



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

September 25, 2008

RESPONSE DEADLINE: October 17, 2008

To: Select Presidents

From: Delores A. Parker
Senior Vice President
Chief Academic Officer
Academic and Student Services

Jennifer Haygood
Vice President of Business and Finance
Chief Financial Officer

Subject: Funding for Small Colleges That Offer Correctional Education in
Department of Correction Facilities – Request for Proposals (RFP)

Your college is eligible to apply for up to \$50,000 in funds to support instructional course(s) or program(s) which have been or can be implemented in fiscal year 2008-2009 in N.C. Department of Correction prison facilities.

Qualifying instruction includes curriculum, occupational extension (including HRD), and basic skills, with preference given to instruction meeting the preference criterion outlined in the attached Request for Proposals (RFP).

Proposals must be received by 5 p.m., Friday, October 17, 2008, via email/fax/mail from the college president and should be addressed to Tracy McPherson, Program Director, NCCCS. Ms. McPherson may be reached via email at mcpherson@nccommunitycolleges.edu, via phone at (919) 807-7117, or via fax at (919) 807-7164. Additional information may be found in the RFP.

If you have questions, please feel free to contact us.

DAP/JH/tm
Attachment

C: Mr. Dan Stieneke, DOC
Ms. Gloria Upperman, DOC
Mr. Kennon Briggs
Dr. Sandra Williams
Dr. Randy Whitfield
Ms. Barbara Boyce
Dr. Judith C. Mann
Ms. Tracy McPherson

S08-061

Correctional Education

New Program Start-Up Funds For Small Colleges Serving Department of Correction (DOC) Facilities

Request for Proposals (RFP)

For Fiscal Year 2008-2009

Deadline for Submission: **Friday, October 17, 2008**

Your college is eligible to apply for up to \$50,000 in funds to support instructional course(s) or program(s) which have been or can be implemented in fiscal year 2008-2009 in N.C. Department of Correction prison facilities. Qualifying instruction includes curriculum, occupational extension (including HRD), and basic skills, with preference given to instruction meeting the criterion outlined in Item 1.d. below.

Submission Requirements

To request consideration for funding, please submit the following two letters as one submission packet:

1. A **letter (or email) from the college president** including the following items:

- a. The **titles and codes of the new course(s)/program(s)**.
- b. An **estimated budget** for the new program (faculty, operating costs, equipment).
- c. **Confirmation** that the instruction has been **approved by the State Board of Community Colleges (SBCC)** for offering at the requested facility

OR

Inclusion of appropriate SBCC approval forms requesting such approval. (See details below in the "Approval Process" section.)

- d. Explanation (one page or less) of how the instruction relates to the following funding preference:

Preference will be given to course(s)/program(s) that support the Department of Correction Division of Prisons' emphasis on basic literacy, employment readiness, and/or re-entry preparation. Examples of such programming include, but are not limited to, courses/programs that lead to occupational credentialing (including the Career Readiness Certificate); traditional skills-based vocational offerings; job-readiness and job retention preparation; Adult Basic Education (ABE) classes to support current GED offerings; computer skills training; small business/entrepreneurship training; and/or career assessment and educational/life (transition) planning.

2. A **letter (or email) from the local prison superintendent to the college president** indicating support for the program(s)/course(s), **including confirmation of available space and available student population.**

Evaluation/Award

One or more proposals will be selected for full or partial funding by a subcommittee of the Interagency Committee on Correctional Education (a joint committee of the N.C. Community College System and the N.C. Department of Correction). Selection will be based on the subcommittee's assessment of each proposal's compliance with the submission requirements outlined in this RFP.

Grant Award Notification

Grant awards must be approved by the SBCC. Recommendations will be taken to the board for action on November 21, 2008. Colleges will be officially notified the week following the board meeting.

Approval Process [If the proposal includes course(s) or program(s) that are not already approved.]

General Statutes [G.S. 115D-5(b)] require colleges to have SBCC approval prior to offering any course of instruction to a captive group. Approval forms may be downloaded from the following website: <http://www.nccommunitycolleges.edu/Programs/captive.htm>.

Background of Funds

In the late 1990's, the North Carolina General Assembly appropriated \$50,000 to provide for new instructional programs at prisons served by small community colleges. The intent was to assist small colleges with the expenses of starting new curriculum, continuing education, and/or basic skills programs in correctional facilities, since small colleges have a particularly difficult time funding start-up expenses associated with new programs. These funds are not to be confused with the funds appropriated for the opening of new or newly renovated prisons, as determined annually by the General Assembly and the Department of Correction. This is a separate allocation.

The sum of \$50,000 in state appropriations is currently available for providing funding for educational programming at one or more prisons served by a small community college in North Carolina for fiscal year 2008-09. For the purposes of this RFP, "small colleges" are defined as those with 2008-09 FTE budgeted enrollment of less than 1900 (aver. = 1364 FTE).

Additional Information

Funding may be requested for any new course(s)/program(s) which have started/can start anytime during fiscal year 2008-2009. This instruction may be full-time or part-time and could be offered during the day or evening. It is expected that colleges will be able to expend any granted funds by June 30, 2009, and that colleges will have plans to sustain the instruction after funds granted through this RFP process are expended.

Submission Deadline and Address

Proposals must be received by 5 p.m. Friday, October 17, 2008, via email/fax/mail from the college president to Tracy McPherson, Program Director, NCCCS Office, 5016 Mail Service Center, Raleigh, NC 27699-5016, mcphersont@nccommunitycolleges.edu or fax (919) 807-7164.

If you have questions, Ms. McPherson may be reached at (919) 807-7117.