



WORKFORCE DEVELOPMENT FUND

2023-24 PROGRAM GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
PO Box 42495
Olympia, WA 98504
[SBCTC.edu](https://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

Milestone	Dates (subject to change)
Applications available in OGMS	February 23, 2023
Application Webinar (optional; will be recorded)	March 1, 2023
Applications due in OGMS	March 30, 2023
Applicants notified of approval status	Prior to July 1, 2023
Final approval given	Prior to July 1, 2023
Allocations begin	July 1, 2023

Program Contacts

Proposal Process, Policy, & Guidelines Questions

Carolyn McKinnon
Policy Associate, Workforce Education
cmckinnon@sbctc.edu
360-704-3903

Danny Marshall
Program Administrator, Workforce Education
dmarshall@sbctc.edu
360-704-4332

Fiscal Policy Questions

Denise Costello
Associate Director, Fiscal
dcostello@sbctc.edu
360-704-4344

Budget & Fiscal Questions

Marla Elmquist
Contracts Specialist
melmquist@sbctc.edu
360-704-1075

OGMS Questions

Kari Kauffman
Program Coordinator
kkauffman@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 education and training programs with current industry practice and employee recruitment needs.

This funding is to support one-time projects that are necessary to meet changing needs and expectations of industry and/or prospective students, or to support local workforce and economic development initiatives. Successful proposals will do one or more of the following:

- Support the transition, redesign, or adjustment of workforce education and training programs to meet the changing needs and expectations of industry (e.g., new competencies, articulation agreements, career pathways, competency-based credentials, badging/micro-credentials, new technology, etc.);
- Support the transition, redesign, or adjustment of instructional programs to meet changing needs and expectations of prospective students for how instructional programs are delivered (e.g., hybrid, remote, virtual, asynchronous);
- Create, support, or streamline local workforce and economic development initiatives; and/or
- Support and expand workforce development partnerships among employers, education and training providers, and workers.

This document contains information, criteria, and application materials needed to apply for the 2023-24 Workforce Development funds. Only applications and budgets submitted through Online Grant Management System (OGMS) will be considered for funding.

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

- **Economic Development Proposals:** Projects addressing locally identified strategic initiatives, through collaboration with community partners, which require changes in education and training programs in order to deliver a workforce to meet industry needs.
- **Emergent Need Proposals:** Projects addressing a need that is emerging due to:
 - Industry-based changes that necessitate adjustments to instructional program content and/or delivery in order to deliver a workforce that meets industry needs. Such changes may be due to industry structural adjustments, emergence of new skill requirements for the industry, new technology, regulations, credentialing standards of industry, and so-forth.
 - Changes to prospective students' needs and expectations for attending college professional-technical programs that necessitate changes to educational delivery modes, technology, remote/hybrid instruction, badging or other innovations in credentialing and the portability of credentials, and so-forth.
 - Emergent need proposals can include faculty training and/or faculty return-to-industry to support efforts to revise instructional materials or content necessary to meet new/emerging educational delivery requirements. Proposals that include faculty training and/or professional development must be inclusive of adjunct faculty.

Applicant Guidelines

Who May Apply

- Public community and technical colleges, as defined under RCW 28B.50.030, and Centers of Excellence (COE), as codified under RCW 28B.50.902, may apply for funding.
- Colleges may submit only one application as an individual institution or as the lead institution of a consortium.
- Applications are allowed from both a Center of Excellence (COE) and, separately, from their host college.
- Applications from a COE should be in a separate OGMS application, 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. Each letter of assurance from participating colleges should speak to the roles and responsibilities of the college.

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

How to Apply

Colleges must submit proposals via OGMS no later than **Thursday, March 30, 2023 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 March 30, 2023.

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

Informational Webinar

An informational webinar will be provided on Wednesday, March 1 at 11:30 a.m. for prospective applicants. Information about the webinar will be included in the funding announcement sent to the system and on the program [webpage](https://www.sbctc.edu/colleges-staff/grants/workforce-development-funds.aspx) (link: <https://www.sbctc.edu/colleges-staff/grants/workforce-development-funds.aspx>).

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 criteria established in Appendix A.

Recommendations will be forwarded to the State Board for final approval. Colleges will be notified via OGMS regarding proposal status prior to July 1, 2023.

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 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.
- Use Appendix A: Review Criteria as a checklist for your proposal.

