

# Strong Workforce Program Proposal Instructions 2019-20

# The 2019-20 proposal form is designed to capture the information we must provide to the state through the Strong Workforce Local Shares application platform. A budget worksheet should be attached.

# Colleges will receive future SW funding based on increasing the number of students who enroll, complete, and place in CTE jobs. Requests for funding that are only to enhance current programs without including a plan to increase enrollment, completion, or job placement will not be competitive.

# Timeline: Each college will review and prioritize submitted program proposals. A combined committee from both colleges will make final recommendations for funding.

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| August 22, 2018 | Kickoff for 2017-18 Strong Workforce Proposal Process (forms and procedures) |
| September-November | Technical Assistance for proposal development |
| September 30, 2018 | Annual report due for 2016-17 and 2017-18 projects |
| October 17, 2018 | SW Technical Assistance Workshop |
| By December 4, 2018 | Proposals due to deans for review/revision |
| By December 10, 2018 | Proposals due for college prioritization to Office of Institutional Effectiveness |
| By January 7, 2019 | Preliminary review of proposals by College/capital project estimates requested |
| By January 18, 2019 | Project presentations to answer questions and clarify projects (10 minutes) |
| By January 25, 2018 | Final projects determined for submission for both colleges |
| By January 29, 2018 | Districtwide projects submitted to State Chancellor’s Office |

# 1) Program Need

# We must establish the labor market demand for the occupations that are associated with your program.

# Before approving a project, the State Chancellor’s office requires documentation of substantial labor market need. Strong Workforce funds should result in MORE and BETTER CTE. Resources for labor market information (LMI) are provided.

# Identify the area for your program (County-wide, Region-wide)

# Identify the sector or TOP Codes for relevant occupations

# If 50% of your program completers meet the Living Wage threshold, no additional LMI is needed:

# Stanislaus County, 1 adult: $11.33 Tuolumne County, 1 adult: $11.68

# OR

# Identify the following data for your proposal:

# SOC codes and occupational titles related to your program (search [O\*Net](https://www.onetonline.org/) for new job titles)

# The number of students being trained in the area (*SUPPLY* – Program Awards)

# The number of jobs available (*DEMAND* – Occupational Projections)

# Demand and Supply tables are available [here](http://coeccc.net/Supply-and-Demand.aspx).

# The number of available jobs must be greater than the number of program completers.

# Other LMI is available if needed for your application or to see what program areas might be developed:

[Customized Labor Market Reports](http://www.coeccc.net/region/CentralCalifornia.aspx) (Central Valley/Mother Lode Center of Excellence)

# \*\* Have you discussed plans with your industry partners?

# Project Work Plan

# Approved projects must be well-planned. Please provide an implementation plan for up to three years of funding. Important questions to consider include:

# Project rationale:

# Why did you choose this project?

# How will this project address the need you have identified?

# What is the impact on other current programs (e.g., is anything being reduced to move toward this program?)

# Does new curriculum need to be developed?

# How have you consulted with your advisory committee members?

# What kind of personnel are needed to develop, implement, purchase equipment, track students?)

# Are you using current personnel? New hires? If you are proposing a new position, will it be sustainable after three years? (*HINT: a sustainable position would generate double its salary + benefits in FTES*)

# Are there facility needs in addition to current program facilities? (*Describe any changes*).

# Do you need new equipment or technology for this program? (*Describe*)

# 3) Project Outcomes

# Annual milestones you are planning:

# What will you do in the first six months (January – June, 2019)?

# When will you expect student enrollments to begin? Student completions? (Semester and year)

# How will this program be sustainable after three years? Are there any anticipated ongoing costs?

# 4) Budget

Complete and submit the Excel budget worksheet that accompanies this proposal form. Provide as much detail as possible about costs. Personnel costs should be carefully planned, including who will do specific tasks and how many hours will be required. Where possible, consider how the program can be implemented with current faculty and staff. These issues should be considered:

* Purchases and equipment installation
* Coordination of new program elements
* Professional development
* Student support elements
* Internship development
* Personnel

