



WELCOME TO THE 21-23 HIGH DEMAND ENROLLMENT EXPANSION APPLICATION WEBINAR!

- The webinar will start at 10:30 a.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.



SBCTC STAFF INTRODUCTIONS

- Becky Wood, Program Administrator
- William (Bill) Belden, Policy Associate
- Dylan Jilek, Contracts Specialist
- Kari Kauffman, Program Coordinator



PURPOSE OF TODAY'S WEBINAR

- Eligible applicants
- Intent of grant funding
- Overview of application requirements
- Opportunity to ask questions



AGENDA

1. Application and Funding Timeline
2. Overview and Purpose of Funds
3. Program Guidelines and Requirements
4. Funding and Allowable Expenses
5. OGMS System
6. Application Review and Evaluation Criteria
7. Questions



TIMELINE

Milestones	Key Dates
Application available	November 10, 2021
Application Webinar Register to participate live or to receive a recording	November 16, 2021 (10:30am PDT)  <i>YOU ARE HERE</i>
FAQ&A Closes	December 15, 2021
Application deadline	December 22, 2021*
Colleges notified of grant awards	February 2022
Grant projects to conclude	June 30, 2023

*SBCTC staff is available for assistance until 4:00 p.m. on December 22, 2021



OVERVIEW & PURPOSE OF HIGH DEMAND FUNDS

- Support new or expanded enrollments that lead to employment in high demand fields
- High Demand Defined:
 - Program where student completions are less than projected job openings AND/OR
 - Substantial number of current or projected employment opportunities
- Enrollment Expansion Defined:
 - Through application
- One-time funding, allocated for 2021-2023 biennium



WHAT IS HIGH DEMAND?

- The definition of high demand in statute [RCW 28A.700.020](#):
- "High-demand program" means a career and technical education program that prepares students for either a *high employer demand* program of study or a *high-demand occupation*, or both.
- High demand programs specified in legislation include, but are not limited to allied health, computer and information science, and manufacturing ([ESSB 5092 section 26](#)).



PAUSE AND DISCUSSION





WHAT IS ENROLLMENT EXPANSION?

- Enrollment expansion for high demand program(s): The proposal demonstrates how the project will expand enrollment capacity through either a new program or expansion of an existing program.
- This funding is not distributed on a set per FTE basis. Colleges will articulate expected enrollment growth in their application materials and provide supporting documentation/evidence to justify their projections.



WHAT IS ADVANCING EQUITY?

- How does the project work to eliminate equity gaps for students who may be historically underrepresented in higher education and/or high demand occupations?
- A plan for recruiting students to enroll in the program and any specific tactics this program will use to ensure student retention, completions and employment in the career field of study.
- System Vision Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.

ELIGIBLE INSTITUTIONS & PROGRAMS

- Eligible institutions are public Washington community & technical colleges as designated under RCW 28B.50.030.
- Eligible programs:
 - professional/technical college programs*
 - BAS programs
 - apprenticeship training programs
 - non-credit programs

*new programs are eligible if they have program approval on file with SBCTC prior to the high demand application deadline date

See page 5 of guidelines for detailed eligible programs information



FUNDING

- \$2M available through ESSB 5092 from Workforce Education Investment Account
- Allocation of one-time biennial funds
 - FY22 budget
 - FY23 budget
 - **carry forward of underspending in FY22 will not be allowed**
- Proposal range: \$50,000-\$250,000
- College consortium applications will be considered

ALLOWABLE EXPENSES

- Funds may be used for:
 - Curriculum development, modification, and delivery,
 - Capital outlays and related costs of installation (equipment with a per unit cost of \$5000 or greater),
 - Goods and services associated with the program(s), including non-capitalized equipment (per unit cost less than \$5,000),
 - The implementation of industry-defined skill standards credentials or certifications,
 - Academic and career supports.

Use of funds beyond these purposes is not prohibited, but requires consultation with SBCTC and written approval.



UNALLOWABLE EXPENSES

- Student tuition and fees,
- Direct student aid, supports, or assistance
- Subsidizing student wages through an employer partner

All expenditures must be allowable uses of state funds, per [WAC 292-110-010](#).



