help center](#) provides resources and answers and a guide for [getting started as a submitter](#). For technical questions, you can send a message via the Submittable

help center [here](#), by clicking the pop-up in the bottom right of the browser window, or contacting Submittable [here](#).

Review Process & Evaluation Criteria

Applications will be read and rated by a Review Committee composed of representatives from OPSC, FoundationCCC, and other experts in the K-16 field. Final award determinations will be made by OPSC.

Each application will be reviewed by at least three reviewers, who will rate applications on each of the following categories:

- Collaborative Qualifications
- Strength of Vision and Plan
- Service to CERF Region
- Use of Resources
- Use of Data

The chart below shows how each question from the application aligns with these categories and the relative importance given to each item as indicated by the percentages noted:

Category	Application Question #	Item	Percent per item
Collaborative Qualifications (20%)	1	Collaborative history and strengths	10%
	2	Collaborative qualifications and governance	10%
Strength of vision and plan (40%)	4	Problem statement	10%
	5	Overarching goals	6%
	6	Plan for developing pathways	12%
	7	Plan for implementing RWE recommendations	12%
Service to CERF Region (10%)	3	Service to region	10%
Use of resources (15%)	11	Budget narrative	10%
	8	Sustainability	5%
Use of data (15%)	9	Data and evaluation	7.5%
	10	Participation in C2C Data System	7.5%
TOTAL POSSIBLE			100%

Each item is associated with criteria that reviewers will consider in order to select a rating of Clearly Demonstrates (2 points), Partially Demonstrates (1 point), or Does Not Demonstrate (0 points). The total points for each item in a category will be added up and multiplied by the appropriate percentage to achieve a final score for each item and category.

Below is a description of the evaluation criteria that reviewers will consider as they select a rating for each item.

1. Collaborative History and Past Achievements (10%)

A strong application will demonstrate well-established relationships among partners, substantiated successes to date, and integration with the workforce and economic planning efforts of the region.

Reviewers will consider and rate the following:

- Well-established relationships among partners
- Substantiated successes to date, including qualitative or quantitative supporting evidence
- Integration with the workforce and economic planning efforts of the region

2. Collaborative Qualifications and Governance (10%)

A strong application will demonstrate qualified and experienced leader(s); clear organizational structure and decision-making processes; an established steering committee that meets regularly to make executive decisions; and an inter-agency working group of managerial or program staff charged with implementing those decisions and driving change.

Reviewers will consider and rate the following:

- Qualified and experienced leader(s) of the major activities described in the proposal.
- Clear organizational structure and decision-making processes
- Established steering committee that meets regularly to make executive decisions
- Inter-agency working group of managerial or program staff charged with implementing decisions and driving change

3. Service to Region (10%)

A strong application will demonstrate a track record of substantial service within the collaborative's CERF region and the overall plan will include a significant expansion of the collaborative's service area and population served moving forward.

Reviewers will consider and rate the following:

- A track record of substantial service within the collaborative's CERF region (in terms of population or geographic coverage)
- Significant planned expansion of the collaborative's geographic service area (within the CERF region) by the end of the grant period
- Significant planned expansion of the number of participants served by the end of the grant period

4. Problem Statement (10%)

A strong application will demonstrate a clearly articulated problem statement with supporting evidence; thoughtful analysis of the equity impacts of the problem(s), with supporting data; and a strong understanding of the role of the collaborative in addressing the identified problem(s).

Reviewers will consider and rate the following:

- A clearly articulated problem statement with supporting evidence
- Thoughtful analysis of equity impacts of the problem, with supporting data
- Strong understanding of the role of the collaborative in addressing the identified problem(s)

5. Overarching Goals (6%)

A strong application will demonstrate goals that are responsive to the collaborative's problem statement; goals and a timeline that are ambitious yet grounded in reality; and thoughtfully designed interim targets that will be useful for gauging progress and correcting course.

