WELCOME TO THE FY22 CAREER LAUNCH ENROLLMENT EXPANSION AND 21-23 EQUIPMENT APPLICATION WEBINAR!

• The webinar will start at 1:00 p.m.
• The webinar is being recorded and all registered will receive a copy.
• Please mute and disable your camera until you wish to participate.
• You may submit questions in the chat box to minimize interruptions and maximize our time together.
• Auto-captions are available and can be enabled and disabled using the CC Live Transcript icon at the bottom of the Zoom window.
CAREER LAUNCH APPLICATION WEBINAR

Marie Bruin, Director, Workforce Education
Becky Wood, Program Administrator, Workforce Education
Cheryl Bivens, Capital Budget Analyst
Dylan Jilek, Grants and Contracts Specialist
Kari Kauffman, Program Assistant

September 30, 2021
SBCTC STAFF INTRODUCTIONS

• Marie Bruin, Director, Workforce Education
• Becky Wood, Program Administrator, Workforce Education
• Cheryl Bivens, Capital Budget Analyst
• Dylan Jilek, Grants and Contracts Specialist
• Kari Kauffman, Program Coordinator
OBJECTIVES FOR TODAY’S WEBINAR

• Context:
  • Understand what Career Launch is and how it fits into Career Connect Washington, what it means to be a Career Launch endorsed program, and what funding streams are available to CTCs

• Applications for Funding:
  • Understand how to access funding applications in the Online Grant Management System (OGMS), which programs are eligible for funding, and how proposals will be evaluated

• Questions & Answers:
  • Have the opportunity to ask questions and get answers
AGENDA

1. Funding timeline for Career Launch enrollments and equipment
2. Career Connect Washington and Career Launch overview
3. Funding available
4. Guidelines
   • Career Launch Enrollment Expansion
   • Career Launch Equipment
5. OGMS system
6. Questions and Answers
TIMELINE FOR BOTH ENROLLMENTS & EQUIPMENT FUNDING

• Applications available: Thursday, September 23, 2021
• Q&A closes: Thursday, October 14
• Applications due: Thursday, October 21
• Applicant revisions: Prior to Monday, November 22*
• Allocations begin: Mid-December 2021

*Technical and budget revisions only. Applications with omissions of content or that are otherwise incomplete will not be evaluated for funding.
CAREER CONNECT WASHINGTON

What are the offerings that bring these experiences to life?

- Registered Apprenticeships (Credential beyond HS only)
- Youth Registered Apprenticeships (HS diploma and cred. beyond HS)
- CTC programs with required work-based learning
- CTE that meets credential and work-based learning req's
- 4 year programs with required work-based learning
- Other Career Launch programs

Comprehensive Internship

- Pre-apprenticeship
- 90 hour on-site internship
- Cooperative worksite learning
- CTE concentrators
- CTC programs without required work-based learning
- Other Career Preparation

Career Launch

Life-long learning and work

Destination
Postsecondary credential, paid work experience, career connection

Career Preparation

Academic credit, career connection

Career Awareness & Exploration

Early exposure to careers and career options

- Career fairs
- Worksite tours
- Career Presentations
- Work based problem solving
- Job shadowing / preparation events
- Networking events
ENDORSEMENT

• A program must receive an official endorsement to be designated as a “Career Launch” program.
  • Endorsement application instructions are available at: https://www.sbctc.edu/career-launch/career-launch-endorsement-review.aspx
  • The application requires detailed information about the program, industry-related information, and academic-related details:
    • https://www.sbctc.edu/resources/documents/career-launch/cler-application.pdf
• Career Launch program endorsement is required for both of the funding opportunities discussed today.
• SBCTC will accept funding proposals from programs whose endorsements are pending final approval, contingent on endorsement.
ENROLLMENT FUNDING AVAILABLE

• $1.0 million enrollment allocation to support new and capacity expansion in Career Launch endorsed programs.
  • 125 FTES available
  • @$8,000 per FTES
ENROLLMENT FUNDING GUIDELINES

• Community & technical colleges with Career Launch endorsed programs are eligible

• A CTC may propose funding for more than one program; please submit a separate funding application for each program.

