



# **CAREER LAUNCH CAPITAL EQUIPMENT FUNDING**

## ***2025-27 PROGRAM AND FISCAL GUIDELINES***

Workforce Education Department  
Washington State Board for Community and Technical Colleges  
PO Box 42495  
Olympia, WA 98504  
[SBCTC.edu](https://sbctc.edu)

The Washington State Board for Community and Technical Colleges (SBCTC) reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	August 14, 2025
Application Webinar	August 20, 2025, at 1:00 PM
Application Deadline	September 11, 2025
Funds available	Late October 2025
Status Reports due to SBCTC	June 2026 January 2027
Confirmation of receipt of all equipment purchases	June 30, 2027
Final Report due to SBCTC	July 31, 2027

## Contacts

### Program Administration Questions

Karin Gitchel  
Program Administrator, Workforce Education  
[kgitchel@sbctc.edu](mailto:kgitchel@sbctc.edu)  
360-704-1004

### Policy Oversight Questions

Genevieve Howard  
Policy Associate, Workforce Education  
[ghoward@sbctc.edu](mailto:ghoward@sbctc.edu)  
360-704-4333

### Fiscal/Budget Questions

Denise Costello  
Associate Director, Fiscal  
[dcostello@sbctc.edu](mailto:dcostello@sbctc.edu)  
360-704-4344

### OGMS Questions

Kari Kauffman  
Program Coordinator, Fiscal  
[kkauffman@sbctc.edu](mailto:kkauffman@sbctc.edu)  
360-704-1021

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# Program Overview

The State Board for Community & Technical Colleges (SBCTC) is committed to the development of a skilled workforce, ensuring business and industry thrive and expand across the state, and enabling every Washingtonian to obtain family-sustaining careers through credentials of workplace value. The intent of this funding is to provide for the purchase of capital equipment that supports student learning within eligible Career Launch endorsed programs in the Washington Community and Technical College System.

Resources made available through this funding will support the implementation of Career Launch endorsed programs by providing equipment funding to successful applicants. This funding will help build capacity in workforce education programs that integrate work-based learning in high demand fields. Capacity building will be accomplished, in part, by ensuring that students have access to training, simulations, and equipment that advance high quality workforce programs, integrate supervised paid work-based learning experiences, align classroom learning with both academic and employer standards, and lead to a valuable credential(s) beyond the high school diploma or confer at least forty-five college credits towards a two-year or four-year postsecondary credential.

## Governing Legislation

Funding to support capital equipment needs in Career Launch endorsed programs was appropriated through [SSB 5195](#) Section 5067 for the 2025-27 Biennium, solely for the State Board for Community and Technical Colleges to provide competitive grants to community and technical colleges to purchase and install equipment that expands career-connected learning opportunities. For reference, Career Launch Programs are defined in statute under Section [RCW 28C.30.020](#).

## Applicant Guidelines

### Who May Apply

A community or technical college may apply for funding for equipment to be used in credit bearing programs that have received a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group's Career Launch Endorsement Review Team as established and required by Section [RCW 28C.30.040](#). More information on the Career Launch Endorsement Review process can be found on the [SBCTC website](#). Colleges are encouraged to collaborate with business, industry, labor, and workforce development partners in the development of Career Launch programs. A community or technical college may request capital equipment funding for more than one Career Launch endorsed program. In those cases, please submit a separate funding proposal for each Career Launch endorsed program.

### Eligible Programs

Programs eligible for Career Launch capital equipment funds must be a program with a current Career Launch endorsement or a Washington state registered apprenticeship program that partners with a community and technical college for the delivery of related supplemental instruction (RSI).

The program for which equipment funding is requested must meet the following requirements before receiving an allocation:

1. Have existing program approval on file with SBCTC.<sup>1</sup>
2. Have received written notification of endorsement from the Career Launch Endorsement Review Team or is a registered apprenticeship.

## Application Process

Proposals must be submitted through the [Online Grant Management System \(OGMS\)](#) to the State Board for Community and Technical Colleges (SBCTC) in accordance with the time lines provided on [page two](#). Access the 2025-27 Career Launch Capital Equipment Funding application through OGMS. If you do not have an account, contact your organization's [Security Contact](#) for access; you will also need your Security Contact to give you permission for the 2025-27 Career Launch Capital Equipment Funding application in OGMS FY26.

