



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: Casey K. Sacks, Vice Chancellor

DATE: July 5, 2017

SUBJECT: FY 2018 Technical Program Development Request for Proposals

Attached is the Request for Proposals for Technical Program Development (TPD) funding. Proposals will be accepted until funds are exhausted for the year. Below are proposal submission dates that correspond with review committee meetings. Once the review committee recommends a proposal for funding, it is taken to the WV Council for CTC's for final review and approval.

July 17, 2017
September 12, 2017
November 7, 2017

December 22, 2017
March 19, 2018
May 14, 2018

The electronic proposal submission, questions, or for additional information requests should be directed to:

Renee Harvey, Grants Administrator
681-313-2219
harvey@wvctcs.org



Request for Proposals

Technical Program Development

FY 2018

PROPOSAL SUBMISSION DEADLINES:

July 17, 2017

September 12, 2017

November 7, 2017

December 22, 2017

March 19, 2018

May 14, 2018

SUBMIT ELECTRONICALLY TO:

Renee Harvey, Grants Administrator
harvey@wvctcs.org

WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700 – Charleston, WV 25301
Phone: 681-313-2219

TECHNICAL PROGRAM DEVELOPMENT (TPD)

Project Funding Request FY 2018

Section One

I. GOAL

To develop technical programs which are in high demand and lead to high-wage careers and complement economic development efforts of the state.

II. GENERAL INFORMATION

Institution:	
Contact Person:	
Phone:	
E-mail:	
Title of Degree/Certificate:	
Credential:	
Location:	
Amount Requested:	\$
Number of Participants:	
Number of Companies Supporting Program:	
Technical Skill Assessment at the End of the Degree Program (Is there one and if so, provide the name)	

III. GENERAL CRITERIA

- A. Program must target high demand occupations resulting in participant placement in employment with an average wage range of \$12.00 per hour or higher with benefit and \$15.00 per hour by year three
- B. Required Partnerships

- C. Cooperative Planning
- D. Evaluation Plan

- E. Marketing Plan to Improve Enrollment in Grant Funded Programs

- F. Proposals are accepted starting July 1, and continue to be accepted until all funds are awarded. Proposals must be received by the following dates for consideration at scheduled Council meetings:
 - Monday, July 17, 2017
 - Monday, September 12, 2017
 - Monday, November 7, 2017
 - Monday, December 22, 2017
 - Monday, March 19, 2018
 - Monday, May 14, 2018

- G. Proposals must be submitted electronically in one PDF document to Renee Harvey at harvey@wvctcs.org by the deadline listed above.

- H. Awards are limited to a maximum of \$220,000 per request

Section Two

I. REQUIRED PARTNERSHIPS

Partnerships must be comprised of the following entities.

- CTC
- Business and Industry
- Regional WIA Boards
- Local School Districts (high schools, career technical schools)

Partners should have clearly defined roles. Employers must be actively engaged in the project and contribute to many aspects of grant activities such as defining the program strategy and goals, identifying needed skills and competencies and where appropriate, hiring qualified training graduates. Educational partners should assist in the development of industry-driven educational strategies including career pathways, curricula and new learning methodologies. The WIBs will identify and assess candidates for training and connecting qualified training

graduates to employers that have existing job openings. All partners are required to provide letters of support and commitment. The letter must detail the role they will play in the project, including specific responsibilities and resources committed, if appropriate. Letters must be attached to the proposal in order to be accepted.

II. COOPERATIVE PLANNING

Activities **must** be planned cooperatively with partners prior to the submission of the proposal. The local needs assessment of business and industry must guide the planning of grant activities. The activities must be targeted to training in high demand technical occupations. The proposal must show evidence of partnership in project planning and career pathways.

III. FUNDING REQUIREMENTS

Additional criteria which must be satisfied to be considered for funding include:

- All proposals must provide demonstrable evidence that the activities are designed to meet the needs of a high growth occupation
- All proposals must include a strong evaluation plan with components that address program objectives, performance indicators, benchmarks to monitor progress toward goals, and outcome measures to assess the effect of the program participants and on student achievement. The plan should include the following information.
 - Types of data to be collected
 - When data will be collected
 - Methods for collecting data
 - Means of analyzing the data
 - How information from the data will be used to monitor success and when necessary make changes in program design
 - Accountability information to determine success.

Section Three

I. SUBMISSION GUIDELINES

Only complete proposals will be considered. A complete proposal is one that follows the guidelines outlined below, including **all** support letters. The proposals must be submitted electronically in **one PDF document** containing signatures of the college president and the program director authorized to represent the institution in program and fiscal matters.

II. FORMAT GUIDELINES

All proposals **must** use the following format, including headings. All pages must be numbered. The proposals must clearly address the funding priorities and requirements as follows.

A. Program Description

Complete a brief explanation with the following information:

1. Objectives of the program
2. Participant enrollment per year
3. Average wage per hour of completers
4. Benefits Available (i.e. Health Insurance and Retirement)
5. Delivery mode (online, hybrid, face to face)
6. Employer sector served
7. Initial average wage (minimum \$12.00 per hour with benefits and \$15.00 per hour by year three is required)

B. EMPLOYMENT DEMAND (WV and Local Area)

1. Letters of commitment from employers including:
 - a) Specific benefits available to new hires
 - b) Specific wages over a three year period
 - c) Specific job opportunities
 - d) Commitments from employers to interview and/or hire graduates
2. Address how this program will directly impact the service area of the CTC
3. Identify employer finance and personnel support if applicable
4. Letters of support from economic development agencies, local WIBs and local school districts should include:
 - a) Career pathways available
 - b) Projected employment availability
 - c) Job titles and number of jobs for which the curriculum is appropriate
5. How is the employment demand currently being met? Identify other regional providers.
6. Describe relationship to West Virginia's targeted economic development industries if applicable.
7. Summarize a two to five year employment projection for each occupation affected by using the support data included
8. Describe any cooperative arrangements:
 - a) Employers
 - b) Clinical affiliations

- c) Internship opportunities
- d) Equipment Sharing
- e) Career-technical centers
- f) Alignment with public school career pathways
- g) Sources of private funding if applicable

C. PROGRAM DEVELOPMENT

1. Describe the process that will be used for program development including the involvement of industry representatives, including an Advisory Board
2. Describe what resources will be required for program implementation – faculty, equipment, facilities, etc.
3. Describe the program management structure
 - a) Identification of program coordinator/director
 - b) Roles, contribution, and time commitment of proposed staff
 - c) Institutional experience in collecting data that allows consistent, accurate, and expedient reporting

D. TIMELINE

Include proposed date of implementation. (Use the following format – add additional rows as needed)

Activity	Date Completed	Person Responsible

E. SUSTAINABILITY PLAN

Specifically outline the number of students required to make the program viable following the three year grant period. Identify other resources available to the colleges that can be directed toward this program to ensure sustainability.

F. EVALUATION

The evaluation criteria contained in Series 37, Section 135-37-7 will be utilized for evaluation of the program.

III. BUDGET (Forms Attached)

A. Indicate any and all expenses that are essential to develop the program, such as, but not limited to:

1. Faculty expense (three year period)
2. Equipment (start-up costs for one year only)
3. Supplies (start-up costs for one year only)
4. Other (list)

IV. CONTRACT STATEMENT

I agree to develop curricula in a modular format and with assistance from the office of the Community and Technical College System of West Virginia, place on state-level database for sharing with other WV community and technical colleges. In addition, I agree to supply all requested information to the Office of the Chancellor.

President

Date

Program Coordinator

Date