# YCCD Strong Workforce Program Proposal 2019-20

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| --- | --- |
| **Contact and Project Information** | |
| Name(s): | Department: |
| Project Title: |  |
| Brief Description: | |
| Industry Sector(s): | |
| If this is a cross-disciplinary or collaborative project with Columbia College, please list other key contributors: | |
| Project Start Date: | Project End Date: |
| Amount Requested: | Dean Signature: |

**1) Program Need**

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| --- | --- | --- | --- | --- | --- |
| **Labor Market Information** | | | | | |
| What region/sub-region or county labor market needs does this program target? (Supply and demand data must be for the same geographic area). | | | (Example: Tuolumne County or Central Valley North sub-region [San Joaquin/Stanislaus/ Merced] | | |
| Does your project have outcomes across an entire sector (e.g., All Public Safety, All ICT)? ***If YES****, do not list individual TOP Codes.* | | | **Sector** (if applicable): | | |
| What TOP Code(s) are you proposing? | | | **TOP Codes** (if not for an entire sector)**:** | | |
| **Do 50% of your program completers meet the Living Wage threshold as reported in the** [LaunchBoard](https://www.calpassplus.org/user/login.aspx?ReturnUrl=%2fLaunchBoard%2fSWP.aspx).   * If YES, attach a screen shot from Launch Board 1.0 data and go to 2) Program Plan. * If NO, please complete the table below | | | | | **YES**  **NO** |
| **Demand:** the program prepares students to work in the following occupations: (You may want to reference the COE [Supply and Demand Tools](http://coeccc.net/Supply-and-Demand.aspx), or [O\*NET](https://www.onetonline.org/find/).) *Attach a screen shot of the data.* | | | **Supply:** On average, how many awards (certificates & degrees) are conferred by community colleges and other post-secondary institutions in the identified county/region? *Attach a screen shot of the data.* | | |
| **SOC Code** | **Occupational Title** | **Annual Openings** | **Institution Type** | **# of Awards Conferred (Annual Average)** | |
| Ex: 99-9999 | Sample Occupation | 100 | Community Colleges | 25 | |
|  |  |  |  |  | |
|  |  |  | Private Colleges | 5 | |
| **Summary of Data Entered** | | | | | |
| **Demand** | | | 100 | | |
| **Supply** | | | -30 | | |
| **NEED:** | | | 70 (trained job applicants per year) | | |
| Data Source: (include copy of data)  (Other data sources are available in the [Doing What Matters Labor Market Information Library](http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx)) | | | | | |

1. **Project Work Plan**

Discuss the general plan for this program enhancement/development over a three-year period. Include facility modifications, equipment, curriculum development, support services, or other resources that are needed. Provide a brief outline of how the program will unfold each year.

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| **Project Rationale:** (what needs motivate this project and how will the project address these needs?)  (2-3 paragraphs)  **Project Risks:** (describe the risks most likely to prevent the successful completion of the project)  **Major Activities:** (3-4 paragraphs: activities should align with budget request. Describe what will occur during each year of requested funding.)  **Major Outcomes:** (3-4 paragraphs: describe how many students will enroll, complete, and/or be placed in jobs and how the project will facilitate these outcomes)  **How will the program be sustainable after three years?** |

**3) Project Outcomes**

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| Briefly describe investments you will make and explain how these will result in improved performance in the metrics below: |

Select the **Task Force Recommendations** that you aim to address with this project:

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| --- |
| * Student Success * Career Pathway * Workforce Data and Outcomes * Curriculum * CTE Faculty * Regional Coordination * Funding |

**Metrics:** (You do not need to provide projections. Check the metric by which you want to be measured. You *do* need to provide the number of baseline enrollments from LaunchBoard and the baseline year).

Number of enrollments (from [Launchboard](https://www.calpassplus.org/LaunchBoard/SWP.aspx)) Baseline: \_\_\_\_\_\_\_\_\_ Baseline Year: \_\_\_\_\_\_\_\_\_\_

* Number of students who got a degree or certificate
* Number of students who transferred
* Employed in two quarters after exit
* Median earnings in two quarters after exit
* Job closely related to field of study
* Change in earnings
* Attained a living wage