



Career Services Pilot Jobs Database Project

Issued by the Office of Workforce Development Services, Virginia Community College System
May 27, 2009

Eligible Organizations: VCCS Colleges

College

Project Administrator: Career Services Personnel or other designee as identified by the college

VCCS Project

Administrator: Elizabeth Creamer, Director, Career Pathways
804-819-4691, ecreamer@vccs.edu

Purpose:

To enable colleges to initiate or to continue to increase student and employer use of online jobs database in response to Dateline 2009's goal of increasing job placement rates for community college graduates and students. The vendor software for this online jobs database grant project is eRecruiting.

Award Amount:

Six colleges will be awarded up to \$5,000 for state fiscal year 2010.

This is a Perkins State Leadership funded project and colleges cannot use funds from this grant to supplant expenses currently assumed by the college.

Due Date for Proposals: July 1, 2009

Minimum Requirements:

A VCCS college applying for Jobs Database funds must meet each of the following minimum requirements:

- Designate a project/account manager who will complete and submit to the VCCS, on behalf of the college, a final report due May 31, 2010. The project manager will also be responsible for working with appropriate college staff in order to submit all requests for reimbursement with appropriate documentation to VCCS WDS Financial Specialist MaChere Dickerson no later than May 31, 2010.
- Provide for regular communication to the college and VCCS of project milestones and challenges and collect data relevant to final grant project report due May 31, 2010.
- Utilize two year VCCS contract with e-Recruiting that continues through Spring 2010.
- Ensure that appropriate college personnel attend a one day training in use of e-Recruiting to be offered by the VCCS in Summer 2010. The VCCS will cover the cost of the training, but colleges will be responsible for reimbursement to employees of mileage, lodging, and other travel expenses incurred for the training. Grant funds may be used for this purpose.

Expected Outcomes and Method of Measurement:

Colleges will be evaluated on this project based on the outcomes and measurements below.

Outcome	Method of Measurement
1. Increase number of students participating in internships, either paid or unpaid.	<ul style="list-style-type: none"> • Colleges must produce a pre and post 2009-10 project duplicated count of the number of internships administered by the college or by an employer partnering with the college on an internship program.
2. Increase number of students participating in college co-ops.	<ul style="list-style-type: none"> • Colleges must produce a pre and post 2009-10 project duplicated count of the number of co-ops administered by the college or by an employer partnering with the college on a co-op program.
3. Increase number of employers who utilize the community college’s career center or equivalent office to post job positions or to establish co-op, internships, or service learning positions	<ul style="list-style-type: none"> • Colleges must produce a pre and post 2009-10 project unduplicated count of employers and the company names of those employers who utilize the college career center or equivalent office to post job positions or to establish co-op, internships, or service learning positions.

Outcome	Method of Measurement
4. Increase collaboration between Career Services and other college departments and personnel.	<ul style="list-style-type: none"> Colleges must produce a final report that will include description of any collaborative project(s) between Career Services Centers and related college departments and programs such as Workforce Development, Perkins, Apprenticeship Related Instruction, Tech Prep, and Career Coaches.
5. Increase number of students placed into jobs related to their program of study	<ul style="list-style-type: none"> Colleges must produce a pre and post 2009-10 project duplicated count of the number of students who secured jobs related to their program of study.

Timeline:

Applications for funding are due to the VCCS office on or before July 1, 2009.

Colleges will be required to submit a final report on their progress towards meeting the activities described in their proposals and will also be required to submit requests for reimbursement of grant funds to the VCCS on at least a semiannual basis. The final report will require community colleges to indicate whether they completed the activities proposed in the application; to provide data relevant to project outcomes, and to report on final expenditures for the project.

Activities	Due Date
Release of RFP	May 27, 2009
Applications due to VCCS	July 1, 2009
Award notices provided	July 8, 2009
Final reports due to VCCS	May 31, 2010

Criteria for Scoring Grant Applications

The following criteria and points values will be used by the VCCS to rank proposals received and determine colleges receiving awards.

