CAREER LAUNCH ENROLLMENT FULL-TIME EQUIVALENT STUDENTS (FTES) REDISTRIBUTION

2024-25 PROGRAM GUIDELINES

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	August 15, 2024
Application Webinar	September 4, 2024, at 1 PM
Q&A closes	September 13, 2024
Applications due in OGMS	October 10, 2024
Applicants notified of approval status	December 2024
Allocations begin	January 2025
Year End Report	July 31, 2025
Mid-Year Report	January 26, 2026

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Allocation Program Overview

The State Board for Community & Technical Colleges (SBCTC) is committed to the development of a skilled workforce, ensuring business and industry thrive and expand across the state, and enabling every Washingtonian to obtain family-sustaining careers through credentials of workplace value. The intent of funding provided in this allocation program is to provide for new or expanded enrollments within eligible Career Launch endorsed programs in the Washington Community and Technical College System.

Part of the Career Connect Washington initiative, Career Launch programs provide students with real-life work experience related to their classroom studies. Students graduate with skills to be competitive in the job market and with a valuable credential beyond a high school diploma.

Career Connect Washington describes Career Launch as "the most intensive type of career connected learning program." Its goal: to have 60 percent of young adults beginning in the class of 2030 participate in a career launch program. Interested applicants are encouraged to become familiar with all elements of Career Connect Washington, including funding opportunities for program development and coordination, prior to applying for funds. Further Information can be found at the Career Connect Washington website.

Resources made available through this allocation program will support the implementation of new and expanded Career Launch endorsed and maintained programs by providing Full-Time Equivalent Student (FTES) funding to successful applicants. This allocation program will provide for building capacity for career connected workforce training that integrates the principles of work-based learning in high demand occupations where unmet employer demand exists for programs. Capacity building will be accomplished, in part, by ensuring that students have access to training, simulations, and equipment that advance high quality workforce programs, integrate supervised paid work-based learning experiences, align classroom learning with both academic and employer standards, and lead to a valuable credential(s) beyond the high school diploma or confer at least forty-five college credits towards a two-year or four-year postsecondary credential.

Programs awarded funding are expected to demonstrate a commitment to equity and diversity in congruence with SBCTC's strategic priorities.

Governing Legislation

In 2021, funding to grow Career Launch endorsed program enrollments was appropriated through ESSB 5092 section 26 solely for enrollments in new Career Launch programs. Career Launch Programs are defined in statute under RCW 28C.30.020.

Applicant Guidelines

Who May Apply

A community or technical college may apply for funding for credit bearing programs that have received and maintained a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group's Career Launch Endorsement Review Team as established and required by Section RCW 28C.30.040. More information on the Career Launch Endorsement Review process can be found on the SBCTC website. Colleges are encouraged to collaborate with

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business, industry, labor, and workforce development partners in the development of Career Launch programs.

- A community or technical college may propose more than one program for Career Launch funding. In those cases, please submit a separate funding proposal for each program.
- Colleges who received funding for program through Career Launch, and were subject to take back, are eligible to apply for re-distribution funds. If you are a program who is reapplying for previously funded FTES, clearly illustrate what efforts will be made to meet the enrollment targets that were not employed in previous application.
- Colleges funded through the initial Career Launch Enrollment FTES allocations and that would like to expand programs that successfully meet enrollment targets are eligible to apply for additional growth in future program years should funding be available. Please note that additional growth in future years must be supported in a future application.

Note: If funding is available in future years through additional funding or redistribution, priority consideration will not be given to any college based on any previous performance for Career Launch Enrollment FTES, but rather the consideration will be based on the funding priorities established by future allocation guidelines.

Eligible Programs

Per ESSHB 2158 Sec. 57 (d), programs to be considered for Career Launch Enrollment FTES must have received and maintain a Career Launch endorsement from the Career Connected Learning Cross-Agency Work Group's Career Launch Endorsement Review Team.

To receive the Career Launch endorsement, colleges must complete the Career Launch Endorsement Review (CLER) application Career Launch Endorsement Review (CLER) application.