• SBCTC will accept funding proposals from programs whose endorsements are pending final approval. Final funding approvals are contingent on endorsement.
ENROLLMENT FUNDING GUIDELINES

• Competitive Allocation
• Awards based on strength of proposal evaluated on 5 criteria:
  1. New capacity
  2. Timeline
  3. Coordination
  4. Labor market demand
  5. Employer engagement
# 2021-22 Career Launch Enrollments (FTES)
## Attachment A - Program Expansion Description

This section must be completed and uploaded in OGSMS as part of the proposal application.

### 1. For proposals seeking capacity expansion in an existing program, complete the following information:

<table>
<thead>
<tr>
<th>Title of Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Credential - Certificate (45 credits or more) or Degree:</td>
<td></td>
</tr>
<tr>
<td>CIP and EPC or Plan Code (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Quarters per year the program is offered:</td>
<td></td>
</tr>
<tr>
<td>Number of students enrolled in the last full academic year:</td>
<td></td>
</tr>
<tr>
<td>Number of annualized FTES enrolled in the last full academic year:</td>
<td></td>
</tr>
<tr>
<td>Number of completers in the last full academic year:</td>
<td></td>
</tr>
</tbody>
</table>

### 2. For proposals seeking to develop a **new program**, complete the following information:

<table>
<thead>
<tr>
<th>Title of Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Credential - Certificate (45 credits or more) or Degree:</td>
<td></td>
</tr>
<tr>
<td>CIP and EPC or Plan Code (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Quarters per year the program is offered:</td>
<td></td>
</tr>
<tr>
<td>Expected start date for the program:</td>
<td></td>
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</tbody>
</table>

### 3. For both capacity expansion and new programs, complete the following information:

<table>
<thead>
<tr>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Headcount Enrolled:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated FTES Enrolled:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Program Completers:</td>
<td></td>
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</tr>
</tbody>
</table>
ATTACHMENT B

Attachment B: 5-Year Budget Plan

*Please upload this file to your OGMS application in Excel format (not .pdf).*

Directions
1. Fill in your college name below.
2. Complete budgets numbers below. Use whole dollar amounts (no cents). The budget total for each year should be the same as the budget total for FY22.
3. Complete budget narrative on each of the other tabs in this workbook.
4. Enter your FY22 budget and budget narrative into your application in OGMS. Be sure your OGMS budget/budget narrative matches the FY22 tab of this workbook.

| College Name: |

5-year Budget Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>FY22 Budget</th>
<th>FY23 Budget</th>
<th>FY24 Budget</th>
<th>FY25 Budget</th>
<th>FY26 Budget</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
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<td>$0</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
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<td>$0</td>
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<td>$0</td>
</tr>
</tbody>
</table>
ENROLLMENT FUNDING GUIDELINES

Funds may be used for:

• System resources
• Curriculum development and delivery
• Integration of information about what students need to know and be able to do in order to work in their Career Launch employment placements
• Facility preparation
• Goods and services associated with the program
• The implementation of industry-defined skill standards credentials or certifications
• Coordination with Career Connected intermediaries and regional networks
• Facilitation of supervised paid work experiences for enrolled students.
REDISTRIBUTION POLICY

• FY22: First year of funding.

• FY23: Colleges who received funding in FY22 to receive the same dollar amount in FY23. Workforce staff will request a multi-year budget submittal and brief narrative from colleges regarding long term planning for the programs funded with CL FTES.

• FY24: If a college meets, or exceeds, their Career Launch FTES target in FY23 the funding will move into a permanent allocation. FTES will still be tracked, but the college will no longer be subject to CL FTES redistribution.

• If a college missed their CL FTES target in FY23 they are in probation for FY24.

• FY25: If targets are not achieved in FY24, and the college is on probation, college targets and funding are adjusted as a result of the redistribution policy. Redistribution will be the difference between target and actual FTES, not to exceed the amount provided in initial CL FTES funding.
QUESTIONS ABOUT ENROLLMENT FUNDING?

