



AEROSPACE HIGH DEMAND 1000 FULL-TIME EQUIVALENT STUDENTS (FTES) RE-DISTRIBUTION

2023-2024 GUIDELINES

Workforce Education Department
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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 17, 2023
Application Webinar	August 31, 2023, at 1:00pm
Q&A closes	September 7, 2023
Applications due in OGMS	September 28, 2023
Applicants notified of approval status	December 2023
Allocations begins	January 2024
1 st Report: Year End Report	July 31, 2024
2 nd Report: Mid-Year Report	January 26, 2025

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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.

In response to the Governor's and industry calls for increased attention and effort to the aerospace skills gap, community and technical colleges have ramped up training to narrow the skills gap and move well-trained workers into well-paying jobs. The intent of funding provided in this allocation program is to provide for new or expanded enrollments within eligible aerospace focused programs in the Washington Community and Technical College System. For more information, please visit <https://www.sbctc.edu/colleges-staff/programs-services/aerospace/>

Resources made available through this allocation program will support high demand aerospace programs by providing Full-Time Equivalent Student (FTES) funding to successful applicants. This allocation program will provide for building capacity for eligible aerospace focused programs 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, and lead to a valuable credential(s). Programs awarded funding are expected to demonstrate a commitment to equity and diversity in congruence with SBCTC's [strategic priorities](#).

Governing Legislation

In 2013, the funding to grow high demand aerospace enrollments by an additional one thousand full-time equivalent students was appropriated through [EHB 2088](#) solely for increasing high demand aerospace enrollments.

“Supplemental appropriations are made to the 2013-15 Operating Budget for aerospace worker education and training, and environmental permitting activities related to large aerospace facilities. Eight million dollars General Fund-State (GF-S) is appropriated in fiscal year (FY) 2015 for the State Board for Community and Technical Colleges (SBCTC) to add 1,000 full-time equivalent students in the 2014-15 school year. The additional enrollments are to take place at locations and in programs recommended by the Washington Aerospace and Advanced Materials Manufacturing Pipeline Advisory Committee. It is the intent of the Legislature that funding be ongoing as long as there is a demonstrated need.”

For the purposes of this process high demand aerospace programs will be defined by the professional-technical programs listed in the Eligible Programs section of these guidelines.

Applicant Guidelines

Who May Apply

A community or technical college may apply for funding for credit bearing programs that are aerospace or aerospace related, as defined by Eligible Programs listed below.

- Community & technical colleges may submit a maximum of two proposals per institution: one program per proposal.
- Colleges who received funding for programs through the initial 1000 FTES awards, and were subject to take back, are eligible to apply for re-distribution funds.
- Colleges who received funding through the initial 1000 FTES process and would like to expand programs that met the target are eligible to apply for additional growth. Please note that additional growth must be supported in the program proposal.

Priority consideration will not be given to any college based on past performance but rather the priority consideration will be based on the aerospace and aerospace related programs the funding is intended to grow.

Eligible Programs

Per the recommendations from the Aerospace and Advanced Materials Manufacturing Pipeline Advisory Committee, the programs to be considered for proposal must fall within the following categories and relate to aerospace and aerospace-related needs in Washington State.

Eligible programs listed below:

- Aircraft Mechanics and Service Technicians
- Avionics
- Electrical Assemblers
- Electronics/Automation
- Information Security Analysts
- Machining
- Maintenance Mechanic/Industrial Technicians
- Manufacturing Engineering and Planning
- Pilot Training
- Robotics/Pneumatics
- Sheet Metal/Welding
- Supervisors of Transportation and Material Moving Workers
- Tooling
- Unmanned Aerial Systems

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

1. Have existing program approval on file with SBCTC¹.
 - A. Registered Apprenticeship programs must have submitted an Apprenticeship Registration Form. <https://www.sbctc.edu/colleges-staff/programs-services/apprenticeship/apprenticeship-fees-registration>
2. Be registered with the State Board office (only applies for program of less than 20 credits)

Questions regarding program approval can be emailed to programapproval@sbctc.edu, or refer to the [Professional-Technical Program Approval Process Guidelines](#).

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 2023-24 Aerospace High Demand 1000 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 FY24.