Applicants are advised to audit all proposals with their business office and procurement officials to ensure there are project contingencies in place for local funding in case of overspending or inability to meet deadlines. Applicants are advised that the legislature makes no ongoing commitment to pay for operating costs associated with the equipment acquired with this funding.

**Key Dates:** A technical assistance webinar will be held on August 20, 2025. Submit completed applications through OGMS no later than September 11, 2025, at 11:55 p.m. SBCTC staff are available for assistance until 4:00 p.m. on September 11, 2025.

### Career Launch Capital Equipment Webinar

Date: Wednesday, August 20, 2025

Time: 1:00 pm

Location: Zoom <https://us02web.zoom.us/j/89530788068>

Zoom Meeting ID: 895 3078 8068

One tap Mobile: +12532050468,,89530788068# US, +12532158782,,89530788068# US (Tacoma)

A [question and answer document](#) is available on the program website and will be updated periodically as new questions are submitted and answered.

## Application Review and Evaluation Criteria

This Application Review and Evaluation Criteria section is a competitive funding process for equipment to be used for instructional purposes for Career Launch endorsed programs.

Priority will be given to proposals that can be completed by June 30, 2026.

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<sup>1</sup> BAS degrees are included in eligible programs.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadlines will be evaluated by a review panel appointed by SBCTC. Community or technical colleges whose proposal meets minimum criteria may be contacted by the review panel for a question-and-answer session after the initial review process. Proposals will be evaluated based on the strength of how they meet criteria set forth in Appendix A. Evaluation Criteria:

- **Capacity for career launch program(s):** The proposal provides a detailed and comprehensive description of the program, including the intended use of equipment, the college's support infrastructure, and projections for how the program capacity will grow contingent on the successful acquisition of the equipment.
- **Demonstrated need:** The proposal clearly demonstrates the necessity of the requested equipment to support the program's expansion and increased capacity, provides evidence that the applicant has the resources and infrastructure to maintain the equipment and cover ongoing operational costs after the one-time funding concludes.
- **Timeline:** The proposal lays out comprehensive plan to procure and implement installation of equipment. Include details on the procurement process, testing, training, and contingency measures, along with who will be responsible for each. Roles and responsibilities should be well-defined, and the timeline support completion by June 30, 2027.
- **Labor Market:** The proposal contains evidence of current labor market demand for the workers, skills and credentials promoted by the program(s) that is being supported by the proposed equipment. Evidence of strong education-industry partnerships and support from employers in program planning, design, and improvement affirming the relevancy of the skills and credentials produced by the program.

The review panel reserves the right to scale proposals as needed. SBCTC will make final funding determinations based on the entirety of review panel recommendations combined with final program and fiscal reviews. Applicants will be notified of their status through OGMS.

## Funding for Career Launch Capital Equipment

Funding for distribution is made available through [SSB 5195](#) Section 5067 for the 2025-27 biennium, which provides a total of three million dollars (\$3.0 million) in funding from the State Capital Budget solely for the SBCTC to provide competitive funding to community and technical colleges to purchase and install equipment that expands career-connected learning opportunities. For the purposes of this opportunity, only career-connected learning opportunities at the Career Launch level, which include CTC's who partner with Washington state registered apprenticeship programs, will be considered for funding. For reference, Career Launch Programs are defined in [ESSHB 2158](#) Section 57.

Funding available:

- \$3,000,000 (applications open August 14, 2025)

Priority will be given to proposals that can be completed by **June 30, 2026**. All equipment must be received, and facility work completed by **June 30, 2027**.

Applicants are advised to audit all proposals with their business office and procurement officials to ensure there are project contingencies in place for local funding in case of overspending or inability to meet deadlines. Applicants are advised that the legislature makes no ongoing commitment to pay for operating costs associated with the equipment acquired with this funding.

## Allowable Expenses

Funding is intended to support community and technical colleges with extraordinary costs associated with the purchase and installation of equipment that expands career-connected learning opportunities at the Career Launch endorsed program level. Funds may be used for the purchase and installation of capital equipment only (capital assets). Only approved items on the inventory list are allowed.

