

**BOARD OF REGENTS SUPPORT FUND
ENHANCEMENT PROGRAM**

**ENDOWED TWO-YEAR STUDENT WORKFORCE
SCHOLARSHIPS SUBPROGRAM**

Guidelines for the Submission of Proposals

FISCAL YEAR 2016-17

Request for Proposals Number 2016-14

**Proposal Submission Deadline: Wednesday, February 1, 2017
4:30 p.m. Central Time**

P. O. Box 3677
Baton Rouge, LA 70821-3677
(225) 342-4253

Revised: July 2016

IMPORTANT NOTICE

Availability of the Guidelines on the Internet

As part of the Board's ongoing effort to streamline guidelines, and to ensure that this document is disseminated as widely as possible while minimizing the number of paper copies institutions must produce, these guidelines are available on the Board of Regents Sponsored Programs website: <https://web.laregents.org>.

**Endowed Two-Year Student Workforce Scholarships Subprogram
Request for Proposals, FY 2016-17**

I. PROPOSAL SUBMISSION

In order for a prospective two-year student workforce scholarship to be eligible for Board of Regents Support Fund matching monies, the affected institution must first submit a proposal to the Board of Regents. Proposals may be submitted at any time after the online submission module in the Louisiana Online Grants Automation Network (LOGAN) for the competition cycle is released; however, only proposals submitted **via LOGAN by 4:30 p.m. Central time, Wednesday, February 1, 2017**, will be eligible for funding consideration during FY 2016-17. Requirements governing proposal development are contained in the Endowed Two-Year Student Workforce Scholarships Subprogram Policy, hereinafter referred to as the Subprogram Policy, attached to this RFP as Appendix A. Please read this document carefully in its entirety before preparing proposals for submission.

All proposals must be uploaded as a single PDF document and submitted electronically through LOGAN. For access to LOGAN and instructions for uploading proposals, go to <https://web.laregents.org> and click the LOGAN tab on the menu at the top of the page. **Because proposals are submitted electronically, no paper copies are required.**

Signed affidavits and assurances required by Section X of the Subprogram Policy, must be completed, scanned and included with the proposal, and **one (1) original** provided to the Board of Regents. Originals of these documents should be mailed to:

U.S. Mail	UPS, FedEx, Hand Delivery, or Other Courier Service
Deputy Commissioner for Sponsored Programs Board of Regents P. O. Box 3677 Baton Rouge, LA 70821-3677	Deputy Commissioner for Sponsored Programs Board of Regents 1201 North Third Street Suite 6-200 Baton Rouge, LA 70802

Mailed originals must be received in the Board’s office by 4:30 p.m. Central time on Wednesday, February 8, 2017.

II. ANNUAL PROPOSAL SUBMISSION AND REVIEW

A. Proposal Contents

At a minimum, the proposal should provide the following information:

- A profile of the degree/certificate program(s) which the scholarship will support
- Duration of the targeted program(s) (i.e., standard time for completion);
- A profile of the employment area(s) targeted, outlining current demand in Louisiana, average salary(ies) in the field, and outlook for growth in related industries;
- Data related to student success in the targeted program(s), including retention, completion, and average time to credential;
- The academic, training, and/or service environment(s) into which scholarship holders will be integrated;
- Expected qualifications of the scholarship recipient; and
- Institutional commitments to the scholarship recipient (e.g., tuition support or work/study opportunities), if any.

B. External Review

A panel of out-of-state experts shall review proposals from affected campuses as the basis for developing its recommendations to the Board of Regents.

The out-of-state panel shall apply the following criteria in evaluating all proposals submitted:

	<u>Points</u>
1. Quality of the targeted program(s)	25
2. Appropriateness of the targeted program(s) to Louisiana’s workforce priorities	30
3. Performance of the targeted program(s) in fostering student success in training for the Louisiana workforce	30
4. Appropriateness of the targeted program(s) to the mission of the campus/college/department/unit and system, if appropriate	<u>15</u>
Total:	100

The burden of proof is on the submitting institution to demonstrate the manner and extent to which the proposed scholarship satisfies these criteria. To be approved, the proposal must score a minimum of 50% in each category and a combined total of at least 70 points.

III. STATUS AND RESUBMISSION OF DISAPPROVED/UNFUNDED PROPOSALS

A proposal not funded in the fiscal year of the application must be resubmitted during a subsequent funding cycle to be reconsidered for matching funds. All such proposals will compete on an equal basis with other proposals submitted in that funding cycle.

