SBCTC considers answers in the forthcoming Questions and Answers document to be the only official source for answers related to this funding.

Q1) What kinds of attachments are allowed?

A1) The assurances document must be attached. Completed copies of Attachment A – Program Expansion, and the Inventory Sheet must also be attached.

Q2) I need to upload an updated version of a document to my grant application in OGMS. How can I delete the old, no longer relevant version of my attachment?

A2) You cannot delete attachments from OGMS. Simply upload your updated document and indicate that the file is new by including “updated” or “revised” in the filename.

Q3) Will the power point from the webinar be sent out?

A3) Yes, this will be posted on the SBCTC website along with the recording of the webinar. The website is: <https://www.sbctc.edu/colleges-staff/grants/career-launch-capital-equipment-funding.aspx>

Q4) Can the square foot of the program be expanded within an existing building? For example, would removing a wall between an engineering program and survey program that added to the engineering program square footage and reducing the survey program square footage quality as an allowable use of funds? Clarification, this change would not add to the gross square foot of the building both programs are housed in.

A4) Yes. This is allowable as no net new square footage will be added to campus.

Q5) In regards to technology based equipment, how can we guarantee a 13 year lifespan? Anticipating technology changes quickly, it is unheard of now a days for technology to last that long.

A5) We’re not talking equipment being obsolete. We’re talking about the durability of a piece of equipment to last 13 years with normal use. Your business office can help you determine the lifespan of equipment. OFM has guidance based on asset categories in chapter 30.50 of the State Wide Accounting Manual available here - <https://ofm.wa.gov/sites/default/files/public/legacy/policy/30.50.htm>

Q6) Can you provide a list of the types of programs that are most likely to be eligible for Career Launch endorsement, and programs that are unlikely to be eligible? E.g., we learned that our Practical Nursing program may not be eligible for endorsement.

A6) The webpage [www.SBCTC.edu/career-launch](http://www.SBCTC.edu/career-launch) has a FAQ page that will help guide you through this process.

Q7) North Seattle College has welcomed the Ironworkers Apprenticeship to campus this year starting a few weeks ago. We have their outdoor lab (where their tools and supplies are) in the south parking lot surrounded by a chain link fence. We want to build them a facility out there (portable classroom and lab area). Our ability to retain this contract is contingent on providing an adequate and more permanent facility. We understand we can’t use the capital equipment funding for construction purposes, but we do understand that the funds can be used for electricity and plumbing related to use of their equipment and lab space. The biggest expense we are facing is bringing electricity, plumbing and IT to the site from the main campus. We estimate the cost at about $750,000. Would this be an allowable expense under this program?

A7) The funding from the Career Launch Equipment allocation cannot be used to create net new area on the campus and can only be used for the utilities necessary to support the equipment proposed for Career Launch funding not the entire facility.

One solution would be if the college identifies other funding to construct and operate the space and then uses proposed Career Launch Equipment funds to upgrade the new facility for the equipment necessary for Career Launch program capacity expansion. Colleges considering this approach are encouraged to work with their college business officers.

SBCTC collects information about college requests for local capital expenditure authority using the form available at: <https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/capital-budget/local_capital_expend_authority_request.docx>

Q8) Can we be competitive for the equipment RFP if we argue that the funding will help secure and stabilize our FTEs over the next few years, not necessarily help it grow?

A8) The legislature’s intent for funding Career Launch equipment is to expand Career Launch capacity across the state. Colleges should only apply for equipment funding where they feel they can be successful with the intent to grow capacity in Career Launch endorsed programs.

Q9) The Allowable Expenses on pages 7-8 of the enrollment grant guidelines do not include the following expenses; are these allowable?

* Costs for staff/faculty to attend conferences needed to create/expand Career Launch programs (e.g., airfare, lodging, registration, mileage, per diem, etc.)
* Maintenance/operating costs of equipment used in the Career Launch program

NOTE: This question was asked about allowable enrollment support expenses, based on the enrollment funding guidelines at: <https://www.sbctc.edu/resources/documents/colleges-staff/grants/career-launch/enrollments/fy20-cl-fte-program-and-fiscal-guidelines.pdf>. We are cross-posting this question and answer to the Career Launch equipment funding Q&A in an effort to keep applicants to both funds informed.

