



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
Robert L. Brown, Chair · Sarah Armstrong Tucker, Chancellor

TO: Community and Technical College Advisory Committee (CTCAC)
CTC Academic Deans and Workforce Personnel

FROM: Sarah Tucker

DATE: July 5, 2017

SUBJECT: FY 2018 Learn and Earn Request for Proposals (RFPs)

Attached is the request for proposals for the Learn and Earn program (HB3009). Proposals are accepted year-round and are reviewed by the HB3009 advisory committee once a month until funds are exhausted. Electronic proposal submission, questions, and for additional information please contact:

Renee Harvey, Grants Administrator
681-313-2219

harvey@wvctcs.org



Request for Proposals

Learn and Earn (HB3009) Workforce Development Initiative

FY 2018

Proposals are reviewed by the HB3009 committee once a month until funds are exhausted.

Submit completed proposals electronically to:

Renee Harvey, Grants Administrator

harvey@wvctcs.org

Phone: 681-313-2219

PUPROSE

Under this competitive grant process, funds will be awarded to community and technical colleges as defined in Chapter 18B of the West Virginia Code. It is the intent of the Legislature through the granting of these funds to increase capacity to deliver occupational programs to meet employer demands:

- A. Improve employer awareness and access to services available through the state's educational institutions;
- B. Provide designated professionals and resources to support workforce education through the state's educational institutions;
- C. Allow students to take courses in a technical program and participate through a Learn and Earn paid cooperative education (co-op) experience in collaboration with a sponsoring company. The paid co-op experience costs are shared by the sponsoring company and the State of West Virginia. The State of West Virginia will pay 50% and the employer will pay 50 % of the paid co-op experience.

All criteria mentioned above directly ties to the economic development initiatives for the state of West Virginia. The Learn and Earn program is a true link between workforce development, economic development, and the educational system in West Virginia.

Learn and Earn Program Guidelines:

Community and technical colleges partner with employers to provide cooperative education opportunities for students meeting the following program criteria:

- A. Limited to career-technical programs that are in high-demand occupations.
- B. Must be a paid work experience that pays the student no less than \$10 per hour.
- C. Programs provide the student with a supervised work experience in their expected career field and reinforce learning that has occurred in their academic program.
- D. Measurable learning goals and objectives reflecting the student's expected learning outcomes throughout the work experience must be clearly stated.
- E. Must be part of an academic program and carry college credit as determined by program faculty.
- F. Work experience must have an assessment component that documents the student has adequately mastered the expected learning outcomes.
- G. Work experience must have a defined timeline and may be on a part-time or full-time work basis
- H. 50/50 employer wage match is required.

APPLICATION PROCESS

Timeline and Deadlines

Proposals are accepted July 1, and continue to be accepted until funds are exhausted for the fiscal year. An advisory committee meets monthly to review proposals and make recommendations for funding. Proposals are due one week prior to the advisory committee meeting in order to be reviewed during that month. Prospective grantees should submit proposals electronically to:

Renee Harvey
Email: harvey@wvctcs.org

Note: When submitting, please ensure that the entire grant proposal (inclusive of proposal, budget forms, support letters, etc.) are sent in one (1) electronic PDF file and that the file is read-only and non-modifiable.

Learn & Earn (HB 3009) Workforce Development Initiative Application

Section One

I. GENERAL INFORMATION

Institution: _____

Contact Person: _____

Phone: _____

E-mail: _____

Project Title: _____

Cost per Participant: \$ _____

Total Grant Request: \$ _____

List Participating Companies/Businesses and Matching Funds:

Business/Industry/Organization	Program of Study	Letters of Commitment and/or Co-op MOA Enclosed w/Amount		Begin Wage	End Wage	Matching Funds
		YES	NO			
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$

Total Matching Funds: \$ _____ Starting Date: _____

Number of Grant Related Participants to be Enrolled: _____

Section Two

I. Proposal Abstract (1000 words or less)

Section Three

I. Required Content

1. Project Priorities:

- A. Goals and Objectives (please explain of how this Learn & Earn will provide students with supervised work experience in their expected career field reinforcing learning).

- B. Number of participants per year

C. Wage/Benefits

- (1) Average wage per year

- (2) Wage student will earn per hour

- D. Learn & Earn opportunities are limited to programs that are in demand. Please list the program in which students will be enrolled:

- E. This experience must be part of the academic program and carry college credit as determined by program faculty. Please explain how the student will benefit academically with this program.

2. Timeline/Work Plan (Use the following format; add additional rows as needed)

Activity	Date Completed

3. Evaluation Plan

4. Attachments

A. Are Budget Summary and Budget Appendices attached?

B. Are Commitment letters from employers stating specified amount of matching funds attached?

C. Is Memorandum of Agreement attached?



Section Four

Authorized Representatives Signature

I hereby certify that the requested grant funds will be used as indicated and agree to supply all requested information and reports to the Office of the Chancellor, West Virginia Council for Community and Technical College Education.

President

Date

Program Coordinator

Date