IV. PROVISION OF MONEY FROM THE BOARD OF REGENTS SUPPORT FUND

Matches for Endowed Two-Year Student Workforce Scholarships approved by the Board shall be funded in rank order, subject to the limitations specified in Section V.B of the Subprogram Policy. Match from the Endowed Two-Year Student Workforce Scholarships subprogram is available only in indivisible \$10,000 increments, and all requests must adhere to the requirements set forth in the Subprogram Policy related to minimum non-State contributions to qualify for match.

V. EXCESS OF MATCHING FUNDS RELATIVE TO ELIGIBLE SCHOLARSHIPS

Should monies remain unawarded after all participating campuses have received their maximum allocations under Section V.B of the Subprogram Policy, such funds may be awarded in rank order until available monies are exhausted or all proposals scoring 70 or above have been matched. No proposal with a total score below 70 shall be matched.

Monies remaining after all recommended proposals are funded shall be transferred to the BoRSF Traditional Enhancement subprogram to be awarded to competitive proposals from two-year institutions with scores of 70 or above, for which monies are not available through the Traditional Enhancement subprogram. (See policy section V.A.)

VI. POST-AWARD REPORTING REQUIREMENTS

Potential applicants should be aware of post-award reporting requirements for matched Endowed Two-Year Student Workforce Scholarships, outlined in the Subprogram Policy.

APPENDIX A

ENDOWED TWO-YEAR STUDENT WORKFORCE SCHOLARSHIPS SUBPROGRAM POLICY

**The Statement of Investment Policy and Objectives for BoRSF endowment programs
can be found on the Board of Regents Sponsored Programs website:**

https://web.laregents.org/downloads_page/rfps-policies-forms/

**BOARD OF REGENTS SUPPORT FUND
ENDOWED TWO-YEAR STUDENT WORKFORCE SCHOLARSHIPS SUBPROGRAM
POLICY AND GUIDELINES**

I. PREAMBLE

In December 2014, the Board of Regents approved in concept establishment of the competitive Board of Regents Support Fund (BoRSF) Endowed: Two-Year Student Workforce Scholarships subprogram. The initiative will provide scholarship opportunities for students on two-year campuses to enter the Louisiana workforce in the following ways: (a) train students for immediate entrance into selected, high-demand, four- and five-star jobs, including positions in nursing and allied health (see Section V); and/or (b) prepare students to become job-ready in STEM fields after completing degrees on four-year campuses; non-State contributions combined with a BoRSF match will produce permanent endowments. This subprogram furthers the Board of Regents' fulfillment of the constitutionally prescribed goals of the Support Fund: to enhance the quality of higher education and promote economic development in Louisiana.

II. POLICY EFFECTIVE DATE

The effective date of this policy is June 1, 2015. The first competition for new monies through the subprogram will be held in FY 2015-16¹; conversion of existing BoRSF Endowed Professorships and First-Generation Scholarships to Endowed Two-Year Workforce Scholarships, if desired, may be requested beginning June 1, 2015. (See Section VI.A.)

III. DEFINITION AND SCOPE OF ENDOWED TWO-YEAR STUDENT WORKFORCE SCHOLARSHIPS

The goal of the Endowed Two-Year Student Workforce Scholarships subprogram is to prepare students for available, selected, high-demand, four- and five-star jobs, including those in nursing and allied health fields, and to prepare students for jobs in STEM fields through four-year transfer programs. **It is imperative that each proposal presented reflects alignment of these workforce objectives, donors' understanding and intent, along with campus priorities and resources.** Endowment income shall be used solely for eligible students, to provide scholarship support and/or funding for training or workforce experiential opportunities (e.g., internships, externships, and apprenticeships). Endowed Scholarship funds may be used to supplement other support provided to the recipient, including additional scholarships, federal financial aid grants, or student employment.

All disciplines and types of degree and certificate programs² offered by two-year campuses that lead to selected four- and five-star jobs, including those in nursing and allied health fields, as well as transfer to STEM degree programs at four-year campuses, are eligible to participate. (See Section V.)

¹The Board has approved a subprogram budget of \$1,100,000 for FY 2015-16.

²The range of eligibility assumes further clarification of the Technical Competency Area (TCA) between the Louisiana Community and Technical College System (LCTCS) and the Board of Regents.

