**Proposal Requesting Finish Line Grant Funding**

**Administered by a Partnership Between Workforce Development Board  
and Community College**

This proposal is submitted by Workforce Development Board, which is located within the service area of the community college.

**Contact Person(s) for Information Contained within the Proposal for Funding:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workforce Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Completed Partnership Proposal**

A completed partnership proposal that addresses items detailed in Step 2 of the Proposal Process is attached to this proposal.

**B. Signed Memorandum of Understanding and Certification**

A signed Memorandum of Understanding and Certification between the community college president and the workforce development board director is attached to this proposal.

**Application for Finish Line Funding**

**from Workforce Development Board and  
 Community College**

1. Certification that the partnership will implement the requirements of the Finish Line Grants Program. Where not otherwise noted, discretion will be left to the local partnership as to the design and implementation of the Finish Line Grants program.

*The signed Certification is attached to this proposal.*

1. Outline a student-friendly application process for Finish Line Grants starting with a student’s

inquiry into receiving a Finish Line Grant through the decision whether to award a Finish Line Grant.

The Finish Line Grant application process and workflow is as follows:

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| --- |
| 1. Student completes the Finish Line Grant application (online or using hard copy) and turns it in to Community College staff. |
| 2. Community College staff:   1. Conducts Level I screening (academic standing and progress towards hours) 2. Forwards the completed Finish Line Grant application, with supporting documentation,   electronically to Finish Line Program Manager at Workforce  Development Board |
| 3. Finish Line Program Manager:   1. Receives application from CC   b. Conducts Level 2 screening (WIOA and Finish Line Grant eligibility)  c. Makes recommendation (approval or denial) of the application  d. Sends official email with approval or denial of request to student, with copy to CC staff  e. If student is approved, Finish Line Program Manager contacts student   1. Schedules appointment for WIOA enrollment with NCWorks Career Center Advisor   ii. Reminds student to register on NCWorks Online  iii. Reminds student about documentation needed for WIOA enrollment |
| 4. NC Works Career Center Advisor:   1. Enrolls student into WIOA   b. Handles payment to vendor either by P-Card (immediately), Promissory Note (immediately) or Check (2-days), as appropriate  c. Notifies Finish Line Program Manager by email of resolution |
| 5. Finish Line Program Manager   1. Follows up with student to confirm resolution   b. Notifies CC of resolution by email and updates all records accordingly. |

C) State the criteria to be used to decide if the student will be awarded a Finish Line Grant, including whether the student is in good academic standing and has completed 50% (including current enrollment) of their degree or credential program.

Criteria used to decide if the student will be awarded a Finish Line Grant include the following.

* Students must be in good academic standing. For students pursuing a degree, they must have at least a 2.0 grade point average. For students pursuing a certification or program of study the criteria is as follows:
* At CC, they must have a satisfactory grade.
* Students must have completed at least 50 percent of the hours required for the degree or credential program. If a student is enrolled in more than one course of study, this criteria will be applied to the program of study which the student is closer to completing.
* All degree seeking curriculum students are eligible for a Finish Line Grant, including college transfer students.
* Students enrolled in a continuing education course of study are eligible if they are enrolled in trainings related to in-demand occupations and industry sectors, based on

WDB’s target industries and high growth occupations. These include information

technology, and professional and scientific services; healthcare; advanced manufacturing; and skilled trades and construction.

* Students must be United States citizens or have authorization to work in the United States, and male students must be compliant with Selective Service requirements.
* Applications will be evaluated based on whether the student can verify that the requested amount is to be used to overcome a financial emergency that occurred through no fault of their own.

D) Describe any financial emergency grant programs the community college has administered in the past. You may attach relevant documents pertaining to existing programs.

CC has experience administering financial emergency grants through its Smith Fund, created to assist curriculum students who encounter unforeseen financial emergencies or catastrophic events that would prevent them from continuing their education. Similar to Finish Line Grants, the Smith Fund was not intended to be used for routine expenses, nor as a supplement to a student’s educational funding sources. With limited outreach and marketing, CC had 151 curriculum-enrolled students apply for Smith Funds over the past three years, with the highest number awarded during that time being 46 in 2016/17, and the average award being $467 (the maximum award was $500). We believe that number will increase significantly with more outreach and by also making the resources available to continuing education students. While the pool of Smith Funds has decreased over time, CC will continue to have a limited amount of emergency funding available for individuals who do not qualify for Finish Line Grants. In addition, CC’s Office of Student Advocacy and Support (SAS) provides assistance with housing, food, clothing, transportation, and other resources. SAS will be an important link and referral source for students interested in Finish Line Grants.

