



JUN 8 1989

Dr. Rowland

State University of New York

Memorandum to Presidents

Date: June 2, 1989

Vol. 89 No. 10

From: Office of Community Colleges

Subject: Community College Structural Unemployment
Retraining Programs; 1989-90 Proposals
"SURP-7"

To: Presidents, Community Colleges

The Legislature and the Governor have provided \$350,000 for the community college Structural Unemployment Retraining Program. As described in the original bill, the funds are to be used for employer-specific, non-credit, vocational training, including training which contains pre-vocational courses, for occupations where demand is increasing within the sponsorship area. The majority of the participants of such training programs shall be dislocated workers or marginally employed.

As in past years, these special funds are offered in lieu of funding formula options, and are specifically earmarked as stated above with the intent to retrain these people for occupations for which there is industrial demand in a sponsorship area.

Community colleges are invited to submit concise program proposals for projects to be funded from the allocation.

GUIDELINES:

1. Requests for funding must be for a minimum of \$20,000 and may not exceed \$80,000.
2. Specific employer(s) to be served shall be indicated. (Documentation from firms indicating placement potential is required. New job creation is especially important.)
3. Proposals should indicate the number of individuals to be served and the time frame of instruction. Programs should have a completion date of no later than June 30, 1990.
4. Evidence must be submitted that the non-credit vocational courses and related pre-vocational courses are to train for occupations where demand is either increasing or has potential in the sponsorship area.

5. Priority will be given to areas of high unemployment. Evidence must be submitted which certifies that the majority of the trainees are dislocated workers (unemployed due to mass layoffs caused by changing conditions in an industry, e.g., a decrease in the need for certain skills) and/or marginally employed (likely soon to be dislocated workers).

6. Special consideration will be given to proposals specifically addressing the training needs of the following groups: minority youth, female heads of households, the disabled, family providers, or other special-needs groups.

7. Proposals must include both narrative and budget sections. The narrative should describe the services to be provided and how they meet the intent of the legislation. An evaluation plan must also be included which describes how the campus will monitor the delivery of services and measure the effectiveness of the services provided. (Note: see item 11, below, on final report.) The budget must itemize expenditures in the following areas: personal services, fringe benefits, stipends, travel, and equipment. Please indicate whether equipment is to be rented or purchased; if purchased, please provide specific justification why purchase is necessary.

8. Utilization of other sources of funds will be encouraged, and priority will be given to those proposals which provide for matching funds from JTPA and other federal, state or private-foundation funding.

9. A SURP-7 Request-Summary Sheet (copy enclosed) must be attached to each SURP-7 proposal.

Along with this cover sheet, please include a one-page abstract of the proposed program.

10. Four copies of each proposal, signed by the college president, must be submitted to the Deputy to the Chancellor for Community Colleges by **June 30, 1989**.

11. A final report describing program results shall be submitted to the Deputy to the Chancellor for Community Colleges at the conclusion of the program, and any unused funds shall be returned to the State of New York through the SUNY Office of Finance and Business. This final report shall be consistent with guidelines established under the New York State Workforce Preparation Evaluation Act of 1988, which requires that the evaluation include:

- a. A statement of program objectives which identifies outcomes attributable to the program, anticipated performance levels, and indicators of the effectiveness of the program;

- b. Defined quantitative measures which will be included as part of the evaluation report including, but not limited to:
- a description of the targeted population,
 - criteria for participant selection,
 - demographics on participants,
 - measures of program activity,
 - inventory of services provided, and
 - budget information on programs and administrative expenditures including, but not limited to, costs per participant.
 - For those programs where the objective is job placement, data shall include:
 - . information on the occupations which participants enter,
 - . the rate of job retention,
 - . pre-program and post-program wage earnings and other appropriate measures indicating the extent to which program activities meet objectives.
 - For those programs where the objective is other than job placement, data shall, at a minimum, represent measures indicating the extent to which program activities meet program objectives.
 - Other performance indicators which describe the effect of the program, and data which reflect follow-up activity appropriate to the services provided, shall also be included in the evaluation reports.

Questions may be directed to David Van Nortwick, Director of Community College Administrative Services, or Charles A. Burns, Director of Community College Educational Services, at (518) 443-5129.



Thomas S. Kubala

Attachment

Copies for information to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Vice President Nesheim

SURP-7 Request Summary Sheet

1. Is this a continuation of a previous SURP grant or a new proposal?

_____ continuation
_____ new

(NOTE: if a continuation grant, please attach a summary status report of previous grant)

2a. Amount of SURP-7 grant funds requested:
\$ _____.

b. Number of clients served _____

3. Type(s) of occupation for which training is directed.

4. Evidence that demand for such occupation(s) is increasing or has potential in the sponsorship area.

5. Is proposal specifically directed toward
minority youth? yes _____ no _____
female heads of households? yes _____ no _____
disabled? yes _____ no _____
other? (specify) yes _____ no _____

6. Please indicate source(s) of any matching funds to be used in this project. (College funds, JTPA, Federal Grants, etc.)

7. Name and title of campus person coordinating this program.

8. Beginning and ending date of program.

Please attach a one page abstract of the proposed program along with your complete proposal (narrative and budget).