A9) (a) **Costs for staff/faculty to attend conferences needed to create/expand Career Launch programs:** Yes, these expenses can be included in your proposed enrollment support budget. Please note them in budget comments with a level of detail that adequately justifies the need. The review committee will look at all budget categories for balance and reasonableness. SBCTC reserves the right to negotiate budget categories with successful proposals prior to final approval.

(b) **Maintenance/operating costs of equipment used in the Career Launch program:**

* Yes, these expenses may be included in your proposed Career Launch enrollment budget. Please make note of them in budget comments with a level of detail that adequately justifies the need. The review committee will look at all budget categories for balance and reasonableness. SBCTC reserves the right to negotiate budget categories with successful proposals prior to final approval.
* If the proposal is for Career Launch equipment (using the equipment funds described in equipment funding guidelines), the legislature makes no commitment to pay for future operating costs associated with the equipment acquired with Career Launch capital equipment funds. For Career Launch equipment proposals, the review committee will look at the college’s capacity to maintain the equipment and sustain ongoing operating costs after one-time funding concludes. Career Launch equipment funding guidelines are at: <https://www.sbctc.edu/resources/documents/colleges-staff/grants/career-launch/capital-equipment-funding/fy20-cl-equip-program-and-fiscal-guidelines.pdf>

Q10) We are interested in purchasing a forklift to support expansion our new Iron Workers apprenticeship. However, when I consult the OFM website (<https://ofm.wa.gov/sites/default/files/public/legacy/policy/30.50.htm>), I scroll down to #38, “Construction, Mining, and Highway Maintenance Equipment,” (which I think would cover a forklift), and the average useful life is only 6 years. Another category where the forklift might fit is #3940, “Materials Handling Equipment, Warehouse Type, Self-Propelled,” which shows 5 years.

Does that mean that this piece of equipment is ineligible? It seems that a forklift would last for much longer than 5-6 years.

A10) While the average useful life of all items requested should reach 13 years and use the OFM website for useful life standards, a college may justify a longer useful life of a piece of equipment based on its intended use. For instance, a piece of equipment used for short periods of time each week in an instructional environment will last much longer than the industry standard for the same piece of equipment used day-in, day-out in a warehouse or manufacturing environment (using the forklift example). Please include sufficient detail in your proposal to explain any significant variance in useful life in your instructional setting compared to the OFM website.

Q11) The Career Launch equipment funding information describes funding for Capital Outlay equipment only, but I noticed in the budget and budget narrative, there is also a section for Goods and Services. Is that meant to be installation costs or can we add items that are less than $5000 but still program equipment?

A11) A Career Launch equipment budget proposal can include costs associated with the installation and testing of equipment procured with Career Launch equipment funds. It may also include the costs associated with training faculty and/or staff on equipment operation. Any equipment purchase less than $5,000 needs to be in support of or to complete a qualified piece of equipment. For instance, it would not be allowable to buy PCs just to round out the program. However, if a PC is a component needed to make the qualified piece of equipment function in the instructional setting, that would be allowed.

Q12) Would remodel and rewiring a lab to bring in a greater power source and restructure to improve the number of stations in a space be allowable with Career Launch equipment funds? Not necessarily equipment, or wiring for specific equipment to be purchased, but electrical in general?

A12) If you need to ramp up your power supply because of equipment, yes, this would be allowable. SBCTC will consider the specific circumstances to confirm, but if the application can directly connect the electrical to the requested equipment, then the electrical is allowable. However, if the facility space modifications need to be made to increase student work stations without the need to purchase capital outlays (equipment), this type of project would be better suited for the Career Launch Enrollment (FTES) application, as it does not meet the criteria for equipment. More information about the Career Launch Enrollment (FTES) application can be found here: <https://www.sbctc.edu/colleges-staff/grants/career-launch-enrollment-ftes-funding.aspx>

Q13) What is the deadline for Career Launch Endorsement in order to be eligible for FY21-23 Career Launch Equipment Funding?