OGMS Requirements

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

- Economic Development Proposals: Letter(s) of support and confirmation of need of the proposal from any of following: industry partner (labor union, employer, or groups of workers and/or employers), local Economic Development Council, and/or local Workforce Development Council.
- Emergent Need Proposals: Letter(s) of support and confirmation of need of the proposal is optional.
- If a consortium project, letters of assurance from all of the consortium colleges identifying their commitment to supporting the project's completion and deliverables through their participation. These letters must address each college's respective role and responsibilities in the project.
- 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. An equipment list template is included in the budget file. The OGMS equipment budget line item and the equipment list information should be consistent. Given the limited funding available, colleges are encouraged to keep requests for equipment modest.

Specific items to address in OGMS narrative questions:

1. Description of the project; including statement of need, project goals, and deliverables (outcomes).
2. Instructional program information, if applicable:
 - A. Title of program
 - B. CIP and EPC/ctcLink PLANCODE

Note: For projects that target specific professional-technical program(s), each program must either be on your current professional-technical program inventory or a Notice of Intent has been submitted no later than to the proposal deadline.
3. Type of proposal
 - A. Economic Development
 - B. Emergent Need
4. List all project partners, as well as a description of their roles and responsibilities
 - A. For economic development proposals, industry partner(s) (labor union, employer, or groups of workers and/or employers), local Economic Development Council, and/or local Workforce Development Council must be identified.
 - B. For emergent need proposals, all relevant internal (college) and external partners must be identified. Internal partners may include but are not limited to: faculty, program directors, deans, curriculum committee(s), student groups or association(s), advising, and/or program advisory committee(s). Please note: Faculty development projects must be made available to adjunct instructors and should include adjunct participation in the development.
 - C. For consortium applications, all consortium members and the lead institution must be identified
5. Description of how the project addresses specific skill gaps or other pressing workforce needs in the industry, prospective student population, or professional-technical program of focus. Please refer to the descriptions of the two proposal categories on page 4 of these guidelines to ensure that this description is well-aligned to one or the other type these categories.
6. Description of how the project advances one or more of the college system's strategic plan

goals, as detailed at <https://www.sbctc.edu/about/agency/initiatives-projects/strategic-plan/strategic-plan-goals-strategies> and summarized below:

The strategic plan identifies three goals:

- Achieve educational equity for students who are historically underrepresented in higher education. Eliminate inequities in college access, retention and completion for students historically underserved in higher education. Eliminate inequities in wages and university transfers.
 - Improve completion rates for all enrolled students across all types of programs and credentials – workforce degrees, transfer degrees, certificates and apprenticeships.
 - Increase access and retention among populations who can benefit the most from college access. This includes young adults, working adults, low-income people, people of color, immigrants, and single parents.
7. A project timeline identifying major milestones/activities for the grant year. Note: All project activities, including equipment delivery and installation, must be completed no later than June 30, 2024 with no exceptions or extensions.
 8. Describe the project’s capacity for long-term, systemic impact and sustainability after the grant year.
 9. Describe the leveraged resources supporting the proposed project. In alignment with statewide goals to leverage public/private investments, proposals with high leveraged resources from private industry receive preference for funding.
 - A. Leveraged resources made by external partners: Examples of leveraged resources include, but are not limited to, the contribution of time, space, materials/consumables, equipment and/or tuition resources made by external partners to directly meet project outcomes.
 - B. Leveraged resources provided by industry to support faculty development: Leveraged resources may include industry sponsorship of faculty returns-to-industry for professional development, or the contribution of time, space, access to technology, and/or industry-provided mentorship and professional development activities.
 - C. Leveraged resources made by the college: Examples of internally-leveraged resources include, but are not limited to, institutional general funds and college foundation commitments.

Funding

Funding for approved applications will be allocated to colleges. Funding becomes available July 1, 2023 and expires June 30, 2024. Funds do not extend beyond the end of the fiscal year (June 30, 2023). Please work with your college’s business office to access these funds.

Funding available for 2023-2024 totals \$1,500,000. The SBCTC will fund projects in the range of \$50,000 to \$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 and SBCTC reserve the right to scale proposals as needed. Funding is subject to the amount of available resources.

Any necessary equipment purchases must receive approval prior to purchase. Equipment is defined as any item that has a per unit cost of \$5000 or more. This approval may be facilitated during the application review process; please be sure to include all proposed equipment purchases in the equipment template provided in the budget file. 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

A mid-year status report is due to the SBCTC by January 24, 2024. The SBCTC will provide a template that identifies the minimum items to address in the report.