UP NEXT: CL EQUIPMENT
EQUIPMENT FUNDING AVAILABLE

• $5.0 million capital equipment funding
• **PURPOSE:** purchase and install equipment that expands Career Launch learning opportunities.
• All facility work must be done and all equipment must be received before July 1, 2023.
EQUIPMENT FUNDING GUIDELINES, PT 1

• Community & technical colleges with Career Launch endorsed programs are eligible

• A CTC may propose equipment funding for more than one program; please submit a separate funding application for each program.

• SBCTC will accept funding proposals from programs whose endorsements are pending final approval. Final funding approvals are contingent on endorsement.
EQUIPMENT FUNDING GUIDELINES

Competitive Funding
Awards based on strength of proposal evaluated on 4 criteria:
1. New capacity for a Career Launch program.
2. Demonstrated need
3. Timeline
4. Demonstrated labor market demand
EQUIPMENT FUNDING GUIDELINES, PT 4

Funds may be used for:

• extraordinary costs associated with the purchase and installation of equipment that expands a Career Launch endorsed program

• Funds may be used for the purchase and installation of capital equipment only (capital outlays).

• Only approved items on the inventory list are allowed

• Capital outlays is defined as property or equipment with average useful life of at least thirteen (13) years and a per unit acquisition cost of $5,000 or more.
EQUIPMENT FUNDING GUIDELINES, PT 5

• 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.

• Use of funds beyond these purposes is not permitted.

Applicants are advised that the legislature makes no commitment to pay for future operating costs associated with the equipment acquired with this funding.

Funding is conditioned on compliance with IRS regulations for tax-exempt financings. A checklist confirming compliance is in the application.
WHAT IS CAPITAL FUNDING?

• Capital funding is backed by tax-exempt government bonds and therefore has restricted uses unlike other funding sources.

• A funding source for acquisition, design, construction or improvement of real property.

• Funds are spent self-performing the approved scope or through a public work process.

• College self-performance is limited to work with a value of $90,000, or $45,000 if it only involves one trade RCW 28B.50.330.
WHAT IS PUBLIC WORK?

• A procurement method for “all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.” RCW 39.01.010(4)

• Community and technical colleges do not have authority to administer public work unless it is delegated by DES.
FACILITY CONSIDERATIONS

Consult with your business office to determine if any facility updates are required.

Facility considerations for equipment may include:
• Does the equipment fit in the space?
• Can we get it through the door?
• Do we have sufficient water, sewer, electrical, and HVAC to support it?
• Do we need permits? What about an architect?
• When can the work be done?
EQUIPMENT REPORTING REQUIREMENTS

Status reports to SBCTC:
• April 30, 2022
• December 31, 2022

Confirm receipt of all items no later than June 30, 2023

Final report July 31, 2023
ONLINE GRANT MANAGEMENT SYSTEM

• Contact your OGMS Security Contact for access to the grant.
• The OGMS User Manual is available under the “How To” tab in OGMS
• Contact your OGMS Security Contact if your question is not answered in the Manual
• Contact Kari Kauffman, 360-704-1021 if your Security Contact cannot resolve your question
IRS COMPLIANCE

• Section 4 of the Career Launch Capital Equipment Funding application

• Questions are related to:
  • Ensuring compliance with IRS regulations for tax-exempt financings
  • As a condition of funding, colleges must be able to answer “No” to all questions in Section 4
  • A response of “Yes” to any of the questions 4.1-4.10 will result in your application being rejected
Q&A PROCESS

• Contact Becky Wood with questions
• A Q&A document has been posted on the SBCTC websites for these funding sources
  • Career Launch Enrollments
  • Career Launch Capital Equipment Funding
  • These documents will be updated approximately every 48 hours through Thursday, October 17, 2019
TIME FOR YOUR QUESTIONS!
CONTACT INFORMATION

For general application questions:
• Becky Wood, 360-704-1004

For OGMS questions:
• Kari Kauffman, 360-704-1021