

January 20, 2000

MEMORANDUM

TO: Presidents

FROM: Stephen C. Scott

SUBJECT: HB 275 Guidelines

The 1999 Session of the General Assembly enacted House Bill 275 (HB 275). One of the items in the bill, 'Non-reverting Start-up Fund for Regional and Cooperative Initiatives' affords the State Board an opportunity to enhance worker training in North Carolina. The Board will have available \$3,000,000 in non-reverting funds for both 1999-2000 and 2000-2001 to establish these regional and cooperative programs. On January 21, 2000, the State Board of Community Colleges approved the attached guidelines for colleges to submit proposals and to disperse the dollars to the colleges.

If you have questions or concerns about the guidelines, please call me or Bill Cole at (919) 733-7051.

SCS/dw

Attachment

CC00-024
Fax Copy

House Bill 275- Worker Training Program: Utilizing Non-reverting Start-up Fund for Regional
and Cooperative Initiatives
1999-2000 Announcement and Guidelines
CLOSING DATE, March 27, 2000

Background

The 1999 Session of the General Assembly enacted House Bill 275 (HB 275), the focus of which was to enhance worker training in North Carolina (note attached copy of the bill). One portion of the bill, 'Non-reverting Start-up Fund for Regional and Cooperative Initiatives,' affords the State Board an opportunity to develop programs which can either:

- "Foster regional cooperation and collaboration among community colleges, between public schools and community colleges, and between universities and community colleges"
- meet the regional training needs of businesses and industries
- enhance established highly technical training programs
- create 'specialized training centers' as a focus for advanced technology and expertise
- promote ingenuity in responding to a changing economy and workforce

As a result of the above legislation, the Board will have available \$3,000,000 in non-reverting funds for both 1999-2000 and 2000-2001 to establish these regional and cooperative programs. Careful and thoughtful consideration in the use of these funds will enable the North Carolina Community College System (NCCCS) to meet training needs of companies seeking new methods of increasing productivity as they seek to remain competitive in the marketplace of the new century.

Status of Fund Availability

The System Office was advised by the Office of State Budget and Management (OSBM) on September 1, 1999 that the funds appropriated by HB 275 would not be available until April 2000. The OSBM arrived at this conclusion because the receipts generated from the 'mandatory training and reemployment contribution' will not materialize until the end of the first quarter wherein the contribution is levied. Therefore, the State Board will not be able to distribute funds to the NCCCS until the end of the first quarter of calendar year 2000; however, this timeline affords the State Board an opportunity to begin soliciting proposals for colleges to develop regional initiatives.

Funding Proposals

General Guidelines

The State Board is moving ahead to identify projects eligible for funding. Each college that seeks to obtain funding should submit a proposal to the State Board. The proposals will be evaluated on a competitive basis. Because the funds are nonrecurring by legislative intent, even though non-reverting, the proposals are for start-up of new programs or the expansion of regional and

cooperative programs. The proposals must include an instructional component but may include capital facilities and equipment aspects. For example, if a group of colleges proposed to offer a regional robotic training program utilizing regular Budget-FTE to fund the ongoing educational component and requested capital and equipment dollars to house and equip the proposed program, the proposal would be considered because of the viable educational component.

A. *Eligibility Guidelines*

- Proposals are invited from the following:
- Consortium of community colleges
- Consortium of community colleges in collaboration with the following:
- Public School Unit (LEA)
- Public or Private University (or College)
- Business or Industry
- Trade/Business or Industrial Association
- State or Local Governmental Agency
- An individual college and any one of the following:
- Public School Unit (LEA)
- Public or Private University (or College)
- Business or Industry
- Trade/Business or Industrial Association
- State or Local Governmental Agency

Proposals from a consortium may be submitted by one of the member colleges acting as the lead institution and fiscal agent.

- Programmatic, fiscal, and administrative arrangements between the applicant organization and the consortium organization must be stated clearly. The president or head of each member institution or agency must provide a letter of support confirming participation. The grantee institution has the specific responsibility for ensuring that all required assurances are obtained from the consortium.
- Proposals, which target economic development or workforce development needs
- Final funding for proposals is subject to the availability of funds from the Legislature.

B. *Funding and Duration of Projects*

- Maximum funding per project will be \$650,000 unless the State Board deems it necessary to exceed that amount.
- Funds must be obligated by June 30 of the funding fiscal year cycle.
- Due to the award date, projects may extend beyond the current fiscal year. This agreement is defined as a *no-cost extension*. Operating funds must be expended by June 1 of the following fiscal year. Capital funds must be expended by June 1 of the next fiscal year (two years beyond the initial award date).