SBCTC staff is available for assistance until 4:00 p.m. on September 28, 2023. **Submit completed applications through OGMS no later than September 28, 2023, at 11:55 p.m.**

Grant Webinar: Aerospace High Demand 1000 FTES

Date: August 31, 2023

Time: 1:00-2:00pm

Location Zoom: <https://us02web.zoom.us/j/89722652886>

Phone Link: +1-253-205-0468 (89722652886#) US or +1-253-215-8782(89722652886#) US (Tacoma)

The webinar will be recorded for those unable to attend live.

Application Review and Evaluation Criteria

Proposals will be assessed against the Evaluation Criteria rubric published in Attachment D. Colleges must satisfy all criteria under “meets criteria” on the assessment form to be moved forward to the review panel consideration.

There are three (3) minimum criteria:

1. If applicable to the proposal, the college's program(s) has prior SBCTC approval and is listed on the college's program inventory.
2. Proposal assurance document uploaded into the OGMS system.
3. Proposal contains all elements required in “areas that must be addressed in the proposal” (see *Program Overview section*).

There are six (6) evaluation criteria with rating (1 through 5, with 5 the highest) specific criteria:

1. New Capacity for Aerospace Training: The proposed activities serve to expand capacity

¹ BAS degrees are included in eligible programs.

- through program development and sustainability.
2. **Relevance:** The proposed activities clearly address local or state-wide need for unmet aerospace training.
 3. **Link to Industry:** The applicant demonstrates an established link with local industry that actively informs and evaluates proposed activities.
 4. **Innovation:** The proposal employs innovation in program content, delivery, partnerships and/or population served.
 5. **Return on Investment:** The proposed activities demonstrate connection to long term career pathways and continued wage progression for participants.
 6. **Quality of Instruction:** The proposal addresses instructional capacity and the quality of anticipated learning outcomes.

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 Aerospace High Demand 1000

Funding for the redistribution FTES is a result of the redistribution policy implemented as part of the commitment to the Washington State legislature and aerospace industry. (see Appendix A below)

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

Allowable Expenses

The allocated resources will support the improved alignment of training programs within the aerospace industry and build capacity for workforce training in high demand aerospace occupations where there exists unmet employer demand.

- This will be accomplished, in part, by ensuring that students have access to training, simulations, and equipment that advance high quality aerospace workforce programs.

Funding is intended to support the extraordinary costs associated with the startup or improvement of high demand programs.

- Funds may be used for system resources, curriculum development and delivery, facility preparation, equipment, and/or the implementation of industry-defined skill standards credentials or certifications.

Proposal Overview

This funding is intended to support a 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 current Professional-Technical program inventory and/or are registered with the State Board office (only applies for programs of less than 20 credits).

- Title of program
- Type of program (Short Term Training, Certificate or Degree)
- Plan Code
- Total students served per year
- Intended quarterly enrollment
- Intended capacity, number of anticipated

Statement of Need

A description of how the project will contribute to the intended purpose of aerospace training and/or how the proposed project meets industry needs and specifications.

Include the following information:

- Whether the program is new or expands the capacity of existing program.
- Described length of training program design elements.
- Five-year plan for FTES growth with description of the activities that will enable projected program growth.
- Description of how the program recruits and supports underserved populations.
- Ensure that there is a description of how growth will be reached.
 - If you are a program who is reapplying for previously funded FTES, describe what efforts will be made to meet the enrollment targets that were not employed in previous application.
- Description of the applicable career pathway.
- Benefit to the aerospace industry in Washington State.
- Description of the applicable faculty expertise related to the program proposed and/or include a description of the professional development opportunities that will be made available.
- 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.
- Whether the program employs innovation in program content, delivery, partnerships and/or population served.
- Use of industry-defined skill standards for program planning, design, and improvement.
- Demonstrated commitment of a college to implement and sustain the program.

Budget and Budget Narrative

On the OGMS budget and budget narrative screens, include your budget for this fiscal year (FY24).

On your Attachment B: 5-Year Budget Plan document, include your FY24 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 FY24. 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.

Assurances

The Signed Assurances document (Attachment C) must be submitted via OGMS by uploading the required attachment.

Summary of Appendix and Attachments

- Appendix A: Redistribution Policy
- Appendix B: Evaluation Criteria
- Attachment A: Program Description
- Attachment B: 5-Year Budget Plan
- Attachment C: Assurances. Signatures are required for a valid submittal

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, 2024, and each subsequent year until the program has met or exceeded their Aerospace High Demand 1000 FTES target (see "Achieving Target Goals" for target details). SBCTC will provide a template that identifies the *minimum* items to be addressed in the evaluation.

