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## Deadlines and Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
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<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>September 19, 2019</td>
</tr>
<tr>
<td>Applications due in OGMS</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td>Applicants notified of approval status</td>
<td>Prior to January 1, 2020</td>
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<tr>
<td>Final approval given</td>
<td>Prior to January 1, 2020</td>
</tr>
<tr>
<td>Allocations Begin</td>
<td>January 1, 2020</td>
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</tbody>
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## Program Contacts

**Proposal, Policy, & Guidelines Questions**
- Erin Frasier  
  Policy Associate, Workforce Education  
  efrasier@sbctc.edu  
  360-704-4339

**Budget & Fiscal Questions**
- Michele Rockwell  
  Contracts Specialist  
  mrockwell@sbctc.edu  
  360-704-4343

**Fiscal Policy Questions**
- Susan Wanager  
  Policy Associate, Fiscal Management  
  swanager@sbctc.edu  
  360-704-4344

**OGMS Questions**
- Dylan Jilek  
  Program Assistant  
  djilek@sbctc.edu  
  360-704-1021
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Overview

The State Board for Community and Technical Colleges (SBCTC) is committed to helping industry thrive and expand in Washington State and to continue the development of a skilled workforce. The allocated resources will support the continued alignment of training programs with current industry practice and employee recruitment needs.

This funding is to enhance technology used in existing workforce education programs. Enhancements must be in alignment with industry needs and can include equipment, software or other tools to ensure students and instructors have access to current technologies. Successful proposals will:

- Focus on a single industry sector;
- Demonstrate the need for technology enhancements;
- Demonstrate alignment with industry needs;
- Demonstrate enhanced skills attainment for students;
- Secure at least 25% in match funding or technology donations; and
- Demonstrate partnership development or enhancement with at least one employer

This document contains information, criteria, and application materials needed to apply for the 2020 Workforce Development Fund - Technology Enhancement funds. Only applications and budgets submitted through OGMS will be considered for funding.

Applicant Guidelines

Who May Apply

A community or technical college may submit one application for funding.

Applications from colleges receiving 2019-20 Workforce Development Funds and consortium applications will not be considered.

Proposals will be assessed against published criteria. Please review carefully for required elements before submitting a proposal.

How Does the Provider Apply

Access the 2019-20 Workforce Development Fund - Technology Enhancements application through the Online Grant Management System (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 FY20.

Colleges must submit proposals via OGMS no later than Thursday, October 31, 2019 at 11:55 p.m. Applications submitted after the deadline will not be accepted. SBCTC staff is available for assistance until 4:00 p.m. on October 31, 2019. All proposed technology purchases must be...
itemized on the required Inventory Sheet. The OGMS equipment budget line item and the Inventory Sheet information must be consistent.

**Disclaimer**

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

**Application Review Process**

An application review panel will be convened to assess each of the proposals that meet minimum criteria to be considered for funding. The review panel will make recommendations to the State Board based on the evaluation criteria established.

Recommendations will be forwarded to the State Board for final approval. Colleges will be notified via OGMS regarding proposal status prior to January 1, 2020.

**Application Guidance**

In preparing the application please consider the following items:

- Review panel members come from a variety of professional backgrounds. Please do not assume that panel members are familiar with the Washington State community & technical college initiatives, funding or acronyms.

- Consider the amount of detail needed to provide a compelling reason for a panel to recommend funding this project. Ideal proposals provide the detail needed to understand what efforts the money will go to while not distracting panel members in non-related information.

- Who, What, When, Where, How and Why are a viable framework for approaching what information to present

- Be clear about what you want to do and why is it important

- While there may be some questions that appear duplicative the questions are built in such a way to allow for information to build upon previous detail. Copy and pasting from earlier answers is not recommended.

**OGMS Requirements**

The following is required to be considered a complete application in OGMS:

- Grant Narrative - Responses to the narrative questions reflecting the minimum criteria for grant consideration must be completed in OGMS. Responses addressing the additional criteria are recommended in this competitive grant process.

- Budget - The budget and corresponding budget narrative page must be complete in OGMS, including detailed information about matched funding or contributions that will be
committed to the college. Matched funding or technology must equal at least 25% of the requested funding. Match can be committed in the form of funds or technology (equipment, software or tools). Administrative costs are not allowed since these funds are solely for the purchase of needed technology enhancements.

- Inventory Sheet - All proposed technology purchases must be itemized on the required Inventory Sheet. The OGMS equipment budget line item and the Inventory Sheet information must be consistent.

- Match Commitment Letter(s) - All commitments of funding or technology resources must be identified in letters of commitment from the entity committing the match.

- Letter(s) of Support - At least one letter of support confirming the need for the technology enhancements from any one of following: industry partner, local Economic Development Council, or local Workforce Development Council.

