



# **PROGRAM GUIDELINES**

## **2014-15 JOB SKILLS PROGRAM**

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## PROGRAM GUIDELINES 2013-14 JOB SKILLS PROGRAM

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### PROGRAM OVERVIEW

The Job Skills Program (JSP) provides funding for customized, short-term and job-specific training for eligible businesses using dollar-for-dollar matching grants. Grants are awarded to educational institutions that partner with employers to undertake a JSP project. The participating employer must match the grant amount with cash or in-kind program support.

The 2013 Legislature approved \$2,725,000 to fund the 2014-2015 Job Skills Program. The application process is competitive when requests exceed available funds. Applications may be submitted at any time and awards are made on the basis of funding priorities and available funding. Projects must be completed by fiscal year end June 30, 2015.

### GOVERNING LEGISLATION

The Job Skills Program is addressed in the Revised Code of Washington: RCW 28C.04.400 through 420, as amended in 1999 by Engrossed Substitute Senate Bill 5909, in 2009 by Senate Bill 5554, and in 2013 by Engrossed Substitute House Bill 1247.

#### Legislative Declaration

##### RCW 28C.04.4000

*The legislature declares that it is an important function of government to increase opportunities for gainful employment, to assist in promoting a productive and expanding economy, and to encourage the flow of business and industry support to educational institutions. Therefore, the legislature finds that it is in the public interest of the state to encourage and facilitate the formation of cooperative relationships between business and industry and educational institutions which provide for the development and significant expansion of programs of skills training and education consistent with employment needs and to make interested individuals aware of the employment opportunities presented thereby. It is the policy of the state of Washington to ensure that programs of skill training are available on a regional basis and are utilized by a variety of businesses and industries.*

### INTENDED PURPOSES OF JSP

Job Skills Program projects must meet one or more of the following:

- Provides short-term training which has been designated for specific industries;
- Provides training for prospective employees before a new operation opens or when existing industry expands;
- Includes training or retraining for workers already employed to avoid dislocation, or where upgrading of existing employees would create new vacancies for unemployed persons;

- Serve an area with high concentrations of economically disadvantaged persons and high unemployment;
- Promotes the growth of industry clusters;
- Serves an area where there is a shortage of skilled labor to meet job demands;
- Promotes the location of new industry in areas affected by economic dislocation.

## **INTENDED TRAINEES**

JSP supports three types of training projects, each a tool to enhance the competitiveness of Washington's businesses and industries and increasing employment opportunities.

### **1. New Employee Training**

Projects provide training for prospective employees before a new plant opens or when an existing company or industry expands. Applicants for training will be drawn from the general population. JSP is particularly interested in providing training and employment opportunities for individuals who are unemployed, victims of plant closures or layoffs, or public assistance recipients. In addition, the JSP applicants should develop goals and demonstrate plans to provide training and employment opportunities to individuals who are under-represented in the labor force—women, people of color, the older worker, and individuals with disabilities.

### **2. Retraining**

Projects draw trainees from the company's current employees. The company has determined that retraining is required in order to prevent the dislocation of those individuals selected for retraining and that the training will make the company more competitive within the industry.

### **3. Upgrade Training**

Projects draw trainees from the company's current workforce. The company must assure the training is available to all levels of the company as appropriate for the topic and that successful completers will be eligible for promotion or pay increases in accordance with company policies and bargaining agreements.

## **FUNDING PRIORITIES**

Priority for funding may be given to applications:

- Proposing training that provides college credit or leads to a recognized industry credential;
- From firms in strategic industry clusters as identified by the state or local area;
- Proposing coordination with other cluster-based programs or initiatives including but not limited to, industry skill panels, centers of excellence, innovation partnership zones, state-supported cluster growth grants, and local cluster-based economic development initiatives;
- From consortia of colleges or consortia of employers;
- Proposing increased capacity for education institutions that can be made available to industry and students beyond the grant recipients;

## LEVERAGING AND COORDINATION

All JSP applicants are encouraged to leverage additional employment and training resources by coordinating with the local WorkSource operator, and other training service providers. In projects where new employees will be trained, each JSP applicant must coordinate with the local Employment Security WorkSource Center or WorkSource affiliate prior to submitting an application.

## ELIGIBILITY OF PARTICIPANTS

JSP projects require an eligible educational institution and an eligible business or businesses.

### 1. Eligible Educational Institutions

An eligible educational institution must be a public secondary or postsecondary institution, an independent institution, or a private career school or college within the state authorized by law to provide a program of skills training or education beyond the secondary school level. This includes the community and technical colleges, secondary vocational programs, public colleges or universities with degree-granting authority, apprenticeship trusts, and private, for-profit or non-profit, nonsectarian educational institutions offering programs beyond the secondary level, provided that such institutions are registered with the Workforce Training and Education Coordinating Board or meet legal requirements for exemption from this requirement.