By January 26, 2025, 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 Aerospace High Demand 1000 FTES as early as possible.

Achieving Target Goals

If a college meets, or exceeds, 100% of their Aerospace High Demand 1000 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 Aerospace High Demand 1000 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.

Redistribution

If a college falls short of 100% of their Aerospace High Demand 1000 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 Aerospace High Demand 1000 FTES the total reduction will not exceed the amount awarded. At any point, colleges have the option to opt out of the award Aerospace High Demand 1000 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

FY24: First year of funding.

FY25: Colleges who received funding in FY24 to receive the same dollar amount in FY25. Workforce staff will request a multi-year budget submittal and brief narrative from colleges regarding long term planning for the programs funded with Aerospace High Demand 1000 FTES.

FY25: If a college meets, or exceeds, their Aerospace High Demand 1000 FTES target in FY25 the funding will move into a permanent allocation. FTES will still be tracked, but the college will no longer be subject to Aerospace High Demand 1000 FTES redistribution.

If a college missed their Aerospace High Demand 1000 FTES target in FY25 they are in probation for FY26.

FY26: If targets are not achieved in FY26, 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 Aerospace High Demand 1000 FTES funding.

Appendix A: Redistribution Policy

Redistribution

If a college falls short of 100% of their Aerospace High Demand 1000 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 Aerospace High Demand 1000 FTES the total reduction will not exceed the amount awarded.

At any point, colleges have the option to opt out of the award Aerospace High Demand 1000 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.

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. If applicable to the proposal, the college’s program(s) has prior SBCTC approval and is listed on the college’s program inventory.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
2. Proposal assurance document uploaded into the OGMS system.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria	
3. Proposal contains all elements required in “areas that must be addressed in the proposal”.	<input type="checkbox"/> Meets Criteria <input type="checkbox"/> 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.

Criteria	Scale	Addressing the following topics identified in proposal guidelines	Notes
<p>New Capacity for Aerospace Training:</p> <p>The proposed activities serve to expand capacity through program development and overall program sustainability.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment A: Program Description and Items from Statement of Need:</p> <ul style="list-style-type: none"> • 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. • Demonstrated commitment of a college to implement and sustain the program. 	
<p>Relevance:</p> <p>The proposed activities clearly address local or state-wide need for unmet aerospace training.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment A: Program Description and Items from Statement of Need:</p> <ul style="list-style-type: none"> • Use of state, regional, and local labor market data to demonstrate program demand and density of regional need. • Description of current program capacity and 5-year projections on growth planned. 	
<p>Link to Industry</p> <p>The applicant demonstrates an established link with local industry that actively informs and evaluates proposed activities.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment A: Program Description and Items from Statement of Need:</p> <ul style="list-style-type: none"> • Strength of education-industry partnerships in program planning, design, and improvement. • Use of industry-defined skill standards for program planning, design, and improvement. 	

Criteria	Scale	Addressing the following topics identified in proposal guidelines	Notes
<p>Innovation:</p> <p>The proposal employs innovation in program content, delivery, partnerships and/or population served.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment A: Program Description and Items from Statement of Need:</p> <ul style="list-style-type: none"> ● If a new program, 5-year projections on capacity and growth planned. ● Whether the program employs innovation in program content, delivery, partnerships and/or populations served. ● How the program recruits and support underserved populations. 	
<p>Return on Investment:</p> <p>The proposed activities demonstrate connection to long term career pathways and continued wage progression for participants.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment A: Program Description and Items from Statement of Need:</p> <ul style="list-style-type: none"> ● Description of the applicable career pathway. ● Benefit to the aerospace industry in Washington State. ● Demonstrates career wage progression for participants. 	
<p>Quality of Instruction:</p> <p>The proposal addresses instructional capacity and the quality of anticipated learning outcomes.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<p>Attachment A: Program Description and Items from Statement of Need:</p> <ul style="list-style-type: none"> ● Description of the applicable faculty expertise related to the program proposed and/or include a description of the professional development opportunities. ● Strength of education-industry partnerships in program planning, design, and improvement. ● Whether the program employs innovation in program content, delivery, partnerships and/or population served. 	

Criteria	Scale	Addressing the following topics identified in proposal guidelines	Notes
Review Total:			



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