

MEMORANDUM

TO: Presidents

FROM: Steve Scott

DATE: July 31, 2000

RE: HB 275 Request for Proposals

I am forwarding the Request for Proposals (RFP) for 2000-2001 resulting from the portion of HB 275 which provides dollars to fund proposals from the colleges dealing with worker training (see Attachment). The process to request funding is essentially like last year's process except for the following changes:

- The 2000-2001 special provision stated that consideration should be given when awarding the dollars for significant job losses and other indicators of economic distress in a given area or region.
- The 2000-2001 special provision also stated that funds provided through this legislation "...shall not be used for construction, renovations or other capital related costs."
- Due to the undercollection of receipts for the prior year, less dollars could be available for the 2000-2001 fiscal year. As a result, the maximum amount of an individual award will be reduced from \$650,000 to \$400,000 and the initial number of award allotments will be reduced pending the availability of additional dollars. Three million dollars of projects will be recommended for approval in rank order. The first \$2,000,000 of RFP's will be recommended to the State Board of Community Colleges for funding from anticipated receipts. The remaining \$1,000,000 of RFP's will be recommended for funding in a rank order basis depending upon availability of funds.

If you have questions, do not hesitate to contact me or Bill Cole at 919-733-7051.

SCS/dw

c: Chief Instructional Administrator
Attachment

CC00-183
E-Mail & Paper Copy

House Bill 275- Worker Training Program: Utilizing Non-reverting Start-up Fund for
Regional and Cooperative Initiatives
2000-2001 Announcement and Guidelines
CLOSING DATE, SEPTEMBER 15, 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. One portion of the bill, 'Non-reverting Start-up Fund for Regional and Cooperative Initiatives,' affords the State Board an opportunity to develop programs as follows:

- "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
- The special provision for 2000-2001 added, "In considering funding requests for this Fund, the Board may take into account significant job losses and other indicators of economic distress in the county or region served by the community college applicant."

As a result of the above legislation, the Legislature made available to the State Board \$3,000,000* in non-reverting funds for both 1999-2000 and 2000-2001 to assist in establishing 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 receipts generated from the 'mandatory training and reemployment contribution' of employers (unemployment insurance taxes) largely determine availability of dollars to fund the regional cooperative proposals. In May 2000 the NCCCS office received the first calendar quarter collections from House Bill 275, and allocated funds accordingly. The receipt collections were approximately \$805,000 less than projected by the Employment Security Commission. Based on discussions with the Deputy Commissioner of the Employment Security Commission, a shortfall in any one calendar quarter is not "made up" in any succeeding quarter. This means that the dollars available for the regional, cooperative proposals for 2000-2001 will have to be reduced in a similar manner.

* Due to an undercollection of receipts from last year, \$2,000,000 of proposals will be initially funded for 2000-2001. An additional \$1,000,000 of proposals received will be prioritized and will be funded if dollars materialize.

Funding Proposals

General Guidelines

- The State Board has taken steps to identify projects eligible for funding. Each college that seeks to obtain funding must 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 regional and cooperative programs or the expansion of regional and cooperative programs. HB 275 for 1999-2000 contained a provision which permitted the colleges to request capital dollars for construction, renovation of facilities, etc. This provision is not permitted by the current special legislation. The 2000-2001 special provision prohibited the colleges from requesting capital facilities funding for the forthcoming proposals. The 2000-2001 special provision states “Nonrecurring costs include but are not limited to the costs of equipment, program development, and instructional development. Funds for regional and cooperative initiatives shall not be used for construction, renovation or other capital related costs.” It should also be noted that equipment requests must be for instructional purposes. That is, equipment requested must be used to provide instruction to students and can not be used for administrative purposes.

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. Priority will be given to proposals that are the most regional in impact. That is, cooperative arrangements involving the college(s) and entities that are outside the college’s service area will be given priority.
- 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 must 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 \$400,000 unless the State Board deems it necessary to exceed that amount.
- Funds must be obligated by April 1 of the funding fiscal year cycle.
- 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 October 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: not to exceed \$200,000 unless justified and approved, equipment must be for instructional purposes
- 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, 1999 State Board meeting. The Board approved the criteria at the January 2000 Board meeting. These criteria plus additional aspects noted in the most recent legislation will be used for the 2000-2001 proposal evaluations. 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

- (25%) **Economic Distress:** Does the proposal directly address “job losses and other indicators of economic distress in the county or region served by the community college applicant?”

- (25%) **Plan:** The proposal must address the following questions:
 - Does the plan involve multi-colleges or a college and other groups/agencies? This aspect will represent 50% of this component.
 - How does the plan foster cooperation and/or collaboration? 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 2001-2003 Strategic Plan?
 - Is the proposal highly technical and/or innovative?

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

- (25%) **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? Does the proposal impact workforce preparation and economic development outside the boundaries of the college’s service area.

- (15%) **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.

□ (5%) **Budget:** Is the budget cost effective and appropriate for the target areas? Budget must include, at least, the following categories: personnel, contractual services, equipment, travel, educational materials/supplies, workshop expenses, and other. Provide sufficient explanation of an “other category” if utilized. Also, submit a narrative explaining how supplemental money (other than grant dollars) will be used to enhance the implementation of the program. Note attached suggested budget format.

□ (5%) **Evaluation:** How will the project be evaluated? Anticipated outcomes must be quantifiable. Are there plans for dissemination of project outcomes?

II. PREPARATION AND SUBMISSION OF PROPOSAL

The proposal must include:

A. **Cover Sheet** for Proposal.

B. **Proposal Summary.** Proposal summary is limited to 500 characters (each space in the summary is considered a character).

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

D. **Budget.** Attach a projected budget, which identifies how the funds will be utilized for program implementation. A budget format form is attached.

E. 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

F. 2000-2001 Timeline (Tentative)

- January 21, 2000. Policy Committee and Finance Committee approved criteria for proposal review. These criteria will be utilized again for the 2000-20001 process.
- August 1, 2000. Forward RFP to CC Presidents to enable the colleges to begin initial work on the start-up funding proposals.

- September 15, 2000. Closing Date – 5:00 PM for submission of proposals to the System Office.
- October 20, 2000. Submit to Policy Committee and Finance Committee recommended proposals. Submit to State Board for future action.
- November 2000. Final Policy/Finance Committee and SBCC approvals requested. Grantees notified.

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

**BUDGET FORMAT
FOR HB 275 PROPOSAL**

	AMOUNT	SUBTOTAL
Instructional		
PERSONNEL		
e.g. Salary for faculty		
Benefits [FICA (.0765), retirement (.0713), hospitalization, etc.]		
Subtotal— Salaries & Benefits		
CONTRACTUAL SERVICES		
Subtotal— Contractual Services		
TRAVEL (PER DIEM RATES APPLY)		
E.G., FACULTY		
SUBTOTAL—TRAVEL		

SUBTOTAL FOR INSTRUCTIONAL EXPENSES		
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ADMINISTRATIVE		
PERSONNEL		
	e.g. Salary for staff	
	Benefits [FICA (.0765), retirement (.0713), hospitalization, etc.]	
	Subtotal—Salaries & Benefits	
CONTRACTUAL SERVICES		
	Subtotal—Contractual Services	
TRAVEL (PER DIEM RATES APPLY)		
E.G., STAFF		
	Subtotal—Travel	