The source of these capital funds is backed by tax-exempt government bonds. To maintain IRS tax-exempt status, all expenditures must meet criteria for capital project activity. Capital assets are defined as property or equipment with average useful life of at least thirteen (13) years and a per unit acquisition **cost of \$10,000 or more**. Equipment purchased with these funds shall remain the property of the awarded college and in their inventory control.

Installation of capital equipment may include necessary facility modifications/upgrades required to accommodate the equipment, such as wiring or plumbing, but may not include construction of any new facility area. All information should be detailed in inventory and narrative description. The funding awarded will not cover additional items once the inventory is submitted.

Only capital asset equipment and related facility improvements are allowable under this funding opportunity – IT projects/systems/software will not be considered. All capital asset equipment is one-time funding with acquisition cost of \$10,000 or more.

## Condition of Funding

As a condition of funding, and to ensure compliance with Internal Revenue Service (IRS) regulations for tax-exempt financings, colleges must be able to answer each of the following questions with a **“No”** response for any equipment purchase and installation being proposed for funding under this program.

Questions:

- Will any portion of the project or asset ever be **owned** by any entity other than the State or one of its agencies or departments?
- Will any portion of the project or asset ever be **leased** to any entity other than the State or one of its agencies or departments?
- Will any portion of the project or asset ever be **managed or operated** by any entity other than the State or one of its agencies or departments?
- Will any portion of the project or asset be used to perform **sponsored research** under an

agreement with a non-governmental entity?<sup>2</sup>

- Does the project involve a **public/private venture**, or will any entity other than the State or one of its agencies or departments ever have a **special priority or other right** to use any portion of the project or asset to purchase or otherwise acquire any output of the project or asset such as electric power or water supply?
- Will any portion of the Bond/COP proceeds be **granted or transferred** to non-governmental entities or granted or transferred to other governmental entities which will use the funding for non-governmental purposes?
- If you have answered **“Yes” to any of the questions above**, will your agency or any other State agency receive any payments from any non-governmental entity, for the use of, or in connection with, the project or asset?
- Is any portion of the project or asset, or rights to any portion of the project or asset, expected to be **sold** to any entity other than the State or one of its agencies or departments?
- Will any portion of the Bond/COP proceeds be loaned to non-governmental entities or **loaned** to other governmental entities that will use the loan for non-governmental purposes?
- Will any portion of the Bond/COP proceeds be used for **staff costs for tasks not directly related** to a financed project(s)?

## Proposal Overview

The Proposal Overview section is specific to all applicants.

This funding is intended to support community and technical colleges with the extraordinary costs associated with the purchase and installation of equipment that expands career-connected learning opportunities at the Career Launch endorsed program level. Programs must be credit bearing and generate FTES.

Areas that must be addressed in the proposal are as follows:

## Program Information

Eligible programs must be on your current Professional-Technical program inventory and have received a letter for Career Launch endorsement. Because the purpose of this equipment funding is to expand career-connected learning opportunities directly through Career Launch endorsed programs, please include information about how the requested equipment will expand program capacity. Please provide the following information for each of the instructional program(s) that will use this equipment.

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<sup>2</sup> A nongovernmental entity is defined as: Any person or private entity, such as a corporation, partnership, limited liability company, or association; any nonprofit corporation (including any 501(c)(3) organization); the federal governmental (including any federal department or agency).



Title of program(s)

- Type of credential(s) - Certificate (45 Credits or more), Degree or Journey Card
- CIP and Plan Code (ctcLink Colleges) \*Applications will be returned without plan codes.
- Quarter(s) per year the program(s) is offered
- Total students served per year
- Intended enrollment (headcount) each year for five years (2024-25, 2025-26, 2026-27, 2027-28, 2028-29)
- Intended program capacity (FTES) each year for five years (2024-25, 2025-26, 2026-27, 2027-28, 2028-29)
- Anticipated program completers each year for five years (2024-25, 2025-26, 2026-27, 2027-28, 2028-29)

## Labor Market Demand

Career Launch funding is intended to support program expansion where there is unmet labor market demand. Proposals should include evidence that there is current demand in the labor market for the skills, knowledge and credentials promoted by the program. They should also show strong employer engagement. Please include the following information in your proposals using Attachment D: Labor Market Demand and Employer Engagement:

- For Career Launch endorsed programs, please compile/append the following items from your CLER application:
  - Demonstration of current labor market demand for specified skills/career in local region.
  - I-R9 Signed letter from employer partners attesting that Career Launch completers will be ready for specified entry-level jobs, including an optional, non-binding commitment estimating number of Career Launch completers they plan to interview/hire over the first three years of the program.
- For registered apprenticeships, please include the following information in Attachment D:
  - Demonstration of current labor market demand for specified skills/career in local region.
  - List of Apprenticeship Committee employer sponsors from the Apprenticeship Program Standards, as approved by the Washington State Apprenticeship and Training Council. Applicants may also include letters of support or lists of employers with whom apprentices are employed.

