Category: Community Colleges Responsible Office: Community Colleges	**Other Requirement Title:** Workforce Development Training Grants Document Number: 2402 Effective Date: June 22, 2005 This procedure item applies to: Community Colleges

Table of Contents

Summary
Requirement
Related Procedures
Forms
Definitions
Other Related Information
Appendicies

Summary

Note: This Document is currently being revised

~~This procedure describes the program guidelines and the steps required of State University of New York (University) Community Colleges to apply for, receive and administer a Workforce Development Training Grant, which is an industry-based training project.~~

Requirement

Note: This Document is currently being revised

~~**I. Program Guidelines**~~

~~Community College Workforce Development Training Grant Program~~

~~In the New York State budget, the Legislature and Governor have provided an appropriation for the State University of New York (University) to continue its community college workforce development training grant program. Workforce development training grant are customized industry training projects by community colleges that are funded by a legislative appropriation. These projects are also called "contract courses."~~

~~Community Colleges are permitted to submit any number of proposals, but no more than $100,000 per campus will be funded. Individual project grants are made up to a maximum of $50,000 each (with exceptions made for consortium projects).~~

~~Administrative costs up to 15% of the project direct costs will be allowed. The employer must contribute at least 25% (of the total project cost) in matching funds. At least 10% must be in the form of cash. The remaining 15% may be comprised of in-kind commitments such as training materials and trainee release time. This contribution must be documented for audit purposes. (Note: Space costs are not allowed as in-kind costs).~~

~~The total project costs are those program costs, including indirect costs (limited to 15% of direct costs) that are actual, additional and incurred as the result of training. These costs do not include in-kind costs such as employee training wages. The employer must contribute 25% of the total project costs in the form of cash and in-kind contributions; at least 10% of total project costs must be in the form of cash. The balance (after taking into account all other funding sources) will be the requested grant amount. For example, the actual total costs of a project are~~

~~calculated at $45,000. The employer must contribute at least $4,500 in cash and $6,750 in in-kind employee training wages (25% or $11,250 minus $4,500). The requested grant amount is therefore $40,500. Additionally, if a college were to seek the maximum grant of $50,000, the project cost must total $55,555 ($5,555 for the 10% employer cash and $50,000 for the grant).~~

~~The primary program priorities that will drive the selection process include the following:~~

- ~~employers locating to the state (or newly located to the state);~~
- ~~new employers requiring training for startup;~~
- ~~employers expanding their operations;~~
- ~~employers creating new jobs;~~
- ~~job retention in economically depressed areas and economic development zones;~~
- ~~employers making significant cash contributions (≥ 20%) to the project;~~
- ~~training that will be conducted for employees of several firms concurrently or consortia organizations;~~
- ~~colleges working together as a consortium;~~
- ~~the project utilizes creative and innovative workforce development approaches, strategies to serve business needs, and/or instructional methods; a demonstration;~~
- ~~low cost projects (< $6,000 or $100/trainee);~~
- ~~high impact projects (> 200 trainees); and~~
- ~~the grant proposal narrative is of high quality~~

~~Secondary priorities include support for the University's role in serving the economic and workforce development needs of the state's business enterprises and the following:~~

- ~~employers that seek to improve productivity, efficiency, effectiveness and profitability as a result of the training;~~
- ~~employers where training is key to staying in the state;~~
- ~~employers where training is essential to survival and job retention;~~
- ~~firms that are small and without assistance would not be able to afford any training;~~
- ~~firms that show promise of increased sales, new products, or new markets as a result of the training;~~
- ~~collaboration with other state or community agencies; and~~
- ~~clear links to the economic development objectives of the region.~~

~~Points are assigned to a proposal for meeting the various criteria, and those with the greatest number of points are funded. If there are too many projects, employers that were funded last year may be asked to wait a year before applying again.~~

~~Support is provided for training that is customized to the employer's needs and, to a limited extent, related curriculum development and assessment. Consulting costs will not be considered. Funding of business-specific projects will be the priority. However, proposals for non-profit, non-governmental organizations will also be considered.~~

~~The college, in preparing its proposal, should make projections as realistic as possible of the numbers of trainees to be served, jobs to be created or retained, etc. Inflating outcomes is discouraged and campuses will be expected to report actual outcomes at the end of the project; these will be compared to the plan.~~

~~For campuses submitting multiple projects, "canned" programs and sole sourcing multiple contracts to single training providers is discouraged. All qualified training providers should be considered. High cost training (> $1,500 per trainee) will not be funded, nor will the costs of sending employees to training institutes, nor the cost of college tuition.~~

