HIGH-COST WORKFORCE PROGRAM START-UP FUNDS

2022-23
PROGRAM & FISCAL GUIDELINES

The North Carolina Community Colleges System Office reserves the right to amend 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 via NCCCS RFP Website	Monday, May 2, 2022
Program Kick-Off Webinar	Monday, May 2, 2022, 1:00 pm
Question & Answer Closes	Thursday, September 29, 2022
Applications due to NCCCS Programs & Student RFP Services email: PSS-RFPs@nccommunitycolleges.edu	December 15, 2022
Applicants notified of approval status	February, 2023
Allocations begin	March 1, 2023
Annual Program and Fiscal Status Report due to NCCC System Office	September 15, 2023 (and each subsequent year until 1 year after funds expended)

Contacts

Policy Questions

Dr. Lisa Eads
AVP, Academic Programs
eadsl@nccommunitycolleges.edu
919-807-7133

Nate Humphrey
AVP, Workforce & Continuing Education Programs
humphreyn@nccommunitycolleges.edu
919-807-7159

Proposal Process or Guidelines Questions

Michelle Lair
Director, Academic Programs
lairm@nccommunitycolleges.edu
919-807-7227

Karen Tikkanen
Director, Workforce Continuing Education
tikkanenk@nccommunitycolleges.edu
919-807-7158

Table of Contents

High-Cost Workforce Start-Up Fund Overview

The North Carolina Community Colleges System (NCCCS) is committed to developing a skilled workforce, ensuring business and industry thrive and expand across the state, and enabling every North Carolinian to obtain family-sustaining careers through credentials of workplace value. Funding provided in this allocation program intends to provide for the start-up of new program offerings, both via curriculum (CU) and short-term workforce development/workforce continuing education (WCE) at NC community colleges.

Resources made available through this program will support the implementation of new program offerings by providing start-up funding to successful applicants. This allocation program will build capacity for workforce training in high-demand occupations where unmet employer demand exists.

Programs funded through this allocation are expected to demonstrate a commitment to equity and diversity in congruence with North Carolina Community College System Office's (NCCCSO) strategic plan goals and objectives.

Governing Legislation

In 2021, funding to assist community colleges in starting new programs in high-demand career fields that require significant start-up funds were appropriated through Session Law 2021-180 Section 6.7 to support the start-up of Tier 1A and Tier 1B workforce programs offered at community colleges.

Applicant Guidelines

Who May Apply

NC community colleges may apply for funding to start a new curriculum or short-term workforce development offering at the Tier 1A or Tier 1B level.

NC community colleges may apply as a consortium of colleges to start a new shared curriculum or short-term workforce development offering at the Tier 1A or Tier 1B level. *Note:* Applying as a consortium should be submitted as a single application and will count as the single application allowed under the legislation for all colleges applying under a consortium.

Colleges funded through the initial High-Cost Workforce Program Start-Up Funds allocations may apply for additional new program funding in future program fiscal years should funding be available. *Note:* If funding is available in coming years through additional funding or redistribution, priority consideration will not be given to a college based on previous performance for High-Cost Workforce Program Start-Up Funds, but rather, the review will be based on the funding priorities established in the future allocation guidelines.

Eligible Programs

Per Session Law, 2021-180 Section 6.7, programs to be considered for High-Cost Workforce

Program Start-Up Funds must be Tier 1A or 1B and *new to the college*.

New to the college is defined as a curriculum program or a short-term workforce development/workforce continuing education offering, which has not received budget FTE funding in the three previous academic years. For the purposes of this allocation, this includes programs (CU) and courses/programs (CE) offered in the academic years 2021-22, 2020-21, and 2019-20.

Application Process

Proposals must be submitted electronically through the NCCCS RFP Programs & Student Services email: PSS-RFPs@nccommunitycolleges.edu per the deadlines outlined on page two.

A technical assistance online seminar will be held after the application has been released. Information on the date and time will be provided in the announcement sent by the System Office to colleges.

Limitations on the Use of Funds

Per Session Law 2021-180 Section 6.7, a community college may only apply for the award of funds to support one new program in CU or CE each fiscal year. Funds shall remain available to the community college for a period of two fiscal years. The award of funds to a community college from the Fund shall not exceed Five Hundred thousand dollars ($500,000) for two years.

Allowable Expenses

Funding is intended to support the costs of starting high-cost workforce program offerings that are classified as Tier 1A and 1B. Funds may be used for:

- Program-related Salary costs
  - Instructional
  - Non-Instructional
  - Employer's Retirement
  - Employer's Social Security
  - Employer's Hospitalization/Medical
- Instructional Supplies and Materials
- Program equipment
- Contractual Services (Associated with Program Development and Start-Up)
- Staff Travel
- Curriculum Development
- Accreditation Costs
- Facility Preparation and Professional Development

Use of funds beyond these purposes is not prohibited but requires consultation with NCCCSO and written approval from the Senior Vice President/Chief Academic Officer. These funds are not intended to supplant Perkins funding.

