You are aware that the Legislature and the Governor have again provided funds for community college retraining programs. As described in the original bill, the funds are to be used:

For employer specific non-credit vocational training, including training which contains pre-vocational courses, for occupations where demand is increasing within the sponsorship area. The majority of the participants of such training programs shall be dislocated workers or marginally employed.

These special funds, made available in recognition of the growing role of community colleges in training and retraining the New York work force, are above and beyond other formula options and are specifically for the colleges to serve displaced workers and the marginally employed, with an intent to retrain these people for occupations for which there is industrial demand in a sponsorship area. Although the total number of dollars available statewide ($700,000) obviously cannot solve the problem, it is expected that some exemplary programs might be developed and tested.

In order to implement the intent of this legislation, community colleges are invited to submit concise program proposals for projects to be funded from the allocation.
GUIDELINES:

1. Requests for funding must be for a minimum of $20,000 and may not exceed $75,000. This is to ensure that programs are significant in nature, but to allow some geographic distribution of funds.

2. Specific employer(s) to be served shall be indicated.

3. Proposals should indicate the number of individuals to be served and the time frame of instruction. Special consideration will be given to proposals specifically addressing the training needs of the following groups: minority youth, female heads of households, the disabled, family providers, or other special-needs groups.

4. There must be evidence that the non-credit vocational courses and related pre-vocational courses are for training for occupations where demand is either increasing or has potential in the sponsorship area. Documentation from firms indicating placement potential is required. New job creation is especially to be sought.

5. Priority will be given to areas of high unemployment; evidence should be submitted which certifies that the majority of the trainees are dislocated workers (unemployed due to mass layoffs caused by changing conditions in an industry, i.e., a decrease in the need for certain skills) and/or marginally employed (likely to soon be dislocated workers).

6. Proposals should include both narrative and budget sections. The narrative should describe the services to be provided and how they meet the intent of the legislation. The budget should itemize expenditures in the following areas: personal services, fringe benefits, stipends, travel, equipment. (Note: Please indicate whether equipment is to be rented or purchased; if purchased, please provide specific justification why purchase is necessary.)

7. Utilization of other sources of funds will be encouraged, and priority will be given to those proposals which provide for matching funds from JTPA and/or other federal, state or private-foundation funding.
8. A one-page cover sheet should be submitted with each proposal listing:

1) Name of Campus
2) Name of employer(s) to be served
3) Total amount requested
4) Number of person to be served
5) Proposed beginning and ending dates of the program
6) Source of matching funds
7) A brief abstract of the program.

9. Proposals, signed by the college president, should be submitted to the Deputy to the Chancellor for Community Colleges by June 15, 1985.

10. A report, describing program results, shall be submitted to the Deputy at the conclusion of the program. Interim reports may be required.

Questions regarding the above may be directed to Charles A. Burns, Director of Community College Educational Services, or David Van Nortwick, Director of Community College Administrative Services, at (518) 473-1843.

Cornelius V. Robbins
Deputy to the Chancellor for Community Colleges

Copies for information sent to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Vice President Spencer