Reviewers will consider and rate the following:

- Goals that are responsive to the collaborative's problem statement
- Goals and a timeline that are ambitious yet grounded in reality
- Thoughtfully designed interim targets that will be useful for gauging progress and correcting course

6. Plan for Developing Pathways (12%)

A strong application will demonstrate well constructed pathway plans, including appropriate partners (educational and workforce sectors) and grounding in research or past experience; commitment and thoughtful plans for serving high-need populations; leveraging of assets and experience (e.g., building on existing relationships, programs, or lessons learned from prior efforts); and industry-specific knowledge, including strong understanding of industry challenges and ways to mitigate them.

Reviewers will consider and rate the following:

- Well-constructed pathway plans, including appropriate partners (educational and workforce sectors) and grounding in research or past experience
- Commitment and thoughtful plans for serving high-need populations
- Leveraging of assets and experience (e.g., building on existing relationships, programs, or lessons learned from prior efforts)
- Industry-specific knowledge, including strong understanding of industry challenges and ways to mitigate them

7. Plan for Implementing Recovery with Equity (12%)

A strong application will demonstrate evidence that the RWE recommendations chosen are appropriate to the problem statement established above and the regional context; a clear and rational plan for implementing the RWE recommendations; and a strong understanding of the challenges involved in implementing the recommendations and ways to mitigate them.

Reviewers will consider and rate the following:

- Evidence that the RWE recommendations chosen are appropriate to the problem statement established above and the regional context
- A clear and rational plan for implementing the RWE recommendations

- A strong understanding of the challenges involved in implementing the recommendations and ways to mitigate them

8. Sustainability (5%)

A strong application will demonstrate understanding that the grant funds are one-time in nature and expected to catalyze regional work. Sustainability of pathways is crucial, and the applicant will describe plans to leverage other assets and funding streams beyond the grant period, including in the event that institutional budgets begin to decline.

Reviewers will consider and rate the following:

- Plans to leverage other assets and funding streams beyond the grant period, including in the event that institutional budgets begin to decline

9. Strategic and Operational Data Use (7.5%)

A strong application will demonstrate a clear understanding of how data will be used strategically to help the collaborative gauge progress and make program improvements; a robust plan for collecting and analyzing relevant data including persons responsible and their roles; and a structured process for using data to inform program improvement.

Reviewers will consider and rate the following:

- A clear understanding of what data elements will help the collaborative gauge progress and make program improvements
- A robust plan for collecting and analyzing relevant data including persons responsible and their roles
- A structured process for using data to inform program improvement moving forward

10. Participation in California Cradle-to-Career Data System (7.5%)

A strong application will demonstrate that the collaborative's K-12 partner(s) are currently using the transcript-informed tools on the CaliforniaColleges.edu website OR have made significant progress toward that end.

Reviewers will consider and rate the extent to which the K-12 partner(s) are engaged with or making progress towards using these tools. *NOTE: This question will be rated on a slightly different scale, as noted below:

Clearly demonstrates (4 points)	Mostly demonstrates (3 points)	Partially demonstrates (2 points)	Does not demonstrate (0 points)
K-12 partner(s) currently using of CCGI transcript informed tools OR has already submitted an application for Technical Assistance, and developed a preliminary plan, with CCGI	K-12 partner(s) either in the CCGI partnership application process OR has submitted a letter from superintendent(s) indicating intent to partner	K-12 partner(s) have taken initial step to partner with CCGI by deadlines noted in application	No evidence of partnership or intent to partner with CCGI

11. Budget Narrative (10%)

A strong application will demonstrate a proposed total amount of funding that is proportionate and well-aligned to the overarching goals of the proposal; proposed expenditures that are appropriate in size and type to the activities proposed; and a thoughtful and well-reasoned distribution of funds across the collaborative partners and across the multiple years of the grant.

Reviewers will consider and rate the following:

- A proposed total amount of funding that is proportionate to the overarching goals of the proposal
- Proposed expenditures that are appropriate in size and type to the activities proposed
- Thoughtful and well-reasoned distribution of funds across the collaborative partners and across the multiple years of grant

Questions

For questions about this grant, refer to the FAQs section on the [K-16 Program website](#). The FAQs will be updated on a regular basis so that all applicants can benefit from the information. Questions can also be emailed to k16collaborative@foundationccc.org.