Program Application Information

Per [Session Law, 2021-180](#) Section 6.7, programs to be considered for High-Cost Workforce Program Start-Up Funds must be Tier 1A or 1B and *new to the college* as defined above in Applicant Guidelines.

A. Program Description

o   Title of program:

o   Type of program

   CU (Certificate, Diploma, or Degree)

   WCE Credential Aligned Course(s)

o   CU Program Code / WCE Master Course Code

o   Highest Level of Credential awarded and/or Aligned Industry-Recognized Credential(s), Licensure(s), Certification(s)

o   Brief description of the proposed new program requiring start-up funds.

o   If applying as a consortium, colleges should list the collaborating colleges and include a Memorandum of Understanding or Letter of Commitment signed by the Presidents of each institution.

B. Enrollment Plan

o   Estimated enrollment (headcount) each year for three years.

o   Estimated program FTE each year for three years.

o   Anticipated program completers each year for three years.

C. Demonstrated Need

o   Documentation using market or employer data of industry demand for the program or documentation of future local, regional, or statewide employment needs that will be met by the program.

o   The Comprehensive Local Needs Assessment (CLNA) may be used to document need. *Note*: If using the CLNA to document need, colleges should attach or include by reference the portion of their local need assessment that identifies the need for the program.

D. Budget and Budget Narrative

Include a budget and budget narrative that describes the following: (See Appendix A for budget template)

- Total cash cost to start the program and maintain the program over two fiscal years.

- A plan for the fiscal sustainability of the new program.

- A proposed budget outlining expenditure for two fiscal years of funding.

- The budget and budget narrative should identify the source and amount of matching funds. Colleges shall be required to match a percentage of the total cash cost of the program with non-State funds based on a college's total full-time equivalent (FTE) according to the following:

  (1) Community colleges with a total FTE of greater than 6,500 shall be required to match fifteen percent (15%) of the cost.

  (2) Community colleges with a total FTE between 2,500 and 6,500 shall be required to match ten percent (10%) of the cost.

  (3) Community colleges with a total FTE below 2,500 shall be required to match five percent (5%) of the cost.

- If applying as a consortium, applicants must describe the financial structure of the proposal – i.e., single college as fiscal agent or distributed fiscal responsibility. If using a distributed model, a budget template (Appendix A) must be included for each college receiving funds under the proposal.

E. Timeline

Describe the timeline for program implementation including the first term that instruction will be offered and the anticipated time for student completion of an academic or industry credential.

F. Assurances

The included assurances form requires the signature of the College President.

If applying as a consortium, each college must include a signed assurance form.

G. Copy of the Planning Notification, Application, or State Board Approval Letter

- **Curriculum Programs**: A copy of the planning notice, program application, _or_ State Board approval, as outlined in the Curriculum Procedures Reference Manual (Section 3 - Curriculum Program Application for Existing Program Titles, must be included in the application. _Note_: If applying as a consortium each college must include this information.

- **Workforce Continuing Education Courses**: A copy of the completed and already submitted Course Submission Form must be included in the application. A copy of the complete and already submitted WCE Colleague Credential Request Form may be necessary if the "New-to-the-System" WCE Course is aligned to a credential not already approved for tier funding.

- Funding awards are contingent on State Board course and tier designation approval.

H. Optional Attachments

- Partner Support Letters

- Industry/Employer Support Letters

- Career Pathway Partner Support (i.e., Educational On-Ramps, Transfer Partners, etc.)

Program and Fiscal Reporting

The college or consortium must report student headcount, FTE, and retention numbers for the funded program each year for three (3) years beginning with the first funded fiscal year.

A program budget and enrollment/retention report is due to the NCCCSO on or before September 15, 2023, (and each subsequent year until 1 year after funds expended).

Reporting includes the itemized disclosure of college fund utilization, including whether funds were used in compliance with allowable expenses and alignment with programmatic and legislative intent of this funding allocation.

The budget report must provide a list of expenditures for the fiscal year including documentation of the expenditure of non-state matching funds. If a consortium, this must be detailed by college.

Colleges are required to report to NCCCSO as early as practicable any intent to end moving forward with a proposal funded under this program. If a program/WCE pathway proposal is terminated prior to the end of the two-year funding availability, unspent funds must be reverted to the NCCCSO for redistribution.

Redistribution

If a college or consortium falls short of 100% utilization of their High-Cost Workforce Program Start-Up Funds at the end of the second (2nd) full year of funding, the college or consortium must revert the funds to the NCCCSO for redistribution. Any appeal of the redistribution policy must be submitted in writing to NCCCSO Senior Vice President/Chief Academic Officer.

Funding recaptured because of the redistribution policy will be available for future competitive proposals.

Implementation

FY23: First year of funding.

FY24: Colleges receiving funding in FY23 to receive the same dollar amount in FY24.

Appendix A: Required Budget Template

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
PROPOSED BUDGET

PROJECT TITLE

ORGANIZATION NAME & FEDERAL ID #

EFFECTIVE DATES

Upon recommendation of the North Carolina Community College System, the following budget is allotted for the above indicated purpose and period.