IV. ELIGIBLE CAMPUSES AND SUBDIVISIONS

The following institutions are eligible to compete in the Endowed Two-Year Student Workforce Scholarships subprogram:

- Baton Rouge Community College
- Bossier Parish Community College
- Central Louisiana Technical Community College
- Delgado Community College
- L. E. Fletcher Technical Community College
- Louisiana Delta Community College
- Louisiana State University-Eunice
- Northshore Technical Community College
- Elaine P. Nunez Community College
- River Parishes Community College
- South Louisiana Community College
- Southern University-Shreveport
- SOWELA Technical Community College

Any Louisiana technical campus with appropriate workforce programs may partner with an eligible two-year campus to receive Endowed Two-Year Student Workforce Scholarships funds. Endowment funds awarded under such a partnership shall be permanently retained and managed by the eligible two-year campus.

V. FUNDING OF ENDOWED TWO-YEAR STUDENT WORKFORCE SCHOLARSHIPS

Effective beginning FY 2015-16, all two-year campuses, with approval of respective management boards, may apply for endowed scholarships in eligible programs based on two different ratios and minimum corpus levels, as follows:

Four- and Five-Star STEM Job Areas³	Ratio Non-State:State	Total Minimum Corpus	Minimum Non-State Contribution	BoRSF Match (Indivisible Increment)
Engineering Technology, Finance & Accounting, Computer & Information Science, Construction Crafts, Welding, Electrical, Industrial Production	3:1	\$40,000	\$30,000	\$10,000
Nursing & Allied Health, STEM Transfer	1:1	\$20,000	\$10,000	\$10,000

For both ratios, BoRSF matches shall be provided in indivisible increments of \$10,000. The Board permits and encourages submissions requesting scholarships at higher levels, subject to the same ratios and matching

³These target areas may be expected to change periodically.

levels cited above. Neither the corpus level requested nor the area funded will be considered as part of the competitive scoring.

A. Funds Available

The amount of funds available in each competitive cycle shall be specified in the BoRSF Plan and Budget for the corresponding fiscal year. Should the total requested by all submitted proposals be less than the funds budgeted for the program, and/or an insufficient number of proposals receive competitive scores of 70 or above, any monies unexpended in the BoRSF: Endowed Two-Year Student Workforce Scholarships subprogram shall be transferred to the BoRSF Undergraduate Enhancement subprogram. The dollars transferred shall be awarded to competitive proposals from two-year institutions with scores of 70 or above, in rank order, but for which monies are not available through the Undergraduate Enhancement subprogram. Such transferred funds shall be used only for two-year colleges, and may not be awarded to four-year campuses.

B. Limitations Per Fiscal Year Per Campus for FY 2015-16

If requests submitted in the competitive cycle exceed the \$1,100,000 available, the following limitations shall apply relative to the amount of money awarded per campus: campuses with a 2014-15 fall enrollment of 10,000 or more students may receive a maximum of 40% of subprogram funds budgeted, or \$440,000 (44 matching slots); each submitting campus with a 2014-15 fall enrollment of 5,000-9,999 students may receive a maximum of 35% of subprogram funds, or \$390,000 (39 matching slots); and each submitting campus with a 2014-15 fall enrollment of less than 5,000 students may receive a maximum of 30%, or \$330,000 (33 matching slots).⁴

C. Board Obligation

The Board has no responsibility to match requests submitted in excess of funds budgeted for the subprogram in a respective competitive cycle.

VI. EXCEPTIONS TO THE COMPETITIVE ENDOWED TWO-YEAR STUDENT WORKFORCE SCHOLARSHIPS SUBPROGRAM POLICY

A. Conversion of Existing BoRSF-Matched Endowments

With permission of the donor and following Board approval of requested waivers, previously matched Endowed Professorships and First-Generation Scholarships shall be converted to Endowed Two-Year Student Workforce Scholarships on a non-competitive, non-punitive basis. Requests for conversions shall include documentation of the donor's approval and identification of the department/unit or other administrative entity(ies) to which any resulting scholarships are assigned. Such documented requests may be presented to the Board of Regents on or after the policy's effective date of June 1, 2015. The minimum corpus value of a Endowed Two-Year Student Workforce Scholarship created through this arrangement shall be consistent with levels cited in Section V, dependent on the job area targeted; campuses are encouraged, however, to establish Endowed Scholarships at higher levels.

⁴This section will be adjusted in future fiscal years to reflect dollars budgeted and evolving campus enrollments.

B. Exemption from Calculation of Vacancies

Upon approval of conversions, affected Endowed Professorships shall be considered Endowed Two-Year Student Workforce Scholarships and shall not be counted in the annual calculation of Professorship vacancies.