E) Provide to the best of your ability an approximate estimate of total funding needed for Finish

Line Grants for the 2018-19 school year and explain the basis for the estimate (e.g. historical data from current emergency grant programs, knowledge of student needs, etc.).

**The amount of funding requested for Finish Line grants for the 2018-19 school year is $200,000.**

This amount is based on projecting to serve 200 CC students over the course of a twelve-month period. The projected amount is based on the following:

* Historical data from CC’s Smith Fund (cited previously);
* The anticipated demand for Finish Line Grants from the large number of continuing  
  education students at CC who are not eligible for Smith Funds; and
* The number of requests for emergency funding that CC receives from its students, most of which cannot be fulfilled due to limited funding.

The partnership thinks it is crucial to have a point person for the Finish Line Grant in the WDB. The Finish Line program manager will be a shared position between the WDB and the community college. The partnership feels this position is critical to the success of overseeing and coordinating the Finish Line Grant process for students. His/her responsibilities will include submitting reports, acting as liaison between the WDB and the community college, making final approval decisions, providing outreach to students, and following up with students.

The partnership anticipates that the start date of its Finish Line Grant program will be September 1, 2018, contingent upon funding being available by that time. At the start of the program, training will be provided for all staff (from WDB, CC and the NCWorks Career Centers) who will work on the program.

F) Identify final approving authority.

CC will confirm the student applicant meets the Finish Line Grant academic criteria, through a Level I screening assessment. The Finish Line Grant Program Manager will conduct a Level 2 screening to verify WIOA eligibility; assess that the request for funding meets Finish Line Grant eligibility; and make final approval of the request.

G) Describe the process for evaluating and fulfilling students’ Finish Line Grants requests within three business days.

When an application is approved by the Finish Line Program Manager, the Program Manager schedules an appointment for WIOA enrollment with the assigned NC Works Career Center Advisor and requests that the student begin the registration process using NCWorks Online. In order to ensure there is an appointment available for enrollment either the same day of approval or the next day, NC Works will communicate time slots available each day for Finish Line Grant recipients. Once the student is enrolled into WIOA at the Career Center, his/her requested funds are paid to the vendor either by P-Card (immediately), Promissory Note (immediately) or Check (2-days), as appropriate.

H) Describe how the partnership will conduct outreach efforts to inform students, faculty, and staff of the Finish Line Grants program in fall 2018 and beyond, including who will be responsible for conducting the outreach.

The community colleges will have a number of hubs where students can inquire about and apply for Finish Line Grants. CC will support student inquires and applications through its Office of Financial Aid, its Office of Student Advocacy and Support, and its Career Pathway Program.

Outreach efforts will be led by the community college and the Program Manager. Information will be shared with students, faculty, and staff through a number of means, including:

* social media
* student activities websites
* welcome days
* printed and digital marketing
* information at open houses and career expos

**Certification**

*Workforce Development Board and Community College (the “partnership”) is submitting a joint proposal to participate in the Finish Line Grants Program and have signed the attached Memorandum of Understanding.*

*The partnership agrees to the following:*

1. *Students enrolled in Community College may apply for Finish Line Grants.*
2. *Students must be in good academic standing, as defined by the partnership, and have completed at least 50% (including current enrollment) of their primary degree or credential program.*
3. *The maximum grant amount per student per Program Year (July 1 – June 30) is $1,000.*
4. *Funds will not be distributed directly to students. For example, if a student applies for a  
   Finish Line Grant to pay for a car repair, the approved payment will go to the car repair entity. Grants for items where an entity cannot be paid directly (e.g. gas and groceries) may be distributed through gift cards as determined by the partnership.*
5. *Grants will not be conditioned on students completing additional requirements (e.g. community service hours) but every effort should be made to ensure that students are highly likely to continue their training.*
6. *There will be no pay-back requirement unless it is determined that the student acted fraudulently in applying for or using the grant.*
7. *The partnership will establish a process to ensure student requests are evaluated and fulfilled within three business days of the completed and documented request for assistance and describe that process in detail in their proposal.*
8. *Community College will report to Workforce Development Board staff the academic progress of Finish Line Grant recipients, including whether each recipient remains in good academic standing, has completed his or her degree or credential, and category of student needs (transportation, housing, dependent care, etc.).*

*9. Workforce Development Board staff will report the amount of funding disbursed,  
the number of students served, and data on Finish Line Grant recipients’ academic progress (as provided by Community College), employment outcomes, and category of need to the North Carolina Department of Commerce Division of Workforce .*

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*Director, Workforce Development Board Date*

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*President, Community College Date*