

2021-2023 High Demand Funds Application Questions and Answers

Section 1.0: General Questions

Q 1.01: Assurances. If a college is submitting more than one funding proposal, does each submission require a separate assurances form?

- **A 1.01:** Yes, each funding proposal requires a separate, signed assurances document. Please remember to indicate which submission is your highest priority. Also, remember applications are due on December 22 and you will want to have assurances signed prior to signers leaving for the holiday.

Q 1.02: Growth Projections. For annualized FTES growth, do you want growth per year, even if most growth will happen in year 2? Should we use 2020-2021 as the baseline year? The application asks for one number for FTES projection. Which # should we use?

- **A 1.02:** In the application, question 1.6, provide your *averaged* annual growth projection. Applications have the opportunity to provide more context for enrollment expansion predictions in the narrative responses for questions 2.1 and 4, as well as Attachment A: Program Expansion Description. Enrollment growth can be different for each year, understanding that the expectation is the enrollment capacity/growth is sustained. The review committee will review this information collectively when evaluating enrollment expansion.

Q 1.03: Letters of Support. Will letters of support from employers be accepted or expected?

- **A 1.03:** Options for demonstrating high demand are identified in the Proposal Evaluation Criteria in the program guidelines. Employer letters of support will be accepted, but are not required. Colleges are encouraged to provide labor market data and other data points to build a competitive application. Employer letters may be especially helpful for college's proposing a new program.

Q 1.04: Multiple Applications. Can colleges submit more than one application?

- **A 1.04:** Yes, colleges are allowed to submit multiple applications, however, each college must identify their top priority application.

Q 1.05: Reporting Requirements. What are the reporting requirements once programs are completed? Are social security numbers and specific student information required?

- **A 1.05:** No, student level data will not be required in the final college reports. Colleges should expect to report on aggregate student data, demonstrating increased enrollments as well as a narrative summary of progress made on stated goals. Reporting will also include the itemized disclosure of College fund utilization including whether funds were used in compliance with allowable expenses and alignment with programmatic and legislative intent. Please refer to the program guidelines under Program and Fiscal Reporting.

2021-2023 High Demand Funds Application Questions and Answers

Q 1.06: Baccalaureate Degrees. I have a program that currently offers and associates and a baccalaureate, we are interested in adding a new associates degree pathway into the BAS program. Would this be allowed?

- **A 1.06:** Yes, as long as that program meets the high demand definition and receives program approval before December 22, 2021.

Q 1.07: Multiple Plan Codes. Our college would like to submit one application with two separate plan codes (apprenticeship program/prof-tech program) under the same CIP code. Is this allowed?

- **A 1.07:** Yes, colleges are allowed to include multiple plan codes under one CIP code submission. It is important to be very clear in your program proposal to identify enrollment projections for each modality separately in your narrative response. Total enrollment expansion should be reflected in Attachment A and will be part of your overall enrollment monitoring and reporting.

Q 1.08: Corrections Programs. Are correction site programs eligible?

- **A 1.08:** Yes, as long as the program(s) meet one of the eligible programs listed on page 5 of the High Demand Program Guidelines: <https://www.sbctc.edu/resources/documents/colleges-staff/grants/high-demand/2021-23-high-demand-program-guidelines.pdf>

Section 2.0: High Demand Questions

Q 2.01: High Wage. We are considering an expansion of an existing program that is not high wage, but is high demand - would this qualify?

- **A 2.01:** Yes. Colleges are expected to use local data to identify and support high demand occupations and programs in their funding proposals. Wage information is not part of our criteria for high demand program eligibility.

Q 2.02: New Program. We have a high demand program of study that has program approval but has not admitted students. Can we apply for funding to build the program curriculum – would this qualify?

- **A 2.02:** Yes. Colleges are expected to clearly demonstrate how the proposed project will expand enrollment capacity through either a new program or expansion of an existing program. Part 2 of the evaluation criteria provides examples of the information we are looking for in a successful application for a new program: 3-year projections on capacity, enrollments, and completions; and a plan for recruiting students to enroll in the program.

Q 2.03: High Demand List. Do you have a list of what is considered high demand beyond the general categories listed by the RCW? How do I determine if my program is eligible as high demand?

- **A 2.03:** Unfortunately, we do not have a list of high demand programs or occupations that we can provide. The program guidelines have been worded to give each college flexibility to

2021-2023 High Demand Funds Application Questions and Answers

demonstrate, with supporting evidence, the programs and occupations that are high demand in their service area. The guidelines are not meant to be restrictive and colleges are encouraged to think as broadly as possible.

Resources for determining high-demand programs of study and/or high-demand occupations (available in Appendix A of the program guidelines) include, but are not limited to:

- State and regional data from Employment Security Department's [Occupations in Demand list](#)
- Instructional program advisory committee recommendations
- Workforce Development council recommendations
- Demand data from industry, trade association data, and other transactional data

Q 2.04: Evidence of Need. The legislation references specific high demand fields (allied health, computer and information science, and manufacturing), for these identified areas do we still need to provide evidence of the need?

- **A 2.04:** Yes, all applications must complete all questions and provide the required information to be competitive. The referenced fields, for the purposes of this competitive application, are examples and not limitations to the programs eligible for funding.

Section 3.0: Enrollment Expansion Questions

Q 3.01: Projecting Enrollment. Projecting capacity expansion for three years may be difficult given the current enrollment picture and our uncertainty related to students returning to campus. What advice do you have?