A.	Salaries, Instructional	$ -
B.	Salaries, Non-Instructional	$ -
C.	Employer's Retirement	$ -
D.	Employer's Social Security	$ -
E.	Employer's hospitalization	$ -
F.	Instructional Supplies and Materials	$ -
G.	Program Equipment	$ -
H.	Contractual Services	$ -
I.	Staff Travel	$ -
J.	Curriculum Development	$ -
K.	Accreditation Costs	$ -
L.	Faculty Preparation and Professional Development	$ -
	Total	$ -

_____
CHIEF FISCAL OFFICER   DATE

_____
CHIEF ADMINISTRATIVE OFFICER   DATE

Signatures are required.

Appendix B: Evaluation Criteria

Application Review and Evaluation Criteria

This is a competitive allocation for new eligible programs/courses.

Proposals will be evaluated based on the strength of meeting how they meet the criteria outlined in Part 2: Evaluation Criteria. There are five primary evaluation criteria:

1. **New capacity for an eligible program (CU)/course(s) (WCE):** The proposal will expand capacity through a new program (CU) or WCE course(s). Evidence shows that student recruitment and retention efforts will ensure equitable access to the offering for underserved populations.

2. **Timeline:** The proposal lays out a timeline for implementation that demonstrates a clear path to new capacity.

3. **Demonstrated Demand:** Demonstrated labor market demand for the workers, skills, and credentials promoted by the offering, as evidenced in Application Part C: Demonstrated Demand.

4. **Demonstrated employer engagement:** Employer engagement that is sufficient to provide meaningful and family-sustaining wage career opportunities for the number of students expected to participate, as evidenced in elements of Application Part C: Demonstrated Demand and other details provided in the RFP application.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadline described on page 2 will be evaluated by a review panel appointed by NCCCSO. The review panel reserves the right to scale proposals as needed.

NCCCSO will make final allocation determinations based on the entirety of the review panel recommendations combined with the final program and fiscal reviews.

Applicants whose proposal meets minimum criteria may be contacted by the review panel for a question-and-answer session after the initial review process.

Applicants will be notified of their status by the System Office.

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
1. Proposal contains all application elements. • Required items are outlined in Program Application Information A-G.	☐ Meets Criteria ☐ Does Not Meet Criteria	

2. Proposal assurances: contains the College President's signature.
 	
    • If a consortium:
 	
        o Signatures from all participating colleges are present on individual assurances.
 	
        o A Memorandum of understanding or Letter of Commitment signed by the President of each of the participating colleges is included.
	☐ Meets Criteria
	
	☐ 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.
2. Information is present, but incomplete or inadequate for evaluation purposes. Additional details would be needed in order to fully evaluate.
3. Adequately meets the criteria and is suitable for consideration.
4. Meets the criteria, provides a good amount of detail, and provides a good plan for achieving enrollment goals. Recommended for consideration.
5. 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. **High-Cost Workforce Program Start-up Funds Program(s):** **The proposal will create a new High-Cost Workforce Program Start-up (Tier 1A & 1B) through a program that is new to the college(s) or new to the system.**	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Detail in: Program Description and in items from Proposal Details: • Whether the program is new to the college or new to the system. • Described length of the proposed offering and pertinent program/WCE pathway design elements. • Description of program/WCE pathway capacity and 3-year projections on growth planned • A plan for recruiting students to enroll in the program/WCE pathway. Evidence that student recruitment and retention efforts will ensure equitable access to the program/WCE pathway for underserved populations.	

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
2. **Program Timeline:** **The proposal lays out a detailed and descriptive timeline for implementation that demonstrates a clear path to starting a new High-Cost Workforce Program (Tier 1A & 1B).**	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Program Timeline: • 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 a High-Cost Workforce Program Start-up (Tier 1A & 1B) program.	
3. **Demonstrated Demand:** **The proposal provides clear documentation of industry demand for the program and/or future local, regional, or statewide employment needs that will be met by the program.**	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Demonstrated Demand: • Use of state, regional, and local labor market data to demonstrate program demand • Strength of education-industry partnerships in program planning, design, and improvement • Use of current industry-defined skill standards for program planning, design, and improvement	

Criteria	Scale	Examples of how criteria can be demonstrated	Notes
4. Demonstrated Employer Engagement: The proposal provides sufficient employer and partner support to effectively operate the program/WCE pathway to achieve positive student and labor market outcomes.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Employer Engagement: • Employer(s) engagement that demonstrates program support and demand • Employer and partner letters of support • Letters of support demonstrating depth of partner engagement, including active participation in the program/WCE pathway delivery (i.e. work-based learning, internships, apprenticeships, employment opportunities, etc.) will score higher	
BONUS 5. Collaboration and Sustainability The proposal includes an innovative regional or collaborative approach for the start-up, operation, and sustainability of the new offering.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Collaboration and Sustainability: • Program description and budget narrative detail how the collaborating colleges will share responsibilities for program and fiscal operations • Innovative proposals that move beyond only an Instructional Services Agreement (ISA) will score higher • Labor Market Information (LMI) is presented that clearly demonstrates the demand across the region • Employer and partner letters of support are representative of the collective service areas	