1. Activities are significant to expected outcomes. 30 pts.
2. Data reported by the college is complete and source of data is clearly explained. 25 pts.
3. Internal and external partners are clearly identified and have active roles in the project. 25 pts.

4. The project budget, including cash matches, is appropriate to the proposed activities. Cash matches or in kind commitments from the college or other partners are not required but are encouraged. 20 pts.

APPLICATION

Completed applications for the VCCS WDS Career Services Jobs Database Projects are due by July 1, 2009. An electronic version of the completed application must be submitted to wdsgrants@vccs.edu by July 1, 2009. Follow up hard copies to include signature of college president or his or her designee shall be mailed to Elizabeth Creamer, Virginia Community Colleges, 101 N. 14th Street, 15th Floor, Richmond, Virginia, 23219.

Section A: General Information:

Project Title	
Submitting college	
Project Manager Name	
Title	
Phone Number	
Email	
Name of College President or Designee	
Signature of College President or Designee	

[Application Note: Please use the amount of space you feel is appropriate to complete the following questions. The final proposal submission should not exceed four pages of single spaced narrative with double spaces used to separate paragraphs. 12 point font should be used. Tables and budgets are included in the requirement that final proposals not exceed four pages.]

Section A: Project Goals:

In the space below, please identify your college’s specific goals or objectives for the project.

Section B: Project Plan:

In the chart below, provide a description of the proposed activities that will be initiated for the purpose of expanding use of the jobs database and populating the database with job offerings, internships, and co-ops. Include the primary objective(s) for each major activity, the individual or group responsible for each major activity, a timeline for activity initiation and completion, and the method by which success of each activity will be measured. Include both administrative and programmatic activities as needed.

Project Activity: <i>(Examples might be to identify 10 local employers who might be approached to post job openings on database or visit occupational/technical classes to encourage students to utilize site)</i>	Individual or Group Responsible for Activity:	Timeline for Activity Completion	Method of Evaluating Activity

Section C: Partnerships

In the space below, provide a list of internal and external collaborators who will assist in project completion and briefly describe the role they will play in the project. An example of an internal collaborator or partner might be the Tech Prep Director or Workforce Development Services; an example of an external partner might be the Chamber of Commerce or another college career center.

Section D: Baseline Data

Please answer the questions below and indicate the source of the data provided. (For example, a source of data might be the daily log in Career Services Center or the college’s Institutional Research Office or student enrollment in a college co-op class)

1. How many student internships were administered by the college in 2008-09?
2. How many students (unduplicated count) in 2008-09 participated in internships associated with the college?
3. How many student co-op programs were administered by the college in 2008-09?
4. How many students (unduplicated count) participated in college administered co-ops in 2008-09?
5. How many employers (unduplicated count) utilized the college career services center or a comparable department within the college for the purpose of recruiting students to fill job openings, internships, or co-ops in 2008-09?
6. Provide a list of employers utilizing the college career services center in 2008-09.

Section F: Budget

Item Funded (such as payroll, benefits, or marketing pamphlets). Be specific.	Budget Category (such as 1000, 2000, 3000 etc. See list below of Budget Categories)	Grant Funds Requested	Cash Match or In Kind Contributions (if there are none, leave blank)

Budget expenditures must be provided in the following categories per federal guidelines. A list of these categories is provided in the following table.

