

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95814-6511
(916) 445-8752
<http://www.cccco.edu>



~~August 24, 2006~~

September 21, 2006 - REVISED

TO: Chief Executive Officers
Chief Instructional Officers

FROM: Carole Bogue-Feinour, Vice Chancellor
Academic Affairs Division

SUBJECT: Career Advancement Academy Request for Applications (RFA)

SYNOPSIS: Attached to this memo is the Request for Application Specifications for Career Advancement Academy (CAA) Programs. The Career Advancement Academy funds are part of the Governor's \$20 million allocated to the community college Career Technical Education programs by this year's State Budget. This funding program has been authorized by the State of California to establish pipelines for undereducated, underemployed youth and young adults who will have the opportunity to increase their performance levels in reading, writing, and mathematics, and obtain career technical training skills that will lead to careers and additional higher education opportunities. This is a competitive process.

The following is a summary of the Request for Application (RFA) for the Career Advancement Academy (CAA) project

RFA Specification No.:	06-0091
RFA Specification Title:	Career Advancement Academy
Proposed Term:	July 1, 2007 though June 30, 2008 (Possible renewals up to three years)
Available Funding:	\$5,000,000
Number of Awards:	Three (3)*
Amount per Award:	\$1,666,666

**In the event that additional funds are made available for this effort, additional academies may be funded.*

Purpose: This RFA will fund three model regional Career Advancement Academy (CAA) programs operating in different areas of the state. Each of the programs will establish pipelines for undereducated, underemployed youth and young adults who will have the opportunity to increase their performance levels in reading, writing, and mathematics, and obtain career technical training skills that will lead to careers and additional higher education opportunities. The projects will draw on the ability of the workforce system to provide linkages with business and industry for career pathways linked to regional growth occupations. The workforce system will also be instrumental in designing and implementing broad-based outreach, providing individual support and case management, and employment links to businesses and labor, including apprenticeships.

Through this project the colleges will create effective Basic Skills programs, combining skills development with career orientation, leading to short-term career training that is linked to continuing college and career pathways in industry sectors with high employment opportunities in the service areas. Each project will be designed to serve as a prototype offering instruction in remedial/developmental education and industry driven occupational training. Initial development of

the model will occur via the establishment of three demonstration projects. The projects will be expected to enroll substantial numbers of targeted young adults and will incorporate independent evaluation as part of the design. At the end of the pilot period, assessment will be conducted regarding student success and challenges faced. Each project needs to be designed so that it is self-sustaining after the grant funds are no longer available.

Workforce Partners Collaboration: The California Workforce Investment Board's Special Committee on Lifelong Learning has worked closely with the System Office to draft a series of principles that local partners may want to consider when forming local partnership for the delivery of essential programs and services highlighted in the RFA. The following are the 12 principles developed by the Special Committee on Lifelong Learning that may be used as a framework for local collaborations.

Principles for Workforce-Education Collaboration
July 12, 2006 draft

1. *Programs are designed based on the economy* – Local and regional current and future economic needs and or strengths are considered. Available local labor market information and data is considered. Local economic development entities are consulted and provide input.
2. *Programs are designed based on demographics of the workforce* – Available local workforce populations are considered when designing programs as well as their workforce development needs and strengths.
3. *Programs are focused on the needs of business and industry* – Local business and industry needs are a primary consideration when designing programs. Local area high demand and high wage/high growth occupations and careers are emphasized. Program design and curriculum are consistent with and are designed to target the needs of employers and labor.
4. *Programs support multiple pathways/pipelines to jobs, careers and higher education* - Programs result in competencies and skills for participants to succeed in work and education/training environments in jobs that support individuals and families.
5. *Programs teach skills attainment - basic skills, essential employability skills, and occupationally-specific skills.* Programs integrate the teaching of basic academic skills and work and occupational skills as feasible and appropriate, based on promising and effective practices.
6. *Program curricula has academic integrity, is implemented with time efficiency (from planning to implementation), and retains flexibility to adapt to changing employer and student needs.* Curricula challenge students to achieve in all skill attainment areas, and adapt to remain current to the changing needs of the workplace. Approval processes are accelerated to create better fit between training and employer needs.
7. *Programs support "learning community" models for students, staff, and faculty.* Programs have a recognizable identity beyond a collection of classes and trainings linked in sequence.
8. *Programs are a result of effective collaborations* - Partners include economic development entities, business, industry and labor, local workforce investment boards, education, community and faith based organizations and social and services.
9. *Programs are designed based on promising and effective practices* - Effective models and approaches are used as resources in the design and planning of programs. Program content is based on effective practices for the target population, which may include many students who have not achieved positive outcomes in traditional educational environments.

