##### Community and Technical Colleges. Washington State Board

## 2025-26 Commercial Drivers License & Related Instructional Program Fund (CDL Fund)

### Narrative Proposal Attachment

Please provide responses to the sections of this template. Then, save the file using your college name in the file name, and upload as a Word file (docx) to your OGMS funding application. **Please do not exceed 4 pages (okay to remove notes written by SBCTC to make space).**

|  |  |
| --- | --- |
| COLLEGE NAME: |  |

1. **Statement of need, goals, and deliverables (outcomes) for the requested funding.**
2. **Instructional program(s) information (insert an additional copy of this table for each instructional program you wish to include in your WA CDL funding application:**

|  |  |
| --- | --- |
| Title of program |  |
| CIP and ctcLink PLANCODE (see note below) |  |
| Credential awarded |  |
| Number of credits If non-credit, please enter number of contact hours. |  |
| Maximum number of students (headcount) enrolled per cohort |  |
| Number of cohorts currently offered per year |  |
| Number of cohorts planned to be offered per year, if this proposal is funded |  |
| (Optional) Narrative explanation of any items above to provide necessary context or details. | |

Notes: For projects that target credit-bearing professional-technical program(s), the program(s) must either be on your current professional-technical program inventory or a Notice of Intent has been submitted no later than to the proposal deadline.

All WA CDL courses and enrollments must be set up in ctcLink. Courses associated with credit-bearing programs must be set up in UGRD and non-credit courses may be set up in CNED. Each course must be coded with an allowable CIP code (see Program Guidelines, page 9).

For UGRD programs, please provide the ACAD\_PLAN, the CIP code on the ACAD\_PLAN, and number of credits for each program.

For CNED courses, please provide the Subject, Catalog Number, course CIP code, and course contact hours for each course.

1. **Timeline identifying major milestones/activities for the 2-year period of FY26 and FY27.**

Note: All equipment procurements proposed for a given fiscal year must be completed no later than June 30 of that year, with no exceptions or extensions. Items that require a long procurement process can include planning in year one and expenditure in year 2. Note that funding availability year 2 is contingent on continued state funding.

1. **Describe any leveraged resources supporting the proposal.**

Note: In alignment with statewide goals to leverage public/private investments, proposals with higher leveraged resources from private industry receive priority for funding. Examples of leveraged resources include, but are not limited to, the contribution of time, space, materials/consumables, equipment and/or tuition resources made by private industry, external partners or institutional/foundation resources to directly meet proposed outcomes.

1. **Consortium proposals only:**

* Identify the lead institution, including name and position of lead point-of-contact.
* List all consortium members, including the names and positions of each college’s lead point-of-contact.