

# Strong Workforce Program Proposal Instructions 2017-18 and 2018-19

# The 2017-18 proposal form is designed to capture the information we must provide to the state through the Strong Workforce Local Shares application platform. A required budget template is 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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| Late August | Kickoff for 2017-18 Strong Workforce Proposal Process (forms and procedures) |
| September-November | Technical Assistance for proposal development |
| October (date TBD) | Annual report due for 2016-17 projects |
| October-November | Confer with the college VP of College Administrative Services for preliminary approval before getting any estimates for capital improvements |
| By November 29, 2017 | Proposals due to deans for review/revision  |
| By December 6, 2017 | Proposals due for college prioritization to Office of Institutional Effectiveness |
| By December 15, 2017 | Preliminary review of proposals by College/capital project estimates requested |
| January (date TBD) | Final SW allocation amounts published by State Chancellor’s Office |
| By January 12, 2018 | Project presentations to answer questions and clarify projects (10 minutes each) |
| By January 19, 2018 | Final projects determined for submission for both colleges |
| By January 29, 2018 | Districtwide projects submitted to State Chancellor’s Office |

# 1) Program Need

# The State Chancellor’s office requires documentation of substantial labor market need. YCCD is focused on the priority of more CTE in 2017-18. Resources for labor market information (LMI) are provided.

# Identify program area (College service-area, District service-area, Mother Lode and/or Central Valley)

# 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: $11.03 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.

# Labor Market Reports (other reports may also be used):

[Customized Labor Market Analysis: Stanislaus County](http://www.coeccc.net/Search.aspx?id=1224) (August 2017*, Center of Excellence*)

[Regional Labor Market Assessment: North](http://coeccc.net/documents/lma_CVML_16.pdf%20) Central Valley/Northern Mother Lode Subregion, (August 2017, Central Valley/Mother Lode Center of Excellence)

[Focused Reports on Individual Sectors](http://coeccc.net/region/CentralCalifornia.aspx) (2016-2017, 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 and how will it address the need you have identified?

# Does new curriculum need to be developed?

# How have you consulted with your advisory committee members?

# Project Risks: Discuss any procedural or organization barriers or other risks that may impede your project.

# Personnel issues:

# 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? (*a sustainable position will generate approx. 22 FTES)*

# Major Activities: Specifically describe the activities that will occur each year of your project. Does your budget support the proposed activities?

# What will you do in the first six months (January – June, 2018)?

# Curriculum issues:

# If your proposal includes comprehensive redesign of a program or development of a new program, a stipend may be proposed.

# A collaborative curriculum design workshop to support summer stipends may be proposed.

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

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

# Major Outcomes: Discuss how many additional enrollments, completions, and/or job placements you anticipate through this project.

# 3) Project Outcomes

# Annual milestones you are planning: Discuss the relationship between your proposed investments and increased enrollments, completions, and/or job placements.

# 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. **Any plan for capital improvement must be discussed with the VPCAS before obtaining an estimate.** These issues should be considered:

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

# 2017-18 and 2018-19 YCCD Strong Workforce Program Proposal

# [ ]  Regional Project: Other Regional Colleges \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# [ ]  MJC Project

# [ ]  2017-18 Proposal

# [ ]  2018-19 Proposal

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| **Contact and Project Information** |
| Name(s): | Department: |
| Project Title: |  |
|  Brief Description:  |
|  Industry Sector(s): |
| Project Start Date: | Project End Date: |
| Amount Requested: |  Dean Signature: |

**1) Program Need**

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| **Labor Market Information** |
| What region/subregion 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 subregion [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/LaunchBoard/SWP.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)**If you are proposing personnel, describe how and when the investment will be sustainable?** (see Project Work Plan instructions) |

**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: |

The state has identified seven areas of impact for Strong Workforce. Please select those your project will address:

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| [ ] Student Success[ ] Career Pathway[ ] Workforce Data and Outcomes[ ] Curriculum[ ] CTE Faculty[ ] Regional Coordination[ ] Funding |

**Metrics:** (Check the metric by which you want to be measured. You do not need to provide projections. 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