SBCTC will accept Career Launch Enrollment proposals that can demonstrate they have CLER applications pending review. Any funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement.

Career Launch programs can take three general paths towards endorsement:

- Registered apprenticeships — automatically receive Career Launch endorsement. An endorsement application is not necessary.

- Existing college programs — will need to demonstrate that they meet Career Launch criteria in the endorsement application and maintain endorsement.

- New educational programs — must go through their standard program-approval process before applying for Career Launch endorsement. Questions regarding program approval can be emailed to programapproval@sbctc.edu, or refer to the Professional-Technical Program Approval Process Guidelines.

The program for which funding is requested must meet the following requirements before receiving an allocation:

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1. Have existing program approval on file with SBCTC[1].

2. Have an existing current Career Launch endorsement.

3. Programs with a pending Career Launch Endorsement application may apply. However, funding awards are conditional until documentation of final CLER endorsement.

Application Process, Due Date and Webinar

Proposals must be submitted through the Online Grant Management System (OGMS) to the State Board for Community and Technical Colleges (SBCTC) in accordance with the deadlines outlined on page two. Access the 2024-25 Career Launch Enrollments FTES application through OGMS. If you do not have an account, contact your organization's Security Contact for access; you will also need your Security Contact to give you permission for FY25.

SBCTC staff is available for assistance until 4:00 p.m. on Thursday, October 10th, 2024. **Completed applications are due through OGMS no later than** October 10th, 2024, at 11:55 p.m.

Webinar: Career Launch Enrollment
Date: Wednesday, September 4, 2024
Time: 1:00 – 2:00 pm
Location Zoom: https://us02web.zoom.us/j/83313079609
Phone Link: +1-253-215-8782,,83313079609# US (Tacoma)
+1-253-205-0468,,83313079609# US
The webinar will be recorded for those unable to attend live.

Application Review and Evaluation Criteria

This is a competitive allocation for new and expanding Career Launch endorsed programs.

Proposals will be evaluated based on the strength of how they meet criteria set forth in Appendix B. Evaluation Criteria. There are 5 major evaluation criteria:

1. New capacity for career launch program(s): Detailed in Attachment A: Program Description and proposal details in OGMS: The proposal will expand Career Launch capacity through either a new program or expansion of an existing program. Evidence shows that student recruitment and retention efforts will ensure equitable access to the program for underserved populations. (Detailed in Attachment A: Program Description and in proposal details in OGMS)

2. Timeline: The proposal lays out a timeline for implementation that demonstrates a clear path to expand Career Launch capacity. Attachment A: Program Description

3. Coordination: The proposal explains how the academic setting and work site will be coordinated to support students, employers, and instructors. Attention is paid to issues of equity and diversity. Attachment A: Program Description

4. Demonstrated labor market demand for the workers, skills and credentials promoted by the programs, as evidenced in Attachment B: Labor Market Demand.

5. Demonstrated employer engagement that is sufficient to provide supervised, paid work

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[1] BAS degrees are included in eligible programs.

experience for the number of students expected to participate, as evidenced in elements of Attachment B: Labor Market Demand and other details provided in the OGMS application.

Complete proposals that meet minimum eligibility requirements and are submitted by the deadline described above will be evaluated by a review panel appointed by SBCTC. The review panel reserves the right to scale proposals as needed.

SBCTC will make final funding determinations based on the entirety of review panel recommendations combined with final program and fiscal reviews.

Community and technical colleges whose proposal meets minimum criteria may be contacted by the review panel for a question-and-answer session after the initial review process.

Applicants will be notified of their status through OGMS.

Funding for Career Launch Enrollment FTES

Funding for distribution is made available by ESSB 5092, which provided an additional one million dollars in FY22 in funding from the Workforce Education Investment Account solely for enrollment growth in Career Launch programs at community and technical colleges.

