



MEMORANDUM

DATE: February 22, 2002
TO: Community College Presidents
FROM: Steve Scott
SUBJECT: Request for Proposals

At the February State Board of Community Colleges meeting, the Board approved the release of a Request for Proposals from the HB 275 Funds for Regional & Cooperative Initiatives for 2001-2002. Attached is a copy of that RFP. Please note the due date of 5:00 P.M., **March 7, 2002.**

SCS/dw

Attachment

CC02-042
Email Copy

House Bill 275- Worker Training Program: Utilizing Start-up Fund for Regional and
Cooperative Initiatives
2001-2002 Announcement and Guidelines
CLOSING DATE, March 7, 2002

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. Special legislation ratified in 2001 titled, "Employment Security Commission Funds/Extend Training and Reemployment Contribution" affirmed the initial intent. Of the funds provided to the Community College System Office to distribute to the colleges, \$400,000 was budgeted for Regional and Cooperative Initiatives. These regional and cooperative initiatives should address the following aspects:

- "Funds allocated for Regional and Cooperative initiatives shall be used for community college projects that foster cooperation among community colleges, public schools, universities, and private business and industry."
- Priority shall be given to proposals reflecting a non-State funding match
- Proposals which include capital aspects will be required to reflect at least a 50% cash matching provision
- Priority will be given to proposals which reflect a strong job placement provision
- Promote ingenuity in responding to a changing economy and workforce
- Priority will be given to colleges who have not received prior HB 275 Regional and Cooperative Grants

As a result of the above legislation, the Legislature made available to the State Board \$400,000 for 2001-2002 to assist in establishing these regional and cooperative programs.

Careful consideration in the use of these funds will enable the North Carolina Community College System (NCCCS) to meet training needs of companies seeking 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.

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. The proposals are for start-up of new regional and cooperative programs or the expansion of regional and cooperative programs.
- It should be noted that equipment requests should be for instructional 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.
- 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.
- Funds must be obligated by April 1, 2003 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, 2003 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 two 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
- Capital Requests
- 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 by a review panel. The Chair of the Policy Committee will determine the composition of the review panel.
- Recommendations from the review panel will be forwarded to the Policy Committee for action.
- The State Board will utilize the criteria noted in Section E below.
- The Executive Vice President and the Vice President of Finance will present the proposed criteria to the Policy Committee and the Finance Committee of the State Board respectively for review and future action at the February, 2002 State Board meeting. The Board will be asked to approve the Policy committee's recommendations at the March 2002 Board meeting.

E. Review Criteria for Funding

- (20%) **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?”

- (20%) **Plan:** The proposal must address the following questions:
 - Does the plan involve multi-colleges or a college and other groups/agencies?
 - 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.

- (25%) **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 must be received by **5:00 PM** on March 7, 2002. Fax and email copies are not acceptable. **Address proposal application to:**

Stephen Scott
Executive Vice President
North Carolina Community College System
5001 Mail Service Center
200 West Jones Street
Raleigh, NC 27699-5001

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

CAPITAL		
	e.g. Architectural Fees	
	Subtotal -- Capital	
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	

