WORKFORCE DEVELOPMENT FUNDS

2020-21 PROGRAM GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
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SBCTC.edu
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### 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 5, 2020</td>
</tr>
<tr>
<td>Applications due in OGMS</td>
<td>April 23, 2020</td>
</tr>
<tr>
<td>Applicants notified of approval status</td>
<td>Prior to July 1, 2020</td>
</tr>
<tr>
<td>Allocations begin</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>

### Program Contacts

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Overview

The State Board for Community and Technical Colleges (SBCTC) is committed to the goal that at least 70 percent of Washington adults will earn a postsecondary credential, ensuring that households in our communities thrive though increased economic opportunities and industries in Washington have access to the skilled workforce necessary for competitiveness and growth.

In order to reach this goal, all students need equal access to high-quality professional and technical education programs. To provide equal access, colleges must be engaged in ambitious efforts to make data-informed decisions, engage diverse stakeholders, leverage a multitude of resources, respond to labor market gaps, and promote life-long learning.

Required by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), the comprehensive local needs assessment (CLNA) must be completed biennially by all Perkins recipients and utilized to inform their local Perkins Plan applications. Moreover, it provides an invaluable opportunity for colleges to establish and strengthen partnerships with critical stakeholders while reexamining program offerings, resources, and services to students with an emphasis on equity and equal access.

Recognizing the important role of CLNAs in advancing the system's vision and goals for equity and access, and further acknowledging the extraordinary costs to colleges associated with setting up the necessary systems to support CLNAs over time, SBCTC is making available state Workforce Development Funding in FY21 (2020-2021 academic year) for colleges to use for such extraordinary costs.¹

This document contains information needed for colleges to opt-in for the 2020-2021 Workforce Development funds. Only opt-in declarations submitted through OGMS will be allocated funding.

Opt-In Guidelines

Who May Opt-In

A Washington State community or technical college that will initiate or continue comprehensive local needs assessment (CLNA) activities related to Perkins V funding during the FY21 (2020-21 academic year) may opt-in to this funding opportunity. Note: While most colleges' second CLNA will be submitted in 2022, it is expected that the CLNA development and stakeholder engagement processes will be cyclical and Workforce Development funds should be expended in order to systematize these efforts in advance.

How Does a College Opt-In

Colleges must submit an opt-in short application, assurances and a budget via OGMS no later than 11:55pm on Thursday, April 23, 2020. SBCTC staff is available for assistance until 4:00 p.m. on April 23, 2020.

¹ SBCTC anticipates making these funds available for the same purposes in FY22, pending an assessment of needs during FY21.
Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants and further reserves the right to adjust the total funding award depending on total funds available and system needs. 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.

Review Process

SBCTC staff will conduct a review of all documents associated with a college's opt-in for Workforce Development Funds. Staff recommendations will be forwarded to the State Board for final approval. Colleges will be notified via OGMS regarding proposal status prior to July 1, 2020.

Opt-In Guidance and Allowable Uses

In preparing the short application, budget and assurances, please consider the following items:

These funds are to be used for one-time extraordinary costs associated with setting up systems to support the college's Comprehensive Local Needs Assessment (CLNA) and alignment of workforce education programs to the system vision and goals related to equity and access. Because Workforce Development funds are state funds, colleges are discouraged from using them for any recurring activities or expenses unless they have non-Perkins funding strategies for how future expenses will be paid.

Perkins funds "shall supplement, and shall not supplant, non-Federal funds expended to carry out career and technical education activities" [Perkins V Fiscal Requirements, Section 211(a)]. Consequently, products or services procured with Workforce Development funds cannot be charged to Perkins funding in the future.

One-time costs may include:

- Developing baseline processes, protocols, procedures, or templates to be used by the college to produce future CLNA updates.
- Survey instrument design, sampling protocols, analysis instructions, and reporting templates to be used by the college to gather stakeholder input in the future.
- Designing and building labor market and/or demographic information dashboards (e.g., in Tableau, Excel, database, or other software or application platform) to be populated with data in the future.
- Programming macros or writing technical manuals for how to turn commonly-available data into useful information for the college's CLNA purposes.
- Establishing process improvement protocols, process measures, performance measures and templates or dashboards for future use in tracking and assessing such measures.
• The development of internal capacity to conduct CLNA and related activities through professional development and/or training (e.g. Data Quality Institute, NACTEI, NAPE).

• Consultation, facilitation, independent review, and/or training directly related to the development of the CLNA.

• Coordination of regional and collaborative stakeholder engagement activities shared among colleges in a common labor market area (region), which may include costs associated with transportation, outreach, technology, or facilities.

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

Workforce Development Funds may NOT be used for:

• General costs associated with program administration, review, assessment, instruction, or professional development that are not directly related to the development, implementation, and/or improvement of the CLNA process.

• Products, services, licenses, and/or personnel costs typically funded by Perkins that could not be supported in perpetuity without supplanting state funds.

**OGMS Requirements**

The following is required in OGMS:

• Assurances letter using the template provided in OGMS.

• Budget form (Excel file).

• OGMS applicant information and contents.

**Funding**

Colleges in a common region or local labor market may pool the funding provided by Workforce Development Funds in order to leverage shared resources.

Funding for colleges that opt-in will become available July 1, 2020 and expire June 30, 2021. Funds do not extend beyond the end of the fiscal year (June 30, 2021). Work with your college’s business office to access these funds.

Leveraged resources are not required by strongly encouraged. Leveraged resources include both cash and in-kind contributions made by non-CTC partners toward a shared objective for workforce development and comprehensive needs assessment. Colleges are strongly encouraged to track leveraged resources associated with FY21 Workforce Development Funds.

The SBCTC apportion funds equally in the amount of $45,000 per college.
Reporting Requirements

A mid-year budget update is due to the SBCTC by January 25, 2021. Colleges are to use the same budget template as provided for the initial opt-in to provide updates on expenditures to-date.

A budget showing actual expenditures and short report is due to the SBCTC by July 19, 2020. Colleges are to use the same budget template to show planned versus actual expenditures. SBCTC will provide a report template.

Colleges may be asked to 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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