A final report, inventory lists (as applicable), and artifacts from the project are due to the SBCTC by July 20, 2024. The SBCTC will provide a template that identifies the minimum items to address in the report.

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.

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.

APPENDIX A: Review Criteria Worksheet

Applicant Name(s) (college, consortium, or Center of Excellence):

Project Title:

Type of proposal:

Part 1: Minimum Requirements to Qualify for Review

Scale: Meets or Does Not Meet Criteria. Proposals must “meet the criteria” in items 1-3 to be considered for funding.

Criteria	Standard	Notes
Proposal contains all elements required in OGMS.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
Proposal includes the required letter(s) of support. If a consortium proposal; letters of assurance are provided from all consortium colleges.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
Program(s) meets the requirements regarding Program Inventory or Notice of Intent (as applicable).	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
Proposal assurances document uploaded into the OGMS system and contains the required signature(s).	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
Proposal includes the required budget information.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
Proposal includes required equipment information (if applicable).	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	

Part 2: Proposal Evaluation Criteria

Scale: 1-5 scale where 1 represents the LOWEST possible score and 5 represents the HIGHEST possible score for each given criterion.

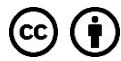
1. Does not meet the criteria. Information is incomplete or otherwise not suitable for consideration.
 - Information is present, but incomplete or inadequate for evaluation purposes. Additional detail would be needed in order to fully evaluate.
 - Adequately meets the criteria and is suitable for consideration.
 - Meets the criteria, provides a good amount of detail, and provides a good plan for achieving enrollment goals. Recommended for consideration.
 - Exceeds the criteria, is detailed and complete, and provides a thorough plan for achieving enrollment goals. Highly recommended for consideration.

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
1. Description, statement of need, goals, and deliverables	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Detail in OGMS, Section 1: <ul style="list-style-type: none"> • Content in sections 1.1 through 1.7 provide clear information about the needs for the project, what the project is, and the goals and deliverables that will result from the project. • Content in sections 1.1 through 1.7 indicate that the scope and scale of the project is well-aligned to the statement of need, in that reviewer believes the approach to the project has a high likelihood of making meaningful impacts on the problem/need. 	

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
2. Partners, roles and responsibilities	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Detail in in OGMS section 1.8 and in letter(s) of support: <ul style="list-style-type: none"> Content in section 1.8 and evidence in letter(s) of support indicate a high level of commitment of partners, and indicate that partners have clarity about their roles and responsibilities. 	
3. Theory of Change: How the project addresses specific skill gaps or other pressing workforce needs of industry, prospective students, and/or professional-technical program(s)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Detail in OGMS, section 2.1: <ul style="list-style-type: none"> Content in section 2.1 demonstrates a well-reasoned concept about how the project will address the needs described in Section 1. Content in section 2.1 is well-aligned to the descriptions of proposal categories on page 4 of the program guidelines. 	
4. System strategic goals	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Detail in OGMS, section 2.2: <ul style="list-style-type: none"> Content in section 2.2 demonstrates alignment with advancing one or more system strategic plan goals. 	

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
5. Timeline and long-term impact	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Detail in OGMS, sections 3.1 and 3.2: <ul style="list-style-type: none"> • Steps to implement the proposal are logical, clear, and sufficiently detailed to indicate likelihood of success. • The timeline demonstrates an understanding of the complexities of orchestrating all elements of developing a new program or expanding an existing program. • The description of the project’s capacity for long-term, systemic impact and sustainability is strong and demonstrates a high potential for longer-term positive impacts. 	
6. Budget, equipment list (if applicable), and budget narrative	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Detail in OGMS, section 4 and attached budget worksheet and equipment list (if applicable). <ul style="list-style-type: none"> • Funds requested are well-aligned to the project as it's described. Proposed expenditures track logically to the statement of need, timeline, and leveraged resources (if any). 	

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
7. Leveraged resources and their source(s)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>OGMS section 5.1 and 5.2.</p> <ul style="list-style-type: none"> • Proposals with high leveraged resources from private industry receive preference for funding. • The resources to be leveraged are well-aligned to the needs and project activities, and indicate a high level of partner and/or college buy-in to the project and its outcomes. 	



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Washington State Board for Community and Technical Colleges