**Minimum Criteria**

1. General Information
   1.1 Project Title
      - Provide a short title identifying the technology enhancements you are proposing
   1.2 Industry Sector
      - Identify which single industry sector your technology enhancements will provide skill attainment for; only one industry sector can be addressed per college proposal
   1.3 Amount Requested
      - Identify the amount of funds requested

2. Need and Industry Alignment
   2.1 Justification for technology enhancement needs
      - Provide an explanation demonstrating the need for the specific technology enhancements you propose within an existing workforce education program
   2.2 Environmental scan that demonstrates alignment with industry needs
      - Provide a labor market analysis demonstrating a skills gap or employer need not currently met that this technology enhancement will address
   2.3 Identification of specific skills students will attain through the technology enhancement
      - Provide a clear and specific description of the new skills students will attain as a result of the technology enhancement(s)
   2.4 Explanation of why Perkins funds not available to meet technology enhancement need
      - Provide an explanation of why Perkins funds have not been utilized to meet this technology enhancement need
3. Partnerships and Increased Access

3.1 Demonstrate partnership development or enhancement with at least one employer

- Describe your engagement with at least one local employer in evaluating the need for technology enhancements and upload a Letter of Support from them in OGMS confirming their support of your efforts and its alignment with their workforce needs.

3.2 (Optional) Describe how the technology enhancements will increase equitable access to skills acquisition, especially for underrepresented population in workforce education.

4. Budget Narrative

4.1 Goods and Services

- Describe how funds requested will be used for goods and services. These are technology enhancements that do not meet the definition of capital outlays. Technology enhancements must be in alignment with industry needs and can include equipment, software or other tools to ensure students and instructors have access to current technologies.

4.2 Contracts

- Describe how funds will be used for contracts to install or develop technology enhancements for an existing workforce education program.

4.3 Capital Outlays

- Describe how funds will be used for technology enhancements that qualify as capital outlays. Capital Outlays are defined as equipment with a useful life in excess of one year and a per unit acquisition cost of $5,000 or more.

5. Match Contributions

5.1 Total amount of match contributions

- Identify the total amount of committed match funds and/or value of committed technology donations. Match must be at least 25% of your fund request.

5.2 Description of match contributions and identification of contributors

- Specifically identify each contribution type, amount of funds or total value of each contribution and the entity that has committed to contributing each. If the contribution is the donation of technology, specifically describe the technology, its value and whether it is a new or used item. A letter of commitment from each entity contributing funds or technology must be uploaded in OGMS as part of your application.

- All proposals must document the commitment of match resources. Match resources must either be funds or the donation of technology (equipment, software or other tools) to the college.
**Additional Criteria**
Additional consideration will be given to applications that meet the below criteria in addition to the minimum criteria.

**Additional Partners**
In your response to 3.1, identify additional workforce development system partners (Workforce Development Councils, industry partners, other employers, labor organizations, Centers of Excellence, philanthropic organizations, and/or community-based organizations) and describe their support for your efforts to enhance technology in the existing program. Upload Letters of Support in OGMS for each partner identified in your narrative.

**Additional Match**
In your response to 5.1, identify more than 25% match in funds or technology contributions to your project. In alignment with statewide goals to leverage public/private investments, proposals with high leveraged resources from industry receive preference for funding.

**Equitable Access**
Respond to 3.2 with a description of workforce populations targeted by this project, especially underserved populations identified under the Workforce Innovation and Opportunity Act, and any specific details about how the project will increase equitable access to training, employment and/or wage progression.

**Funding**
Funding for approved applications will be allocated to colleges. Funding becomes available January 1, 2020 and expires June 30, 2020. Funds do not extend beyond the end of the fiscal year (June 30, 2020). Work with your college’s business office to access these funds.

Funding available for 2019-2020 totals $340,000. The SBCTC will fund projects at a maximum of $100,000 per proposal. The review panel reserves the right to scale proposals as needed. Funding is subject to the amount of available resources.

Any necessary equipment purchases exceeding $5,000 must receive approval prior to purchase. This approval may be facilitated during the application review process. Note: any post-approval modifications to equipment lists during the fiscal year must be submitted via email for approval.

When developing proposals colleges should give strong consideration to the intent of the funding and the total amount of available resource to best demonstrate the practicality of the proposal.

**Reporting Requirements**
Colleges must provide a status update to the SBCTC by March 31, 2020 identifying purchases completed and in progress. Colleges must also provide a confirmation upon receipt of all items identified for their projects before June 30, 2020. The SBCTC will provide mid-term and final status update templates for colleges to submit via OGMS.
Open Licensing Policy Requirement

The SBCTC requires that all digital software, educational resources, and knowledge produced as part of this competitive funding be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts.

Please take the time to read the license at Creative Commons. If awarded Workforce Development funds, you must agree to allow the SBCTC to distribute the digital software, educational resources, and knowledge created through this funding under the terms of the Creative Commons Attribution License available at the website above. Creative Commons (CC) is a nonprofit corporation dedicated to making it easier for people to share and build upon the educational and scientific work of others, consistent with the rules of copyright.
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Washington State Board for Community and Technical Colleges