### 2. Eligible Business Partners

An eligible business partner must be a private corporation, institution, firm, person, group, or association concerned with commerce, trade, manufacturing, or the provision of services within Washington, or a public or nonprofit hospital licensed by the Department of Social and Health Services (DSHS).

Non-profit organizations meeting the description above are eligible. Government and municipal agencies including tribal governments are not eligible.

## ROLES and RESPONSIBILITIES of PARTICIPANTS

### Memorandum of Understanding:

The educational institution and the business partner are required to have a written and signed memorandum of understanding (MOU) or letter of agreement that documents the respective parties' roles and responsibilities.

### Education Institution:

1. **General Responsibilities** –The educational institution has general oversight responsibility for the project. It submits the application; manages training delivered by the educational institution; manages any subcontracts of the project; manages the timeline; and completes required program reporting and accountability requirements.
2. **Financial Responsibilities** – The educational institution has fiscal responsibility for the grant award. It manages the project budget; invoices the State Board for Community and Technical Colleges (SBCTC) monthly or quarterly for payment; collects and maintains all matching-dollar documentation provided by the business partner; and submits all required fiscal reporting and accountability documentation.

### **Business Partner:**

- 1. General Responsibilities** – Active participation from the business(es) is expected in all aspects of the project including recruitment and selection of trainees, development of curriculum and training materials, implementation of the training project, and monitoring and evaluating the trainees and the overall training project. Business participants are responsible for providing information necessary for completion of the concept paper, application, and final report and for acting in good faith to carry out the project within the planned timeframe.
- 2. Social Security Numbers (SSNs)** - Trainee SSNs must be provided by the employer upon request by the State Board for Community and Technical Colleges (SBCTC). SSNs allow the SBCTC to perform prescribed research with the Employment Security Department (ESD) regarding wage progression rates and other aggregate employment data. Employers and trainees may be assured that individual data and company data are not reviewed or reported. Only an aggregate of JSP data is measured and reported. This research helps document the impact of JSP on the workforce at large and is used to justify the state's investment of funds. The SBCTC and Colleges will apply stringent security protocols for handling SSNs and other sensitive
- 3. Financial Responsibilities** – The program requires that every dollar of JSP funding be matched dollar-for-dollar with private sector contributions. Exception is given to businesses with an annual gross business income (GBI) of less than \$500,000. Financial contribution from businesses with GBI of less than \$500,000 must be at least equal to the trainees' salaries and benefits while in training (annual GBI is the income reported to the Department of Revenue for the previous fiscal year). The business partner is responsible for assuring that grant dollars are matched with either cash or in-kind financial support. Documentation of match must show that funds were expended in behalf of the JSP project. In addition to providing preliminary match documentation to the educational institution for planning purposes, the participating business is required to provide final match documentation according to fiscal guidelines. In the event that the business prefers not to send sensitive information (such as payroll information) off-site to the educational institution, the business must agree to allow SBCTC auditors to review match documentation on the business's premises.

Businesses are required to document all expenditures claimed as part of the company's match — whether cash or in-kind. **The quality of the company's match will be considered in competitive grants.** Companies that demonstrate a greater commitment to the project through quality match contributions (e.g., cash, equipment donations to schools) and greater partnership with the educational institution will be given greater consideration.

For details on the types of match allowed and the required documentation, please see *Fiscal Guidelines 2013-14 Job Skills Program, Matching Funds Requirements*.

### **JSP POLICIES**

- 1. Funding and Participation Cap** – A single company's JSP award per fiscal year shall not exceed 10% of the annual appropriation. Individual company is eligible to receive a JSP grant no more than two times within a 5-year period.
- 2. Wage Thresholds and Compensation** – A goal of the JSP program is to support workforce training for businesses that provide wages resulting in earnings that support families and jobs that include an employer-paid health benefits package and opportunities for wage progression. Applications for businesses located in King County should document a minimum employee wage threshold of \$13.00

per hour. All other applications should document a minimum employee wage threshold of \$11.00 per hour.

In cases where the project demonstrates significant alignment to program priorities and considerable economic impacts in the local community, exceptions to the wage threshold may be considered at the discretion of the Executive Director of the SBCTC in consultation with the Workforce Training Customer Advisory Committee (CAC).