1000 Personnel Services (Salaries Wages)	All compensations for the direct labor of persons in the employment of the local agency. Salaries and wages paid to employees for full – and part-time work, including overtime, shift differential and similar compensation. This category also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.
2000 Employee Benefits	Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability include, etc.) and employee allowances.
3000 Purchased Services	Services acquired from outside sources (i.e., private vendors, facilities, meals, or lodging for staff development of curriculum development activities, tuition, client/participant travel, day care, public authorities, or contracted therapists). Any evaluation component.
4000 Internal Services	Charges from an Internet Service Funds to other activities or elements of the local government (i.e., data processing, automotive/motor pool, central purchasing, or print shop).
5000 Other Charges (Include indirect costs in this category)	Utilities, communications, leases/rental, staff/administrative/consultant travel, or indirect cost. (NOTE: Indirect cost cannot be claimed against capital outlay.)
6000 Materials and Supplies	Includes articles and commodities which are consumed or materially altered when used and minor equipment (less than \$500) which is not capital outlay (i.e., instructional materials, administrative supplies, etc.).
8000 Capital Outlay	Charges for computers, audio, video, electronic equipment, and all peripheral devices.

Electronic applications for the VCCS WDS Career Services Jobs Database are due by July 1, 2009. Please submit your applications electronically by the due date to wdsgrants@vccs.edu. Colleges must follow up electronic submissions with a hard copy, to be signed by the college president or his or her designee. Please note that official award notice cannot be made until an original proposal with signature of college president or designee is received by the VCCS.

Please direct inquires and proposals to:

Elizabeth Creamer, Director
804-819-4691, ecreamer@vccs.edu

Appendix

Allowable/Unallowable Expenditures: In addition to the required and permissible use of funds identified in the Act, the following is a list of expenditures that have been specifically identified as allowable and unallowable for this VCCS grant.

Allowable	Unallowable
<p>Print materials designed to inform potential program participants about a specific career pathway or cluster of pathways and connections to career preparation and postsecondary education and training in identified career fields.</p>	<p>Indirect costs that exceed 5%</p> <p>Direct assistance to students such as tuition assistance, college fees, textbooks and supplies</p> <p>Awards and memorabilia</p> <p>Contributions and donations</p>
<p>Media and coverage and multimedia products (radio announcements, TV announcements, Web based marketing, podcasts, etc.) designed to inform potential program participants about a specific career pathway for cluster of pathways and connections to career preparation and postsecondary education and training in identified career fields.</p>	<p>Individual memberships to professional organizations</p> <p>Furniture</p> <p>Facilities other than one time rental fees for professional development or student event</p> <p>College tuition, books, fees unless for a college course designed specifically to provide a group of educators with targeted professional development</p>
<p>Career and college awareness events targeted to identified career pathways and correlating educational and training options</p>	<p>Fines and penalties</p> <p>Alcohol</p> <p>Fund raising</p>
<p>Career planning services (including career planning, work-based learning placements, work referrals, and references)</p>	<p>Grant writing services</p> <p>Lobbying</p>
<p>Support for student career or professional organizations</p>	<p>General administration, overhead or costs to operate the college. This includes office furniture, and consumable supplies intended for one-time use such as office supplies.</p>
<p>Conference registrations for the purposes of professional development of faculty, teachers, administrators and/or staff</p>	<p>General or generic advertising on behalf of the college and not specifically targeted to increasing employer and student awareness and participation in identified career</p>

Allowable	Unallowable
<p>Travel directly related to project tasks and meeting grant deliverables.</p> <p>Development of marketing or student recruitment plans</p> <p>Software to track recruiting or outreach activities and impact</p> <p>Consultants</p> <p>Equipment purchases or leases if directly relevant to project tasks and meeting grant deliverables</p> <p>Outreach activities targeted to special population or non-traditional students</p> <p>Speakers on career pathways or workforce topics</p> <p>Stipends for products or services delivered by faculty or staff in accordance with college policies and procedures</p> <p>Release time for faculty for the purpose of completing activities directly related to project.</p> <p>Any other costs deemed necessary and reasonable that are not cited in the list of unallowable items.</p>	<p>pathway(s)</p> <p>Student organizations dues and transportation</p> <p>Student stipends or tuition</p> <p>Payments to students to purchase tools, uniforms, equipment, or materials</p> <p>Entertainment</p> <p>Refreshments and meals not associated with professional development activities</p> <p>Any costs not necessary or reasonable</p> <p>Any costs that would supplant state or local funds</p>