Funding available through this allocation process:

- Funding will be provided at a $8,000 per FTES value

- Available funding will be approximately 24 FTES or around $192,000

Allowable Expenses

Funding is intended to support the extraordinary costs associated with the startup or expansion of Career Launch endorsed programs. Funds may be used for:

- System resources

- Curriculum development and delivery

- Integration of information about what students need to know and be able to do in order to work in their Career Launch employment placements

- Facility preparation

- Goods and services associated with the program

- The implementation of industry-defined skill standards credentials or certifications

- Coordination with Career Connected intermediaries and regional networks

- Facilitation of supervised paid work experience for enrolled students.

- Note: *These funds are not available for capital equipment. Any item purchased must meet the definition of Goods and Services on page 9.*

Use of funds beyond these purposes is not prohibited but requires consultation with SBCTC and written approval.

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Proposal Overview

This funding is intended to support net growth in FTES, not to fund existing FTES. Programs must be credit bearing and generate FTES.

Areas that must be addressed in the proposal are as follows:

Program Information

Eligible programs must be on your current Professional-Technical program inventory

- Title of program

- Type of program - Certificate (45 Credits or more) or Degree

- Plan Code (Allocation will be monitored for enrollment through active plane code(s).)

- Quarter(s) per year the program is offered

- Total students served per year

- Intended enrollment (headcount) each year for five years (2024-25, 2025-26, 2026-27, 2027-28, 2028-2029)

- Intended program capacity (FTES) each year for five years (2024-25, 2025-26, 2026-27, 2027-28, 2028-2029)

- Anticipated program completers each year for five years (June 2025, 2026, 2027, 2028, 2029)

- If you are a program who is reapplying for previously funded FTES, clearly illustrate what efforts will be made to meet the enrollment targets that were not employed in previous application.

Career Launch Endorsement of Program

Colleges must demonstrate the proposed program in the application has received the appropriate Career Launch endorsement. Career Launch endorsement of the proposed program shall be identified in OGMS by uploading your letter of endorsement from the Career Launch Endorsement Review Team as an attachment. SBCTC will accept Career Launch Enrollment proposals that can demonstrate they have CLER applications pending review. Any funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement.

Budget and Budget Narrative

On the OGMS budget and budget narrative screens, include the budget for this fiscal year (FY25).

Attachment C: 5-Year Budget Plan document, include your FY25 budget and narrative, as well as projected budgets and budget narrative for the next 4 years.

Budget totals for each year must add up to the total funding requested for FY25. Annual budget totals should be constant for each of the 5 years and may not be "ramped-up" or "ramped-down" over time.

The College will be required to submit a revised budget annually through a recertification process of the allocation until the College has met enrollment growth targets.

OGMS Budget Guidance

Salaries, Wages, and Benefits

Salaries, wages, and benefits associated with staff directly involved in grant activities and paid in full or in part from this grant.

Include the following in your budget narrative:

- All position titles to be funded by the grant.

- Person months to be funded by each position.

- A brief description of duties by position as they relate to the grant.

Please put each employee position on a new line of text.

Goods and Services

Goods: Items with an individual acquisition cost of less than $5,000 or a useful life of less than one year.
> Examples: *tools, computers, office supplies, postage, printing*

Services: Services of a routine nature.
> Examples: *interpreter services, interagency agreements (contracts between two or more state agencies)*

Travel

Expenditures for transportation, meals, hotel, and other expenses associated with traveling related to allowable grant activities. Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual (SAAM), Chapter 10.90. Please note, when the grant recipient (the college or CBO) reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Contracts

Professional or technical services provided by a consultant (contractor) to accomplish a specific study, project, task, or other work statement. Rules that apply to the recipient under this allocation must also be applied to the contractor.

Examples: *Contracted personnel to provide skills standard expertise, contracted trainer for professional development of CTE faculty or staff*

Note: Interagency agreements (contracts between two or more public entities) are considered services and should be budgeted and invoiced in the "goods and services" category.

Assurances

The Signed Assurances document must be submitted via OGMS by uploading the required Attachment D.