3. **Company-based Instructors Reimbursed by JSP** – JSP will allow funds to be used to reimburse company-based instructors provided there is clear evidence that training is not currently a function of the employee’s job. The SBCTC also suggests that company-based instructors receive train-the-trainer instruction from an educational institution prior to conducting the JSP training.
4. **Drug Testing** – Drug testing cannot be used as a pre-screening device for admission into a JSP training project. A company with a pre-existing drug testing policy or with plans to administer a drug test shall agree that passing the drug test will not be a condition for enrollment into the JSP project.
5. **Conflict of Interest** – Educational institutions and their subcontractors will avoid organizational conflicts of interest and their staff will avoid personal conflicts of interest and the appearance of conflict of interest in disbursing JSP funds for any purpose, and in the conduct of procurement activities.
6. **Workplace Basic Skills** – The SBCTC authorizes the use of JSP funds for the development of workplace basic programs at employers’ sites and for the development and delivery of customized workplace basic skills training as a component in a technical skills project. For the purposes of JSP, workplace basic skills training may include reading, writing, numeracy, computation, critical thinking/problem-solving skills, workplace ethics, and oral communication skills including vocational English-as-a-second language (ESL).
7. **Subcontracting** – In the event that the educational institution does not have the capacity or expertise to provide the training required by the project or the business partner has identified a preferred and qualified training provider, the educational institution may subcontract for training delivery. Colleges and businesses will exercise due diligence to ensure that training could not be delivered by a different provider more effectively or efficiently. Signed contracts must be in place before JSP-funded work can begin. For additional information on subcontracting, please see *Fiscal Guidelines 2013-14 Job Skills Program, Subcontracting*.
8. **JSP Benefit to the College and Industry** – When a significant portion of the training is delivered by a subcontractor, the educational institution must take steps to secure benefit of the state’s JSP investment for the college/system or the greater industry. Plans for securing such benefits shall be included in the application. Benefits to the college and greater industry may include but are not limited to the following:
  - a. Development of new curriculum that can be used outside the JSP project
  - b. Enhancement of existing curriculum that can be used outside the JSP project
  - c. Faculty development opportunities
  - d. Student enhancement opportunities (field trips, internships, job shadowing, etc.)
  - e. Distance learning tools
  - f. Digital learning tools

- g. Guest speakers (from the subcontractor or business) presenting to college classes, or industry groups
  - h. Creation of assessments, tests, job aids, software, training models, etc. that can be used again
- 9. Projects Spanning More Than One Fiscal Year** – Large projects and projects that start late in the fiscal year may need to continue into the next fiscal year. However, because of the nature of state funds, no forward funding between fiscal years is possible. Therefore, a new application and grant request must be made each year. Projects must be scaled so that the initial phase is completed by June 30<sup>th</sup> of the first fiscal year. Similarly, the second phase must be completed by June 30<sup>th</sup> of the second fiscal year. Application for the second fiscal year should be made in a timely manner to coincide with the plans for continuation. The Final Report for the initial year (or at a minimum a preliminary version thereof) must be received by the SBCTC before the continuation project can receive final approval for the second year of funding year.

## GENERAL POLICIES

- 1. Personnel Policies and Procedures** – All educational institutions shall have personnel policies ensuring that nondiscrimination in hiring practices is in compliance with Title VII, Civil Rights Act; Age Discrimination in Employment Act; Americans with Disabilities Act; Washington State Law Against Discrimination; and any applicable local civil rights statutes.
- 2. Participant Confidentiality** – Personnel records of JSP participants are private and confidential and may not be disclosed to the public. Information regarding the amount and recipients of JSP contract awards is public information. Financial, program, participant, and other records relevant to the JSP funded project will be available for review by the SBCTC.
- 3. Open Licensing Policy** – The SBCTC requires that all digital software, educational resources and knowledge produced as part of this competitive grant be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts. Please take the time to read the license at <http://creativecommons.org/licenses/by/3.0>. In the JSP application you will be asked to agree to allow the SBCTC to distribute the digital software, educational resources and knowledge created through this competitive grant under the terms of the Creative Commons Attribution License available at the website above. Creative Commons (CC) is a nonprofit corporation dedicated to making it easier for people to share and build upon the educational and scientific work of others, consistent with the rules of copyright.

## ACCOUNTABILITY REQUIREMENTS

Following are the requirements for documenting, managing, and reporting JSP projects. If the requirement is covered in greater detail in the Fiscal Guidelines, then reference is made to its location within the guidelines.

- 1. Matching Funds Requirement** – See *Fiscal Guidelines 2013-14 Job Skills Program, Matching Funds Requirements*. The company is required to provide auditable documentation of employee wages and salaries for those claimed as match. In the event that the business prefers not to send sensitive information (such as payroll information) off-site to the educational institution, the business

must agree to allow the SBCTC auditors to review match documentation on the business's premises. All other match must be documented as specified in the *Fiscal Guidelines*.