## Career Launch Endorsement of Program

With the exception of registered apprenticeships, colleges must demonstrate the program has received and maintains a current Career Launch endorsement. Career Launch endorsement shall be identified in OGMS by uploading your letter of endorsement from the Career Launch

Endorsement Review Team as an attachment.

## Equipment Description

Equipment must be for use in a program on your current Professional-Technical program inventory and directly in support of expanding a Career Launch endorsed program. Please include the following information:

- What is the equipment called and what does it do?
- What industry and types of occupations will this equipment support?
- How will the equipment help expand program capacity in terms of increased enrollments and completions? What is the outlook for program expansion should the requested equipment fail to be funded?
- Does the college have the capacity to maintain the equipment and sustain ongoing operating costs after this one-time funding concludes?
- What is the approximate installed cost of the equipment, including any necessary installation, facility updates such as electrical, plumbing, or structural modifications, user (staff or faculty) training and/or testing (per unit if multiple units)?
- Note: Funds provided are capital assets and require a cost-weight average useful life of at least 13 years. Provide the expected physical location of the equipment (per unit if multiple units with multiple locations).
- What is the timeline for procurement, installation, user training, and testing (as applicable) of the requested equipment? Please describe any dependencies that exist between equipment procurement and program capacity expansion. If program expansion is dependent on equipment being installed by a certain date, how will contingencies be handled?

## Budget and Budget Narrative

The budget and budget narrative pages must be completed in OGMS. Please provide a detailed budget list using Attachment B: Inventory Sheet. The applicant is advised to work with college Business Services – Procurement staff to ensure that accurate procurement information with ready to use purchase orders and estimates will match final amounts, building in contingency for additional shipping or taxes if necessary. Please refer to the Allowable Expenses section for specifics and agency staff are available for questions.

Colleges should have a clear timeline for procurement in place that matches budgeted inventory. The proposal should have a comprehensive plan to procure and implement installation of equipment. Include details on testing, training, and contingency measures, along with who will be responsible for each. Roles and responsibilities should be well-defined, and the timeline support completion by June 30, 2027. The timeline should demonstrate the plan for dependencies that exist between procurement and program capacity expansion. Applicants are advised that the legislature makes no ongoing commitment to paying operating costs associated with the equipment acquired with this funding. Priority will be given to proposals that can be completed by **June 30, 2026**. All equipment must be received, and facility work completed by June 30, 2027.

## Assurances

College staff are encouraged to read the assurances and responsibilities of purchases. It is recommended that staff work closely with Business Services team to articulate assurances on this application. The Signed Assurances document must be submitted via OGMS by uploading the required attachment.

## Summary of Required Attachments

- Attachment A: Please see Proposal Overview beginning on page 10. Program Expansion Plan: Career Launch equipment funding must lead to increased enrollment capacity for career launch program(s). The Program Expansion Plan should document planned expansion in terms of headcount, FTES and completions.
- Attachment B: Inventory Sheet:
  - All proposed capital assets must be itemized on the required Inventory Sheet.
  - Provide sample vendor with product website link.
  - The OGMS equipment budget line item and the Inventory Sheet information must be consistent.
  - Note: Only approved equipment and related facility improvements are allowable under this funding opportunity; IT projects/systems/software will not be considered.
- Attachment C: Assurances. Signatures are required for a valid submittal.
- Attachment D: Labor Market Demand and Employer Engagement.
- Attachment E: Career Launch Endorsement Letter (not required for registered apprenticeships).

## Program and Fiscal Reporting Requirements

Colleges must provide a status update to SBCTC using the mid-year and year-end reports on June 2026 and January 2027, identifying purchases and installations completed and those in progress. Colleges must also provide confirmation upon receipt of all items identified for their projects before June 30, 2027. A final report summarizing equipment expenditures and impacts on program expansion is due to SBCTC by July 31, 2027.