- It is not intended that these will be entitlement funds or that recipients be dependent upon these funds for program continuation.
- Final approval of awards is made by the State Board of Community Colleges.
- A report is required 60 days after the project is completed or June 1, 2001 whichever date comes first, indicating lessons learned, outcomes and results, transportability of the program to other colleges, timetable and cost of implementation, and other summary information which will assist other colleges in implementing a similar project. The report should be forwarded to the office of the Executive Vice President. The report should not exceed four pages.

C. *Allowable Costs (general areas for life of grant)*

- Salaries: replacement costs of professional personnel, clerical assistants in proportion to the time or effort spent directly related to the project
- Contractual Services: contractual fees, including travel and supporting costs (per diem)
- Travel: staff travel directly related to the project
- Equipment and Capital Facilities: not to exceed \$650,000 unless justified and approved
- Educational/Instructional Materials and Supplies: curriculum development, program improvement
- Workshop Expenses
- Planning: Proposals should identify sources of future funding

D. *Proposal Processing and Review*

- Funding proposals are assigned to office of the Executive Vice President for acknowledgment and initial review. All proposals are reviewed carefully by, at least, a five-member review panel. The Executive Vice President will determine the composition of the review panel.
- In order to provide for the selection of the most meritorious projects for support, the State Board will utilize the criteria noted in Section E below. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal.
- The Executive Vice President and the Vice President of Finance presented the proposed criteria to the Policy Committee and the Finance Committee of the State Board respectively for review and future action at the November State Board meeting. Criteria approval will be requested at the January 2000 Board meeting. Funding proposals from the colleges will be evaluated by a review committee and recommendations forwarded to the Policy Committee for review and approval.

E. *Review Criteria for Funding*

- (30%) **Plan:** The proposal should address the following questions:
 - How does the plan foster cooperation and/or collaboration? (This aspect will represent 50% of this component.)

- Does the project appear workable?
- Are the goals and objectives, and procedures for achieving them innovative, well developed, worthwhile, and realistic?
- Does the proposal show an awareness of system priorities such as the demographic, economic, education and training, social, political, and technological issues put forth in the 1999-2001 Strategic Plan?
- Is the educational/training component the primary focus of the proposal?

This Strategic Plan can be located on the System Web Page, WWW.NCCCS.CC.NC.US.

- (30%) **Impact:** Does the project have potential for significantly strengthening local and/or state workforce preparation and economic development enterprises? Are the audience and impact sufficiently identified?
- (20%) **Institutional Commitment:** Is the proposal supported by the involvement of capable faculty, administrators, adequate facilities, and resources? Specify the college resources which will be applied to the project. Identify cash and in-kind commitment.
- (10%) **Budget:** Is the budget cost effective and appropriate for the target areas? Budget must include, at least, the following categories: personnel, contractual services, equipment, and capital, (buildings, construction, etc), travel, educational materials/supplies, workshops expenses, and other. Provide sufficient explanation of an “other category if utilized.
- (10%) **Evaluation:** How will the project be evaluated? Anticipated outcomes must be quantifiable.

E. *Proposal Requirements*

Submit a narrative explaining how supplemental money will be used to enhance the implementation of the program. Include a budget (see above). Priority will be given to proposals that include one or more of the following components:

- (1) Implementation of a collaborative program.
- (2) Implementation of programs that present vital links to workforce development either across college service area boundaries or within the service area if involving other non-community college institutions or agencies.
- (3) Implementation of highly-technical, innovative programs.

II. PREPARATION AND SUBMISSION OF PROPOSAL

The proposal should include:

A. **Cover Sheet** for Proposal.

B. **Project Description.** This should be the longest section of the narrative and should clearly and fully address each of the six review criteria defined in **Section E**, page three. The narrative is limited to seven double-spaced pages (12 point font).

C. **Budget.** Attach a projected budget which identifies how the funds will be utilized for program implementation.

D. An original and seven (7) copies should be received by **5:00 PM** on the closing date.
Fax copies will not be accepted. Address proposal application to:

Stephen Scott
Executive Vice President
North Carolina Community College System
200 West Jones Street
Raleigh, NC 27603

E. 1999-2000 Timeline

- November 18, 1999. Proposed criteria submitted to Policy Committee and Finance Committee for review and for future action.
- November 19, 1999. Submitted to State Board for future action. Released **draft RFP** to CC Presidents to enable the colleges to begin initial work on the start-up funding proposals.
- January 21, 2000 Board meeting. Criteria approval request. If approved, forward final criteria to colleges.
- March 27, 2000. Closing Date – 5:00 PM for submission of proposals to the System Office.
- April 14, 2000 (Tentative). Submit to Policy Committee recommended proposals. Submit to State Board for future action.
- May 19, 2000. Final Policy Committee and SBCC approvals requested. Grantees notified.

For additional information, contact Stephen Scott or Bill Cole at (919) 733-7051.