2. **Expenditure Accounting** – See *Fiscal Guidelines 2013-14 Job Skills Program, Expenditure Accounting*. Each JSP project must be maintained in a separate account. Any cash match from the business participant must also be placed in this account.
3. **Invoicing** – See *Fiscal Guidelines 2013-14 Job Skills Program, Invoicing*. The college shall invoice for reimbursement using the Online Budget and Invoicing System (OBIS) as project expenses are incurred. Invoicing shall be submitted at a minimum quarterly; monthly invoicing is preferred and encouraged.
4. **Student and Course Reporting Requirements** – See *Fiscal Guidelines 2013-14 Job Skills Program, Student and Course Reporting*. All job skills courses must be entered in the Student Management System (SMS) and coded by **fund source 4** (contract funded) and **fee pay code 41**. Only job skills students may be enrolled in the sections designated as job skills courses. All class reporting should be done quarterly.
5. **Subcontracts** – See *Fiscal Guidelines 2013-14 Job Skills Program, Subcontracting*. Contracts with subcontractors must be in place before paid work can begin. These contracts are typically Client Services Contracts.
6. **Property/Equipment** – See *Fiscal Guidelines 2013-14 Job Skills Program, Allowable Costs*. Any exceptions to this must be submitted as a formal waiver request to the SBCTC Program Administrator.
7. **Records Retention** – See *Fiscal Guidelines 2013-14 Job Skills Program, Records Retention*. The college must maintain records on trainees, curriculum, financial records, course records, time and effort, and any external audits.
8. **Final Report** – See *Fiscal Guidelines 2013-14 Job Skills Program, Final Report*. A final report is due July 7, 2014 to the SBCTC on each JSP project. The report form can be accessed in the Online Grant Management System (OGMS) under Grant Info.

## APPLICATION PROCESS

Funds are awarded on a first-approved, rolling basis throughout the fiscal year. Applications are reviewed by a standing sub-committee of the Workforce Training Customer Advisory Committee.

1. **CONCEPT PAPER** – A concept paper must be submitted by the educational institution prior to the JSP application. Concept papers should not exceed five pages in length. The Concept Paper template is available on the Online Grant Management System (OGMS): <http://apps.sbctc.edu/onlinegrants> or on the SBCTC web site at <http://www.sbctc.ctc.edu/college/ewkforcejobskillsprogram.aspx>. Submit an electronic copy as a single Word document to [anikolaeva@sbctc.edu](mailto:anikolaeva@sbctc.edu).



The educational institution will be notified by email of concept approval or a request to clarify components of the project. Once the concept paper has been approved, the educational institution is encouraged to proceed with an application. Technical assistance with concept development is readily available upon request. Please contact Anna Nikolaeva at [anikolaeva@sbctc.edu](mailto:anikolaeva@sbctc.edu), or at (360)704-4342.

2. **APPLICATION** –Applications must be completed using the Online Grant Management System (OGMS): <http://apps.sbctc.edu/onlinegrants>. Please attach the following documents to the application. (These documents can be found by clicking on “Grant Info” under the Feedback tab in the upper right hand corner of the application):
  - 2014-15 Project Outcomes and Measures
  - 2014-15 Trainee, Course, Wage & Match Information

Once the application is received at SBCTC, the program administrator and budget specialist will review the application.

Completed applications are then reviewed by a sub-committee of the Workforce Training Customer Advisory Committee. Projects that are recommended for funding by the Workforce Training Customer Advisory Committee are forwarded to SBCTC leadership for final approval.

Education institutions are notified of approval through the OGMS system.

3. Upon completion of the training project, the Final Report and Match Summary are due. This document can be found in your OGMS application by clicking on “Grant Info” under the Feedback tab in the upper right hand corner of the application.

## **FUNDING PROCESS**

Upon approval of your application, the education institution submits the project budget in the Online Budget and Invoicing System (OBIS). Funds are accessed by invoicing the SBCTC for expenses as they are incurred. Documentation for all invoiced expenses must be kept on file for review by the SBCTC audit staff. **Projects must be completed no later than June 30, 2015.**

## **ADDITIONAL INFORMATION**

The SBCTC staff is available to answer questions about the programs and discuss specific project proposals. For more information about the Job Skills Program, please contact Anna Nikolaeva, JSP Program Administrator, at (360)704-4342 or [anikolaeva@sbctc.edu](mailto:anikolaeva@sbctc.edu).

For information about the application process or OGMS, please contact Deb Knackstedt, Program Manager, at (360)704-4337 or [dknackstedt@sbctc.edu](mailto:dknackstedt@sbctc.edu).