WORKFORCE DEVELOPMENT FUND

2019-20 PROGRAM GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
PO Box 42495
Olympia, WA 98504
SBCTC.edu
The Washington State Board for Community and Technical Colleges 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

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>March 7, 2019</td>
</tr>
<tr>
<td>Applications due in OGMS</td>
<td>April 18, 2019</td>
</tr>
<tr>
<td>Applicants notified of approval status</td>
<td>Prior to July 1, 2019</td>
</tr>
<tr>
<td>Final approval given</td>
<td>Prior to July 1, 2019</td>
</tr>
<tr>
<td>Allocations begin</td>
<td>July 1, 2019</td>
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</tbody>
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# Program Contacts

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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 develop or expand and evaluate innovative training programs that support closing the skill gap and improving employer engagement. Successful proposals will do one or more of the following:

- Create or support local workforce development initiatives;
- Support and expand workforce development partnerships among employers, training providers, and workers;
- Work with employers to build career pathways; and
- Streamline local workforce development efforts

This document contains information, criteria, and application materials needed to apply for the 2019-2020 Workforce Development funds. Only applications and budgets submitted through OGMS will be considered for funding.

The State Board for Community and Technical Colleges is soliciting proposals that fall into one of three categories:

- Economic Development proposals: Projects addressing strategic initiatives in a local service area as identified through work with community partners that require changes in education requirements for employment in existing fields.
- Emergent Need Proposals: Projects addressing a new workforce need that is emerging due to growth of new industries or changes in educational requirements for employment in existing fields (due to changes in technology, regulations, or industry-standard credentialing).
- One-time employer response proposals: Proposals for individual or small-cohort training to meet local employment need too small to justify standing up a full proposal. Examples include using the Individualized Certificate Program to meet one-time employer needs.

Applicant Guidelines

Who May Apply

- A community or technical college or Center of Excellence (COE) may apply for funding.
- Colleges may submit only one application as an individual institution or the lead institution.
- Applications are allowed from both a Center of Excellence (COE) and their host college.
- Applications from a COE should be in a separate OGMS package, but submitted through its host college.

While a COE can submit applications separately, and colleges may participate in more than one consortium, the review panel will be cautious about awarding funding for multiple projects to one institution.

If applying as part of a consortium, the application must indicate which college will be operating as the lead institution. Lead institutions are the responsible fiscal and reporting entity for the project.
Consortium applications must clearly demonstrate how the activities of the individual members or pooling of resources support a common goal.

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

How Does the Provider Apply

Colleges must submit proposals via OGMS no later than Thursday, April 18, 2019. Applications submitted after the deadline will not be accepted. SBCTC staff is available for assistance until 4:00 p.m. on April 18, 2019.

Note: If equipment is requested as part of the proposal the application must include the required equipment list as an attachment to the proposal. The OGMS equipment budget line item and the equipment list information should be consistent.

A technical assistance conference call will be provided. The conference call information can be found in the announcement notice sent to the system.

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 July 1, 2019.

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:

- Letter of support and confirmation of need of the proposed program from any one of following: industry partner, local Economic Development Council, or local Workforce Development Council.

- If a consortium project, letters of assurance from the consortium colleges identifying their commitment to supporting the project’s completion and deliverables through their participation.

- Budget, including narrative page and information on leveraged resources.
  - If applying as a consortium the OGMS budget must be the budget total for the entire project. This must be supported with an attachment that breaks out the budget by college and line item.
  - Administration costs may not exceed 10% of the total budget.
  - If equipment is requested as part of the proposal the application must include the required equipment list as an attachment to the proposal. The OGMS equipment budget line item and the equipment list information should be consistent.

Specific items to address in OGMS narrative questions:

1. Description of the project; including project goals
2. Program Information
   A. Title of program
   B. CIP/EPC

   *Note: Programs must either be on your current professional-technical program inventory or a Notice of Intent has been submitted prior to the proposal deadline.*

3. Projects for new curriculum development are allowable. For the purposes of these guidelines and new curriculum development an email must be on file with the State Board prior to the proposal deadline containing the following information:
   i. Title of program
   ii. CIP/EPC
   iii. Details on what other colleges offer the same or related programs
   iv. Projected first quarter of student enrollment

3. Type of proposal
   A. Economic Development
   B. Emergent need
   C. One time employer response

4. List all project partners, as well as a description of their roles and responsibilities
   A. For consortium applications, all consortium members and the lead institution must be identified
   B. For all applications, local economic development and/or community partners must be identified
5. A labor market analysis demonstrating the skill gap or employer need, including:
   A. A description of the gap between employer demand and current supply of skilled workers
   B. An environmental scan (which includes private career schools as well as community & technical colleges) that demonstrates a unique employer need for the college to address through the project

6. Description of how the project addresses a skill gap or other pressing workforce needs in the industry targeted.

7. Description of the specific skills that will be addressed through the funding.

8. Explanation of how the proposed training is part of a pathway and supports student advancement (educational and career advancement).
   A. Description also identifies whether the project addresses needs of working adults and advances academic achievement these incumbent workers.

9. 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.

10. A project timeline identifying major milestones/activities for the grant year

11. Describe the project’s capacity for long-term, systemic impact and sustainability after the grant year.

12. Description of the leveraged resources supporting the proposed project
   A. All proposals must document the commitment of leveraged resources. Examples of leveraged resources include the contribution of time, space, and/or employer tuition resources to meet project outcomes. In alignment with statewide goals to leverage public/private investments, proposals with high leveraged resources from industry receive preference for funding

**Funding**

Funding for approved applications will be allocated to colleges. Funding becomes available July 1, 2019 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 $1,500,000. The SBCTC will fund projects at a maximum of $150,000 per proposal. A project that includes more than one community or technical college may apply for funding in excess of $150,000. Consortium proposals may not exceed $500,000.

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.

Projects with multi-year deliverables will be considered however funding can only be awarded on a year-to-year basis and there is not a guarantee of funding in a subsequent fiscal year. Multi-year projects are required to re-apply for consideration of funding in future grant cycles.
Reporting Requirements

A mid-year evaluation of the project is due to the SBCTC by January 18, 2020. The SBCTC will provide a template that identifies the minimum items to address in the evaluation.

A final evaluation of the project is due to the SBCTC by July 19, 2020. The SBCTC will provide a template that identifies the minimum items to address in the evaluation.

Grantees will work with the State Board to share lessons learned with the college system via printed materials, a web-based forum and/or in-person at a Workforce Education Council meeting.

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.

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Washington State Board for Community and Technical Colleges

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