

Prop 39 Program Improvement Fund Application Guidelines:

Overview : This application is to be used to apply for Prop 39 Program Improvement Funds. Funding will be allocated to colleges based on the number of energy efficiency program completers in the 2013/2014 school year.

Eligible energy efficiency programs at colleges are as follows:

- i. Certificates 6 -17 units
- ii. Certificates or Degrees 18+ units
- iii. Apprenticeship Completers (Journeymen)
- iv. Third Party Credentials

The Proposition 39 workforce RFA targets occupations in the commercial, industrial, and institutional sectors of energy efficiency and clean energy generation. Residential and agricultural occupations are excluded.

Prop 39 Energy Efficiency Program Definition

Energy consumption and clean energy generation occur on the customer or “demand” side of the utility meter. This includes the power meter, gas meter, and water meter. Energy efficiency programs – for purposes of the Prop 39 workforce RFA - reduce demand side energy consumption in commercial, institutional, and industrial buildings.

*See LATTTC’s Prop 39 website for overview of grant and more information <http://cacleanenergyconsortia.com/>

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1. The application is due at 5pm on July 25th, 2014. Please send the following required application documents to prop39@lattc.edu
 - a. Excel application
 - b. Printed and signed cover sheet (first page of excel- please print and scan)
 - c. Supporting documentation of third party credentials and apprenticeship completers
 2. Only **one application is to be submitted per college. A separate excel tab within the main excel application** must be completed for each certificate, degree, and third party credential or apprenticeship program at a college.
 3. Entering completers into CalJOBS is no longer a requirement for Program Improvement Funds. However, colleges should apply their best efforts to get completers registered by June 30, 2014. Please attach supporting documentation of CalJOBS registration to your application if possible.
 4. For programs to be eligible for funds, programs must be pre- approved by the Chancellor’s Office. Check pre-approved programs and/or gain approval here: <http://cacleanenergyconsortia.com/program-fund-info/verifygain-chancellors-office-approval/> . Submissions of non-approved programs for pre-approval are due by June 13th, 2014.
 5. Apprenticeships and third party credentials will require additional documentation of completers which will need to be attached to this application. See “Program Specific Instructions”.



6. Program Specific Instructions:

***Certificates/Degrees and Apprenticeships:** Must be listed in the Chancellor’s Office MIS system. Verification will be required in September 2014 in a follow up document.

***Apprenticeships:** Completers must be at the Journey level. Due to the fact that apprentices who have journeyed out may not be reflected in MIS data, please attach an official list of completers from the Trust in a PDF document to help provide documentation. The format is at the discretion of the applicant college.

***Third Party Credentials:** Please provide verification of completers in an attachment to your application email. Please attach proof of certification of completers in a PDF document. The format is at the discretion of the applicant college.

***Certificates and Degrees:** Only certain TOP Codes ensure eligibility. Some approved TOP codes will require additional explanation of how a program fits the Prop 39 definition of energy efficiency to ensure eligibility. The TOP codes below require additional explanation in the application. (See application Question 6)

TOP CODES REQUIRING ADDITIONAL EXPLANATION IN APPLICATION

0201.00 Architecture and Architectural Technology	0953.40 Mechanical Drafting
0952.00 Construction Crafts Technology	0956.00 Manufacturing and Industrial Technology
0953.00 Drafting Technology	0956.50 Welding Technology
0953.10 Architectural Drafting	0956.70 Industrial and Occupational Safety and Health
0953.20 Civil Drafting	0957.20 Construction Inspection
0953.30 Electrical, Electronic, and Electro-Mechanical Drafting	0958.00 Water and Wastewater Technology

- 7. Calculation of Anticipated Program Improvement Funding (Application Question 8):** Approximate your budget for each Program Improvement award based on the number of 2013/2014 completers in certificate/degree programs, third party credentials, or secured apprenticeship participants multiplied by the award amount per completer for each of these categories.
- a. Award amounts per completer:
 - i. Certificate 6 -17 units - \$ 500
 - ii. Certificate or Degree 18+ units - \$ 1,000
 - iii. Apprenticeship Completers (Journeymen) –\$1,000
 - iv. Third Party Credential - \$500
- 8. Use of Program Improvement Funds: Use this section to guide the 3-4 sentence budget narrative in the excel application (Application Question 9):**
- a. Funds are to be used to improve existing energy efficiency and clean energy programs.
 - b. Funds must go to improving the program that is granted the Program Improvement award.
 - c. Funds are to be used to support participating programs in the form of energy efficiency and clean energy related supplies and equipment, faculty professional development activities, curriculum or professional development or other activities that aid to the growth or strengthening of a program.
 - d. Funding for apprenticeship programs must be spent by the college rather than by payment directly to the apprenticeship program. The expenditure of these funds may take the form of professional development for instructors (both apprenticeship and regular faculty), a reduction in costs for curriculum approval (or a waiver of costs), other activities that aid to the growth or strengthening of a program or specific equipment purchases for use at the apprenticeship facility.
 - e. Funds will be allocated in October, 2014. Date TBA.
 - f. Funds must be spent by March 31, 2015.
 - a. Recipients of Program Improvement Funds will be required to submit one follow up expenditure report per award following expenditure of funds.