~~II. Proposal Submission~~

~~Using the Request for Funding Approval (Form A), project data and a narrative description of the proposed program should be submitted to:~~

~~The Vice Chancellor for Community Colleges~~
~~Office of Community Colleges~~
~~State University of New York~~
~~SUNY Plaza, N-102~~
~~Albany, NY 12246~~

~~A cover letter should be submitted jointly from the company and the college that outlines the objectives of the training. This letter should include a statement from the company that it will provide post-training information, including documented support of the anticipated benefits to the company and its employees, and the number of jobs created and/or retained as a result of the training.~~

~~The office of community colleges will attempt to ensure rapid turnaround time for all proposals.~~

~~III. Fiscal Management Policies~~

~~Funds must be spent in accordance with the approved project proposal. Once approved, the training must be completed and funds must be spent during the September to August community college fiscal year period. The final voucher and final report are due August 25. The funding lapses on August 31; therefore, projects must complete before that date to allow sufficient time for the processing of final vouchers and reports.~~

~~Fifty percent (50%) of the approved funds may be vouchered at the start of the project. The balance of fifty percent (50%) will be paid at the end of the project upon the submission of the final project report and voucher.~~

~~There is no required form or format for vouchers. Colleges should use their standard invoice format. Please include the name of the college, the name of the project and company, and an official signature.~~

~~The status of all projects will be reviewed on April 1. At that time, for projects that are not yet operational, the funds may be de-obligated and re-committed to unfunded proposals in the queue. The practice of allowing a college to voluntarily and occasionally de-obligate funds from an approved project and request to re-obligate them to a different project will continue.~~

~~The employer match should be well documented for auditing purposes. It is recommended that the employer pay out its required match directly to the college at the start of the training. These funds would then be deposited to the project account and used to pay a share of the costs of training as they occur.~~

~~IV. Reporting~~

~~The University is committed to the continuation and expansion of this program in the coming years. Therefore, reporting on the outcomes of the program is essential. The ability to communicate the results of this program to state leaders, including its impact in meeting the workforce development needs of businesses around the state, continues to be critical. Submission of follow up reports and supportive data to demonstrate the benefits of the program is vital. Colleges will be required to submit final reports on completed projects prior to receiving new funds in a subsequent year.~~

~~The following information, as applicable, will be required upon completion of each project:~~

- ~~overall benefits and impact of the training;~~
- ~~number of employees trained, including new employee training and incumbent worker upgrading;~~
- ~~number of jobs created or retained as a result of the training;~~
- ~~documentation of increased sales or production, as a result of the training;~~
- ~~documentation of demonstrated improvements such as production efficiencies, employee upgrades, increased wages, reduced absenteeism, etc.;~~
- ~~documentation of administrative improvements, as a result of the training;~~
- ~~results of collaboration with other colleges or agencies; and~~
- ~~other quantifiable economic and social benefits.~~

~~Please submit final reports and vouchers to the vice chancellor for community colleges, within 30 days of completion of the training, but no later than August 25. Interim progress reports may be requested for projects that take more than 60 days to complete. Additional post-project reports may be necessary to document economic benefits to the employer.~~

~~All projects must be completed and final reports and final vouchers submitted no later than August 25, to allow time for processing before the funds lapse.~~

~~While the reporting responsibility rests with the college, it is also required that employers, who have received training, write a letter on company letterhead describing the benefits and impacts of the training for their business. This letter should be included with the college's final report. These letters are an important element in the report on the program that is prepared for the Legislature.~~

~~V. Questions~~

~~Please direct questions to:~~

~~Office of Community Colleges~~
~~State University of New York~~
~~SUNY Plaza N-110~~
~~Albany, N.Y. 12246~~
~~Phone (518)443-5134~~

~~Fax (518)443-5250~~

Definitions

There are no special definitions relevant to this requirement.

Related Procedures

There is no related procedures relevant to this requirement.

Forms

Form A - Request for Funding Approval Forms

Form B - Final Project Report Format

Other Related Information

New York State Budget Legislative Bill Search

Funding for workforce development (also known as “contract courses”) was part State funding for community colleges beginning with the 1981-82 college fiscal year. Funding provided $930 per FTE student enrolled in non-credit workforce development training courses. By 1991-92 program reimbursement had grown to $1,680 per FTE with total funding of over $8 million. Along with most community college supplemental aids, the contract course funding was eliminated for the 1992-93 college fiscal year. The contract course program was reinstated for 1997-98 in the amount of $750,000, as a small grants program administered by SUNY System Administration. For 2006-07, the appropriation totaled $2 million.

Appendicies

There are no appendicies relevant to this requirement.