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Summary of Required Attachments

- Appendix A: Redistribution Policy
- Appendix B: Evaluation Criteria
- Attachment A: Program Description
- Attachment B: Labor Market Demand
- Attachment C: 5-Year Budget Plan
- Attachment D: Assurances. Signatures are required for a valid submittal
- Career Launch Endorsement Letter

Program and Fiscal Reporting

SBCTC will establish a programmatic baseline FTES value for all funded proposals and monitor college performance toward FTES targets on a quarterly basis. For existing programs applying for expansion FTES, baselines are the lesser of the two-year average FTES of the program or the most recent academic year FTES. If a college's performance does not meet the established FTES targets, future funding may be impacted in accordance with the Redistribution Policy outlined in Appendix A.

A program and fiscal evaluation of the project is due to the SBCTC on or before July 31, 2025, and each subsequent year until the program has met or exceeded their Career Launch Enrollment FTES target (see "Achieving Target Goals" for target details). SBCTC will provide the template that identifies the *minimum* items to be addressed in the evaluation.

By January 26, 2026, and each subsequent January until the program has met or exceeded their enrollment target, a mid-year program and fiscal status update of the project is due to the SBCTC. A report template that identifies the *minimum* items to be addressed in the status update.

Reporting includes the itemized disclosure of College fund utilization including whether funds were used in compliance with allowable expenses and alignment with programmatic and legislative intent.

Colleges are required to report to SBCTC any intent or action to end a program funded through the Career Launch Enrollment FTES as early as possible.

Achieving Target Goals

If a college meets, or exceeds, 100% of their Career Launch Enrollment FTES target by the end of their second full year of funding the award will move into a permanent allocation for the college. FTES will still be tracked relative to the overall system goal, but the college will no longer be subject to this program's FTES monitoring for target attainment or future redistribution actions based on achieving the goals proposed and funded through this program.

Probation

If a college falls short of 100% of their Career Launch Enrollment FTES by the end of their second full year of funding, they will enter probation status. The college will be funded at the same amount for a third probationary funding year. If the college subsequently meets 100% of their target by the end of the probationary year funds will move into a permanent allocation for the college. However, if targets are not met during the probation year, the college is then subject to the Redistribution Policy.

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Redistribution

If a college falls short of 100% of their Career Launch Enrollment FTES during the probation year, the college is subject to a reduction in FTES. The reduction will be equal to the difference between the target and actual FTES met during the probation year. If the difference between target and actual FTES is greater than the amount provided by the Career Launch Enrollment FTES the total reduction will not exceed the amount awarded. At any point, colleges have the option to opt-out of the award Career Launch Enrollment FTES and return any or all awarded FTES for redistribution.

Funding and FTES recaptured as a result of the redistribution policy will be offered to the college system for a new round of competitive proposals.

Annual Allocations

Allocations are made available contingent on the continued support of this allocation program by the Washington State Legislature and the Workforce Education Investment Account Oversight Board.

The projected allocation numbers provided for planning purposes do not include enforcement of the Redistribution Policy. SBCTC staff will contact districts that may be subject to the Redistribution Policy to discuss potential impacts on allocations. The Redistribution Policy is enforced after annual enrollments are reported, usually in late July.

Please refer to the SBCTC Policy Manual, Section 5.3, to determine funding status.

Implementation

FY25: First year of funding.

FY26: Colleges who received funding in FY25 to receive the same dollar amount in FY26. Workforce staff will request a multi-year budget submittal and brief narrative from colleges regarding long term planning for the programs funded with Career Launch FTES.

FY26: If a college meets, or exceeds, their Career Launch FTES target in FY26 the funding will move into a permanent allocation. FTES will still be tracked, but the college will no longer be subject to Career Launch FTES redistribution.

If a college missed their Career Launch FTES target in FY26 they are in probation for FY27.

FY27: If targets are not achieved in FY27, college targets and funding are adjusted as a result of the redistribution policy. Redistribution will be the difference between target and actual FTES, not to exceed the amount provided in initial Career Launch FTES funding.

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Appendix A: Redistribution Policy

Redistribution

If a college falls short of 100% of their Career Launch Enrollment FTES during the probation year, the college is subject to a reduction in FTES.