PAUSE AND DISCUSSION



ONLINE GRANT MANAGEMENT SYSTEM QUESTIONS

- Contact your [OGMS Security Contact](#) for access to the 2021-23 High Demand Funds.
- 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
- **Ensure access to OGMS (Holiday/Vacation Schedules)**

OGMS LOGIN & APPLICATION ACCESS

- If you've forgotten your OGMS username, contact your OGMS Security Contact
- If you've forgotten your OGMS password, use the "Retrieve my password" feature located [here](#)
- Create a new application for 2021-23 High Demand Funds
- Save frequently to ensure you don't lose your work!



APPLICANT INFORMATION & GRANT RESOURCES

- Enter your contact information on the Applicant Information screen
 - Be sure to avoid typos when entering your email address
- Find and download Program Guidelines, as well as other important documents in the Grant Info link



GRANT RESOURCES, CONTINUED

- In the Grant Information page, you will also find the:
 - 2021-23 High Demand Program Guidelines
 - Attachment A: Program Expansion Description
 - Attachment B: Biennial Budget Form
- Please download as needed

ASSURANCES & UPLOADING DOCUMENTS

- Find the 2021-23 Assurances in the Assurances tab
 - Download and print for completion and signature
- Upload the Assurances and other documents as needed in the Attachments tab

CONTENTS SECTION

- Each section must be completed before you can submit your application
- Click the Save button on every screen
 - Save frequently, as OGMS times out every 20 minutes
- Sections can be completed in whatever order you wish
- Brief demo of how to complete a Contents tab



SECTION OVERVIEW

- Section 1 – Project Overview
- Section 2 – Proposal Description
- Section 3 – High Demand
- Section 4 – Enrollment Expansion
- Section 5 – Advancing Equity
- Section 6 – Timeline
- Budget

SUBMIT YOUR GRANT APPLICATION

- Submit your application in the “Submit” tab
- If the application will not submit properly:
 - Check to ensure all the application tabs have been completed correctly (each tab will have a check mark on it)
 - If you are still unable to submit, check with your OGMS Security Contact. You may not have the correct permissions to submit the grant



APPLICATION REVIEW & EVALUATION CRITERIA

A review committee will assess proposals that meet minimum criteria and make recommendations to SBCTC executive leadership.

There are five major evaluation criteria (see Appendix A in Guidelines):

1. High Demand
2. Enrollment
3. Equity
4. Timeline
5. Budget



FAQ&A PROCESS

- We are taking note of all questions asked and posted to the chat box.
- Contact [William Belden](#) with additional questions by December 15, 2021.
- An FAQ&A document will be posted to the SBCTC website on the [High Demand Enrollment Expansion](#) webpage

APPLICATION FEEDBACK & APPROVAL

- Your application may require minor revisions before it can be approved for funding
 - You'll find feedback regarding these revisions in the “Feedback” tab
 - Respond to this feedback in the relevant section of the application
 - While making changes, be sure to save at the bottom of each applicable contents section
- OGMS QUESTIONS: Kari Kauffman at kkauffman@sbctc.edu



REPORTING REQUIREMENTS

- Mid-year and year end reports
 - Aggregated student data demonstrating increased enrollments
 - Summary of progress made on stated goals
- Final program and fiscal evaluation of project due by July 21, 2022



NEXT STEPS

- Post your questions to the chat now (if not already) so we can start working on answers.
- Short Q&A now
- Monitor SBCTC website (“Grants for Colleges”) for FAQ&A

Applications Due in OGMS by 11:55pm December 22, 2021

Staff are available to provide assistance until 4:00pm on 12/22/21

THANK YOU!



Becky Wood

Program Administrator, Workforce Education

Pronouns: she/her

Washington State Board for Community and Technical Colleges

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[Why I put my pronouns in my email signature](#)

Schedule a meeting with me: <https://calendly.com/bwoodsbtctc>



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Preferred Pronouns: He/Him/His