Memorandum to Presidents

Date: May 29, 1987
From: Office of Community Colleges
Subject: Community College Structural Unemployment Retraining Programs; 1987-88 Proposals "SURP-5"
To: Presidents, Community Colleges

The Legislature and the Governor have again provided $700,000 for the community college Structural Unemployment Retraining Program. As described in the original bill, the funds are to be used for employer-specific non-credit vocational training, including training which contains prevocational courses and 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.

As in past years, these special funds are offered in lieu of funding formula options and are specifically earmarked to serve displaced workers and the marginally employed, with the intent to retrain these people for occupations for which there is industrial demand in a sponsorship area.

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 $150,000. 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. (Documentation from firms indicating placement potential is required. New job creation is especially important.

3. Proposals should indicate the number of individuals to be served and the time frame of instruction. However, all proposals must have a completion date of no later than June 30, 1988; no extensions will be granted.
4. Evidence must be submitted that the non-credit vocational courses and related prevocational courses are to train for occupations where demand is either increasing or has potential in the sponsorship area.

5. Priority will be given to areas of high unemployment; evidence must 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. 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.

7. 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, and equipment. (Note: Please indicate whether equipment is to be rented or purchased; if purchased, please provide specific justification why purchase is necessary).

8. 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.

9. A SURP-5 Request-Summary Sheet - (copy enclosed), must be attached as a cover sheet to each SURP-5 proposal.

10. A one-page cover sheet should be submitted with each proposal listing:

   a) Name of campus
   b) Name of employer(s) to be served
   c) Total amount requested
   d) Number of persons to be served
   e) Proposed beginning and ending dates of the program
   f) Source of matching funds
   g) A brief abstract of the program.

11. Proposals, signed by the college president, should be submitted to the Deputy to the Chancellor for Community Colleges by June 20, 1987.
12. A final report describing program results shall be submitted to the Deputy at the conclusion of the program, and any unused funds shall be returned to the State of New York through the SUNY Office of Finance and Business.

Questions regarding the above may be directed to David Van Nortwick, Director of Community College Administrative Services, or Charles A. Burns, Director of Community College Educational Services, at (518) 443-5129.

Thomas S. Kubala  
Deputy to the Chancellor  
for Community Colleges

Attachment

Copies for information sent to:

- Presidents, State-operated Campuses
- Deans, Statutory Colleges
- President Coll
- Vice Provost Spencer
SURP-5 Request Summary Sheet

1. Is this a continuation of a previous SURP grant or a new proposal?
   ____ continuation
   ____ new

   (NOTE: if a continuation grant, please include a summary report of previous grant)

2. Amount of SURP-5 grant funds requested: $

3. Number of unemployed (or marginally employed) workers to be served.

4. Type of occupation for which training is directed.

5. Evidence that demand for such occupation(s) is increasing or has potential in the sponsorship area.

6. Is proposal specifically directed toward
   minority youth? yes ____ no ____
   female heads of households? yes ____ no ____
   disabled? yes ____ no ____
   other? (specify) yes ____ no ____

7. Please indicate source(s) of any matching funds to be used in this project. (College funds, JTPA, Federal Grants, etc.)

8. Name and title of campus person coordinating this program.