The reduction will be equal to the difference between the target and actual FTES met during the probation year.

If the difference between target and actual FTES is greater than the amount provided by the Career Launch Enrollment FTES the total reduction will not exceed the amount awarded.

At any point, colleges have the option to opt-out of the award Career Launch Enrollment FTES and return any or all awarded FTES for redistribution.

Funding and FTES recaptured as a result of the redistribution policy will be offered to the college system for a new round of competitive proposals.

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Appendix B: Evaluation Criteria

Part 1: Minimum Requirements to Qualify for Review

Scale: Meets or Does Not Meet Criteria. Proposals must "meet the criteria" in items 1-3 to be considered for funding.

Criteria	Standard	Notes
1. Proposal contains all elements, including required attachments, required in OGMS.	☐ Meets Criteria ☐ Does Not Meet Criteria	
2. Career Launch program endorsement from the Career Connected Learning Cross-Agency Work Group document uploaded into the OGMS system (registered apprenticeships are automatically endorsed).	☐ Meets Criteria ☐ Pending ☐ Does Not Meet Criteria	
3. Proposal assurances document uploaded into the OGMS system and contains the required signature(s).	☐ Meets Criteria ☐ Does Not Meet Criteria	

Part 2: Proposal Evaluation Criteria

Scale: 1-5 scale where 1 represents the LOWEST possible score and 5 represents the HIGHEST possible score for each given criterion.

1. Does not meet the criteria. Information is incomplete or otherwise not suitable for consideration.

2. Information is present, but incomplete or inadequate for evaluation purposes. Additional details would be needed in order to fully evaluate.

3. Adequately meets the criteria and is suitable for consideration.

4. Meets the criteria, provides a good amount of detail, and provides a good plan for achieving enrollment goals. Recommended for consideration.

5. Exceeds the criteria, is detailed and complete, and provides a thorough plan for achieving enrollment goals. Highly recommended for consideration.

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Criteria	Scale	Examples of how criteria can be demonstrated	Notes
New Capacity for Career Launch Program(s): The proposal will expand Career Launch capacity through either a new program or expansion of an existing program.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Detail in Attachment A: Program Description and in items from Proposal Details in OGMS: ● Whether the program is new and/or expands the capacity of existing program. ● Described length of training and pertinent program design elements. ● Description of current program capacity and five year planned growth projections. ● A plan for recruiting students to enroll in the program. Provide evidence that student recruitment and retention efforts will ensure equitable program access, retention and completion for underserved populations.	
Timeline: The proposal lays out a timeline for implementation that demonstrates a clear path to expand Career Launch capacity.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Detail in the Attachment A: Program Description and in proposal details in OGMS: ● Steps to implement the proposal are logical, clear, and sufficiently detailed to indicate likelihood of success. ● The timeline demonstrates an understanding of the complexities of orchestrating all elements of a Career Launch program.	
Coordination: Explanation of how academic setting and worksite will be coordinated to support students, employers, and get feedback to instructors	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Detail in the Attachment A: Program Description and in proposal details in OGMS: ● Description of planned coordination efforts are logical, clear and sufficiently detailed to indicate likelihood of success ● Attention to issues of equity and diversity.	

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Criteria	Scale	Examples of how criteria can be demonstrated	Notes
Demonstrated labor market demand for the workers, skills and credentials promoted by the program.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Detail in Attachment B: Labor Market Demand: ● Use of state, regional, and local labor market data to demonstrate program demand and density of regional need ● Strength of education-industry partnerships in program planning, design, and improvement ● Use of industry-defined skill standards for program planning, design, and improvement	
Demonstrated employer engagement that is sufficient to provide supervised, paid work experience for the number of students expected to participate.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Career Launch Program Endorsement Letter and any other supporting details in OGMS and/or in Attachment B: Labor Market Demand: ● Address of worksite(s) where Career Launch students will complete supervised training. ● Hourly wage for Career Launch participants. ● Employer letters of support or signatures on letter of endorsement	
Review Total:			

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