Phase 2: Planning Grant Application Guidelines

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 uses a two-phased approach. Phase 2 is for collaboratives that need or want to engage in further planning and development before applying for a grant.

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 2: Planning Grant application, which is due by 11:59pm PST on October 3, 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
- [Work Plan template](#) – Complete and upload into Submittable as part of the application

Award Information

Awards for Phase 2 Planning grants will be $100,000-$250,000 for a one-year planning period. 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 [Community Economic Resilience Fund](#) (CERF) 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. Note that receiving a Phase 2: Planning Grant does not guarantee that a collaborative will receive a Phase 2: Implementation Grant. In addition, receiving a Phase 2: Planning Grant is not a prerequisite for applying for a Phase 2: Implementation Grant.

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

NOTE: CERF Regions with Phase 1 grantees are not eligible to apply for a Phase 2: Planning Grant.

Program & Administrative Requirements

The K-16 Program requires collaboratives to meet all of the following criteria:
1. Identify 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. Plan to identify members for 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. Assess regional needs to implement at least four of the following seven recommendations from the [February 2021 Recovery with Equity](#) report to promote student success in Phase 2: Implementation:
   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.　Assess regional needs to 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 January 31, April 30, July 31, and September 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.

In addition to the expenditure reports, the lead agency shall submit an interim and final narrative report, which must include a description of progress towards project goals and milestones. 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 to ensure timely completion of all required project deliverables.

Additional details about all required reporting will be outlined in the Grant Agreement.

Phase 2: Planning Grant Application Webinar

A webinar about the Phase 2:Planning Grant application will be hosted by FoundationCCC and OPSC on Monday, September 12, 2022 from 10:30am-12:00pm. Click here to register.

Timeline

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

How To Apply

Regional K-16 Education Collaborative Phase 2: Planning Grant applications 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 2: Planning Grant 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 2: Planning Grant 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 each question using a Likert scale of Strongly disagree (1 point), Disagree (2 points), Neither agree nor disagree (3 points), Agree (4 points), Strongly agree (5 points). The final rating will be the total number of points.

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

1. Plan for Service within CERF Region
A strong application will demonstrate commitment to expand beyond its historic service area and serve more participants within the CERF region. The applicant's response demonstrates a strong understanding of the existing services and unmet needs of the region.

2. Description of Planned Collaborative
A strong application will demonstrate the planned membership of the collaborative is thoughtfully chosen, consists of credible and well-established entities, and appears likely to succeed in executing on their proposed plans.

3. Description of General Work Plan
A strong application will demonstrate understanding of what they need to accomplish during the Phase 2: Planning Grant year in order to successfully apply for a future Phase 2: Implementation Grant. The applicant's plan is thoughtful and robust while also realistic within the timeline and budget of the planning grant.

4. Plans for Strengthening Data Use and Participating in the California Cradle-To-Career Data System
A strong application demonstrates an understanding of the challenges in data collection, sharing, and analysis that will need to be addressed during the Phase 2: Planning Grant year in order to successfully apply for a future Phase 2: Implementation Grant.

5. Budget
A strong application will demonstrate a budget that is appropriate to the set of proposed activities and likely to result in the applicant being ready to submit a strong Phase 2: Implementation Grant application.

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]().