- **A 3.01:** We are asking colleges to provide the best information available, understanding these are difficult circumstances to navigate. Your understanding of the local labor market and your industry partnerships need to guide your proposals. The applications for this funding were developed to provide maximum flexibility due to the uncertainties our colleges face.

Q 3.02: Sustaining Enrollment. Must colleges sustain the enrollment growth created through the funding provided through the High demand allocation?

- **A 3.02:** Yes, colleges are expected to build enrollment capacity through the use of these funds and maintain that capacity beyond the funding allocation.

Q 3.03: Projecting Enrollments. In the context of this allocation, can you expand on what would be considered a substantial number of current or projected employment opportunities?

- **A 3.03:** First, it is important to understand each application will be evaluated on its individual merits and the information colleges include in their applications. Programs being proposed need to align with the program guidelines and fill a gap or need within your community. Colleges must provide industry and employment data to support their application.

Q 3.04: New vs. Existing. Please distinguish between existing programs and new degrees.

2021-2023 High Demand Funds Application Questions and Answers

- **A 3.04:** New program: program new to a college, created to address a high demand need within your community. Existing program: any high demand program currently in your program inventory that you want to modify or expand to create additional capacity.

Q 3.05: Bachelors Eligibility. The programs eligible for funding include both BAS and associate level degree pathways. Can you clarify if bachelor's designation is specific to BAS or does it also include BS, BSN, etc.?

- **A 3.05:** All bachelor's degree types offered at community and technical colleges are eligible to apply, including BS and BSN.

Section 4: Equity Questions

Q 4.01: Equity vs. Growth. If a funding application is focused on closing existing equity gaps, with modest overall growth, would that be a competitive submission and have equal value to a proposal with greater overall growth?

- **A 4.01:** Equity and capacity expansion are two of five distinct evaluation criteria, weighted equally, and are both important. We recognize certain high demand occupations require intentionality to ensure equitable access and progression of underrepresented populations and encourage all applications to consider enrollment and inclusion. Please review Appendix A: Evaluation Criteria, as you develop your proposal.

Section 5: Budget Questions

Q 5.01: New Programs. The guidelines indicate funds can be used for new program development, but also requires that the program already be in your inventory. Can you clarify?

- **A 5.01:** The guidelines allow colleges to include any new programs already in the approval pipeline. It will be very difficult for us to approve funding for a new program that does not have final approval before funding decisions are made. Only programs with approval by December 22 2021 are eligible for funding.

Q 5.02: New Programs. Are new programs eligible for funding?

- **A 5.02:** Yes, as long as the programs have PAR approval prior to the application deadline of December 22, 2021. Programs not approved by this date are not eligible for funding.

Q 5.03: Carry Forward. Does unspent money in FY22 carry forward into FY23?

- **A 5.03:** No, unspent funds from year 1 will not carry forward into year 2.

Q 5.04: Funding Continuation. Is there an expectation that additional funding will be available beyond the current allocation? BG

2021-2023 High Demand Funds Application Questions and Answers

- **A 5.04:** We do not have any indication of additional funding beyond the current allocation for 2021-23. Funding awarded for FY22 that is not fully expended may be available for reallocation in FY23, however those funds would likely be awarded to existing projects and not opened for a new competition.

Q 5.05: Per FTE Funding. Is there a set amount available per FTES requested, or can we apply for the amount of funding we need, no matter the number of FTES we plan to expand enrollment by, as long as our total amount is between \$50k-\$250k?

- **A 5.05:** Funding is not based on a per-FTE model. Each application will be reviewed based on the projected enrollment expansion in high demand programs/occupations and demonstration of financial need related to implementing a new program or expanding an existing program. See Appendix A: Evaluation Criteria.

Q 5.06: Allowable Costs. Are the costs of instruction and staff salaries (academic and career support positions) allowable expenses for the purposes of this allocation?

- **A 5.06:** Yes, instructional costs and staffing to for academic and career supports professionals are permitted expenses. No direct student funding is allowed.

Q 5.07: Consortiums. Are consortium projects eligible to apply for funding in excess of \$250,000?

- **A 5.07:** No, each application is limited to a maximum request of \$250,000. Colleges and consortiums are able to submit multiple applications.

Q 5.08: Curriculum Development. Can we propose curriculum development for a new degree that is not already in the approval process with the state board?

- **A 5.08:** Curriculum development is an allowable cost only for programs that have PAR approval prior to December 22, 2021 and that meet the other eligibility requirements.

Q 5.09: Equipment Repair. Would repair to an existing piece of equipment qualify?

- **A 5.09:** Equipment repair may qualify if the proposal demonstrates how that repair would lead to enrollment expansion.

Q 5.10: Indirect Costs. Are indirect costs allowable under the Admin budget category?

- **A 5.10:** No. Indirect costs are not a budget item for this state-funded grant. Administration costs for High Demand funding cannot exceed 10% of the total budget for the year. Please refer to Attachment B: Biennial Budget Form in OGMS: <https://ogms.sbctc.edu/docs/2021-23HighDemand/2021-23-high-demand-attachment-b-biennial-budget-form.xlsx>.

Q 5.11: Food. Are food costs an allowable use of High Demand funds?

2021-2023 High Demand Funds Application Questions and Answers

- In general, your local business office should be able to answer questions about allowability of spending state money on food products and any local processes you have at your college. Specific to High Demand, keep in mind that this is a competitive allocation and will be evaluated, in part, on the budget (see section: Application Review and Evaluation Criteria on page 5).