



THE STATE UNIVERSITY *of* NEW YORK

Memorandum


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To: SUNY Community College Presidents
Community College Workforce Development Contacts

From: Dennis Golladay 
Vice Chancellor for Community Colleges

Date: June 27, 2008

Re: Community College Workforce Development Training Grant Program

I am extremely pleased to inform you that the Governor and Legislature have approved a continuation of the \$ 2,000,000 line item appropriation for workforce development training grants (contract courses) for the 2008-2009 academic year.

The legislative intent of the program is "to provide workforce development training courses to businesses and organizations to promote and encourage the location and development of new businesses in the state, and to create and retain employment opportunities in the state and local community."

Thus, the priorities for the program will continue to be assisting new businesses or expansion of existing businesses, followed by incumbent worker upgrading for increased productivity.

The criteria that we will use in selecting projects to be funded include the following:

- Businesses newly located to NYS
- New business startups
- Businesses expanding operations
- Jobs being created
- Business and/or college consortia
- Businesses contributing 20% or more cash match
- Innovative demonstration projects
- Job retention in depressed areas and economic development zones
- Low cost (<\$6,000 or \$100/trainee)
- High impact (>200 trainees)
- Well-prepared proposals

In selecting projects we will also aim to ensure an equitable geographic distribution.

The following program guidelines will continue to apply:

- The college funding cap is \$ 100,000
- The project funding cap is \$ 50,000. However, an exception may be requested for consortium projects.
- Overall, cash and in-kind employer contributions must equal at least 25% of the project total. At least 10% of the project total must be contributed by the employer in the form of cash. This is intended as an expression of employer commitment to the project. Note that a waiver of this requirement may be requested for unique hardship cases. The balance of up to 90% of the project costs may be requested for the grant.

In addition, a new category of funding for Workforce Development Campus Consortia is being added this year. \$100,000 is set aside to support the efforts of consortia of colleges. The goal of the consortia will be to increase the capacity of colleges to meet workforce development needs in areas of occupational demand by jointly developing credit and non-credit courses and curricula and faculty development through the sharing of resources, expertise and program models.

A Workforce Development Campus Consortium may apply for funding at any time before 12/31/08 and may request up to \$100,000 for the costs of project activities. A full detailed proposal describing planned activities, outcomes, and partner campuses is required and a lead campus must be designated. SUNY Colleges of Technology are also welcome participants in consortia.

Projects may be scheduled to begin on October 1, 2008 and operate until August 21, 2009. **All proposals for this year should be postmarked by the deadline of Friday, August 22**, allowing eight weeks for preparation and transmittal of proposals and five weeks for System review and approval. Proposals may be submitted via e-mail; however, employer letters with signatures will still be needed (pdf email attachments are encouraged).

We will review and consider proposals all at once, using the program criteria described earlier, and we plan to notify the colleges of project approvals about the middle of August. We expect that many proposals will be received and that all funds will be obligated. Because funds are limited, not all proposals will be funded and some may be funded at reduced levels.

If you have any questions or wish to discuss the program, please call Denise Bukovan at 518.443.5143 or email her at <denise.bukovan@suny.edu>. We look forward to another successful year.

Enc.

Cc: Chancellor Clark
Dr. Palm
Mr. O'Connor
Mr. Van Voorst

Ms. Gilman
Mr. Anker
Deans of Continuing Education
Business Officers