10. *Program funding is developed to both leverage multiple systems resources and to maximize sustainability into the future.* Partner assets – both financial and in-kind – are considered and utilized in program planning and development. Assets include those brought by educational partners, workforce partners, business and labor partners, and community based organizations.

11. *Programs are monitored through data and information tracking and assessment of effectiveness.* Information systems are designed into the program plan and resources are allocated for data collection analysis, and formulating redesign recommendations.

12. *Programs identify policy and regulatory barriers and reflect this learning to funding partners.* Programs participate in policy and regulatory analysis and assist in developing recommendations for policy and regulatory redesign

ACTION REQUESTED: Follow the Request for Application Specifications and instructions to submit the applications. A synopsis of important dates is provided below. For additional information or clarification, contact Ken Nather at knather@cccco.edu or by telephone at (916) 322-9048.

- Request for Application Released August 24, 2006
- Bidders Conference via CCC Confer Thursday, September 21, 2006
(Please refer to Attachment A for details) 2:00 – 3:30 P.M.
- Deadline for submitting applications **Thursday, February 22, 2007, 5 p.m.**
- Reading of applications March 1 – 2, 2007
- Notification of Intent to Award March 7, 2007
- Appeal deadline March 21, 2007
- Board of Governors Approval May 7 - 8, 2007
(for grants over \$100,000)
- Project commencement July 1, 2007

Materials will be available on line at the website address below by the afternoon of August 24, 2006.

http://www.cccco.edu/divisions/esed/aa_ir/aa_grants.htm

Mail the Applications to the following address:

Ken Nather
System Office, California Community Colleges
1102 Q Street
Sacramento, CA 95814
Attn: Career Advancement Academy Grant Application Enclosed

cc: Mark Drummond, Chancellor, California Community Colleges
 Steve Bruckman, Executive Vice Chancellor, California Community Colleges
 José Millan, Vice Chancellor, Division of Economic and Workforce Preparation
 LeBaron Woodyard, Dean, Academic Affairs and Instructional Resources
 Ken Nather, Specialist, Academic Planning and Development
 Wendy Lozoya, Grants & Contracts

MEET & CONFER EVENT DETAILS

Event: Career Advancement Academy Bidders Conference
Date: Thursday, September 21, 2006
Time: 2:00 – 3:30 pm

PARTICIPANT DETAILS

- ✓ Dial your telephone conference line: **1-866-826-6337**
- ✓ Enter your passcode: **492661**
- ✓ Go to www.cccconfer.org.
- ✓ Disable all pop-up blocker software.
- ✓ Run the Wizard <http://www.cccconfer.org/wizard> (if not previously done)
- ✓ Click the orange bar **Log In To Meet & Confer** located at the bottom of our home page.
- ✓ Locate your meeting, click the **Participant** radio button and click **Go**.
- ✓ Fill out the form and enter the password: **492661**
- ✓ **IMPORTANT:** Once you are logged into the conference both by phone and online, please **MUTE your phone** by dialing ***6**. See "Participant Conference Features" below for instructions on unmuting.

PARTICIPANT CONFERENCE FEATURES

- *0 - Contact the operator for assistance with the audio.
- *6 - Mute your individual line with a private announcement.
Press *6 again to unmute your line.

QUESTIONS?

CC Confer Client Services is available Monday through Friday between 8:00 am - 4:30 pm at 760-744-1150 ext 1537 or 1554 or email clientservices@cccconfer.org.