SBCTC will provide status update templates for colleges to submit via OGMS. Colleges will use the accounting codes provided by SBCTC capital budget office for tracking all expenditures in the Fiscal Management System (FMS) or ctcLink accounting system. Capital budget tracking can be accessed at <https://captrack.sbctc.edu/>. Reporting includes the itemized disclosure of College fund utilization including whether funds were used in compliance with allowable expenses and alignment with programmatic and legislative intent.

# Grant Terms & Information

## Allowable Costs

The following state and federal regulations must be followed:

### Applicable Washington State Regulations

The State Administrative and Accounting Manual ([SAAM](#)) must be followed.

## Disclaimer

SBCTC reserves the right to refrain from funding any or all applicants. Additionally, SBCTC reserves the right to add additional requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk awardees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to funding requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting funding.

## Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant activities. Grant recipients must maintain books and records, supported by source documentation that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the [SBCTC Policy Manual](#).

## Termination

This grant may be terminated by the SBCTC upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

## Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the Career Launch program, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from SBCTC.

## Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the SBCTC's discretion under those new funding limitations and conditions.

# Appendix A: Evaluation Criteria

## Part 1: Submission Verification

Scale: Yes or No.

Submission Required	Standard	Notes
1. Applicant has submitted proposal and all required attachments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Career Launch program endorsement from the Career Connected Learning Cross-Agency Work Group document is uploaded into the OGMS system. Or is a verified apprenticeship.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Proposal assurances document uploaded into the OGMS system and contains the required signature(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Applicant ensures compliance with IRS regulations for tax-exempt financing as demonstrated with “No” responses to Questions 4.1 through 4.10 in OGMS Section 4.		
5. Proposal contains all elements required in OGMS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Part 2: Proposal Evaluation Criteria

### *Evaluation Criteria Scale*

#### **1 – Does Not Meet Expectations**

*The response is incomplete, lacks relevance, or is otherwise not suitable for consideration.*

#### **2 – Partially Meets Expectations**

*Some relevant information is provided, but the response is incomplete or insufficient for proper evaluation. Additional details are required.*

#### **3 – Meets Expectations**

*The response adequately addresses the criteria and is suitable for consideration, though it may lack depth in some areas.*

#### **4 – Above Expectations**

*The response fully meets the criteria, includes a good level of detail, and presents a solid plan for achieving enrollment goals.*

*Recommended for consideration.*

#### **5 – Exceeds Expectations**

*The response is comprehensive, well-detailed, and clearly exceeds the criteria. It demonstrates a strong, actionable plan for achieving enrollment goals. Highly recommended for consideration.*

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
<b>1. Capacity for Career Launch Program(s):</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Details the Program Expansion:</p> <ul style="list-style-type: none"><li>The narrative provides a detailed and comprehensive description of the program, including the intended use of equipment, the college's support infrastructure, and projections for program growth contingent on the successful acquisition of the equipment.</li></ul>	

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
2. Demonstrated need for the proposed equipment and capacity to maintain its future operating costs:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Items from Overview &amp; Equipment Information:</p> <ul style="list-style-type: none"> <li>Clearly demonstrates the necessity of the requested equipment to support the program's expansion and increased capacity.</li> <li>Provides evidence that the applicant has the resources and infrastructure to maintain the equipment and cover ongoing operational costs after the one-time funding concludes.</li> </ul>	
3. Timeline:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Items in Proposal Details:</p> <ul style="list-style-type: none"> <li>A comprehensive plan to procure and implement installation of equipment. Include details on testing, training, and contingency measures, along with who will be responsible for each. Roles and responsibilities should be well-defined, and the timeline support completion by June 30, 2027.</li> </ul>	
4. Demonstrated labor market demand and employer engagement	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment D: Labor Market Demand and Employer Engagement:</p> <ul style="list-style-type: none"> <li>Use of current state, regional, and local labor market data to demonstrate program demand and density of regional need</li> <li>Strength of education-industry partnerships and support from employers in program planning, design, and improvement</li> <li>Use of industry-defined skill standards for program planning, design, and improvement</li> </ul>	





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Washington State Board for Community and Technical Colleges