A13) The application deadline for CL Endorsement is due on the first day of each month. Applications submitted after October 1st will be reviewed in November for endorsement. Career Launch funding awards made to programs with pending CLER endorsements are conditioned on documentation of final CLER endorsement. More information about the endorsement process can be found here: <https://www.sbctc.edu/career-launch/career-launch-endorsement-review.aspx>

For new degree or credential programs, colleges must first complete SBCTC’s Program Approval Process, or PAR. Once the PAR process is complete, then the program would apply for the CLER endorsement. The endorsement process does not replace the PAR process. More information about the PAR process can be found here: <https://www.sbctc.edu/colleges-staff/programs-services/professional-technical/default.aspx>

Q14) The grant states: Only equipment and related facility improvements are allowable under this funding opportunity – IT projects/systems will not be considered. So can we request computers and/or software upgrades to support engineering courses taught within a career launch endorsed program?

A14) This is allowable if the per unit equipment cost is over $5,000.

Q15) Most of the supposed equipment necessary to grow enrollments in the Cloud Computing Program don’t meet the definition for federal equipment in terms of dollar amount. New computers, even fancy ones, won’t get to the $5,000 threshold required. However, the existing classroom space used by the program would need to be re-wired to support adding more computers. Would it be feasible to submit an application that only addressed the installation piece, but didn’t have the equipment request? Or is the installation only supported for equipment purchased with these funds?

A15) This would not be allowable, as the legislative intent and the guidelines in the Equipment Grant application (p. 7), are to provide necessary facility updates only to approved equipment items in this grant. However, facility preparation and goods and services are allowable through Career Launch Enrollment (FTES). More information about the Career Launch Enrollment (FTES) application can be found here: <https://www.sbctc.edu/colleges-staff/grants/career-launch-enrollment-ftes-funding.aspx>

Q16) With regard to Attachment A – most of the application documents refer to an expansion or new programs. Attachment A is framed in terms of new programs being approved. My program would be applying a little differently than this. It’ll be an apprenticeship. How do we ensure the fact that we’re an apprenticeship is appropriately captured in Attachment A?

A16) Please enter degree or apprenticeship for credential on Attachment A. The application will indicate it’s an apprenticeship, which SBCTC cross reference with the responses for Attachment A. SBCTC will take this feedback into consideration as regards updating this form to be more inclusive of apprenticeship programs.

Q17) We need student work stations that contain an oscilloscope, power supply, function generators, and tabletop multimeters.  Each work station costs $5600 but each individual piece of equipment costs less than 5K.  Can we bundle these items together into a work station which costs >5K?

A17) This would not be allowable, as per the legislative intent and the guidelines in the Equipment Grant application (p. 7 of program guidelines), all expenditures have to meet criteria for capital project activity with a per unit acquisition cost of $5,000 or more.  However, facility preparation and goods and services are allowable through Career Launch Enrollment (FTES). More information about the Career Launch Enrollment (FTES) application can be found here: <https://www.sbctc.edu/colleges-staff/grants/career-launch-enrollment-ftes-funding.aspx>

Q18) Is there a total maximum amount for equipment purchases that can be requested or a recommended amount in order to be competitive?

A18) There is no specified limit for equipment purchase requests. The review panel and the SBCTC reserves the right to scale proposals as needed.

Q19) Can you please provide the password to unlock the budget spreadsheet (Attachment B)?  I can’t get the dollar values to show because I can’t expand the column or change the font.

A19) The budget spreadsheet has been updated in OGMS to accommodate larger dollar values and can be accessed here: <https://ogms.sbctc.edu/docs/2021-23CLEquip/2021-23-attachment-b-cl-equip-inventory-sheet.xlsx>

Q20) Can we secure additional or different letters of support to document industry demand?  The funding guidelines recommend submittal of the letters of support from the endorsement application, however, those letters primarily refer to whether or not industry is willing to provide paid internships or entry level work positions which is different from a letter that describes industry demand for employees.

A20) Yes, additional letters of support can be submitted to document industry demand.

Q21) Should we upload a narrative with any information beyond Attachments A - D?  If so, can you provide a list of information that you would like to see included in the narrative beyond what is included the attachments?

A21) Narrative information should be addressed in OGMS under Section 2: Proposal Overview and Equipment Information.