C. Consolidation of Two or More Extant Endowed Two-Year Student Workforce Scholarships

After establishing Endowed Two-Year Student Workforce Scholarships, an institution may consolidate two or more extant scholarships with the written permission of the original donor(s) or the donor's legal representative. The Board shall be notified of such consolidations and furnished with documentation of donor approval within 30 days after completion.

D. Changing the Department/Unit or Program Assignment of Previously Awarded Endowed Two-Year Student Workforce Scholarships

An institution may change the degree or certificate program to which an established scholarship is assigned with the written permission of the original donor(s) or the donor's legal representative, assuming eligibility of the degree or certificate program receiving the scholarship (see Sections III-IV). The Board shall be notified of such changes, including the degree or certificate program to which the scholarship has been assigned, and furnished with documentation of donor approval within 30 days after completion.

E. Expectations and Reporting Requirements

All Endowed Two-Year Student Workforce Scholarships established under or affected by Section VI.A-D are subject to requirements of Sections VIII-IX and XIII-XVII.

VII. COMPETITIVE PROCESS

Funds allocated to the Endowed Two-Year Student Workforce Scholarships subprogram shall be awarded annually on a competitive basis.

- A. Applications shall be solicited through a request for proposals (RFP) and evaluated based on criteria identified in the RFP by a panel of out-of-state reviewers with appropriate expertise.
- B. In each funding cycle, all campus applications, coordinated through a single designated campus officer, shall be approved by the appropriate system office before submission to the Board of Regents. Such coordination shall ensure that institutional and system priorities are reflected across all proposals presented. A one-page statement by the designated campus officer shall address how each campuswide proposal reflects alignment of targeted workforce objectives and donors' intent, along with campus priorities and resources.
- C. Applications must be submitted anew for each annual round of competition. Proposals unsuccessful in a previous competitive cycle must be resubmitted to be considered for funding in another cycle; they will be reviewed as new proposals, neither advantaged nor disadvantaged.

VIII. STUDENT ELIGIBILITY

Students may qualify as recipients of endowed scholarship funds through enrollment in an eligible degree or certificate program leading to a four- or five-star job, including positions in nursing or allied health, and/or transfer to a four-year STEM degree program. It is the responsibility of each proposal to make the standards of eligibility and acceptable performance clear to external reviewers and the Board of Regents.

IX. SELECTION AND EXPECTATIONS OF THE SCHOLARSHIP RECIPIENT

Institutions shall thoroughly delineate in the proposal the qualifications of anticipated scholarship recipients as well as performance expectations for the student after enrollment. Additionally, the proposal must describe the degree and/or certificate program(s), and/or possible experiential opportunities within which the scholarship holder will be integrated. Said explanation must be sufficiently detailed to allow reviewers to make informed judgments regarding appropriateness of the scholarship to prepare students for four- or five-star jobs, including positions in nursing or allied health, and/or four-year STEM degree programs.

A. Standards of Appointment

Institutions shall ensure that appointments are made only to those students who meet or exceed the base qualifications identified in the proposal and/or reviewers' stipulations, and that appointed students show strong commitment to be trained in the targeted area(s).

B. Standards of Performance

Standards of performance for all scholarship recipients, defined through the proposal/review process, shall include: (1) minimum performance expectations; and (2) limitation on duration of award.

X. ADMINISTRATIVE REQUIREMENTS FOR PARTICIPATION IN THE ENDOWED TWO-YEAR STUDENT WORKFORCE SCHOLARSHIPS SUBPROGRAM

Each campus, as a condition of requesting State matching funds through the Endowed Two-Year Student Workforce Scholarships subprogram, shall provide with its proposal the following:

- A. An affidavit from the financial institution in which the institutional matching funds are held verifying that the participating institution has received and deposited non-State matching funds as appropriate for each \$10,000 requested in State match (see Section V), and that the funds received and deposited meet all eligibility requirements pursuant to the Endowed Two-Year Student Workforce Scholarships Subprogram Policy;
- B. An authenticated statement (notarized in the presence of two witnesses) which indicates that the institution shall continually comply with all requirements of the Endowed Two-Year Student Workforce Scholarships Subprogram Policy. Such compliance statement, moreover, shall be signed by the campus head (or designee) of the participating institution; and
- C. Documentation from the management or governing board of the participating institution stating its approval of establishing a Endowed Two-Year Student Workforce Scholarship to be supported by the proceeds of the requested endowment fund.

Each institution, under the supervision of its management or governing board, shall have the responsibility for maintenance and investment of its Endowed Two-Year Student Workforce Scholarships subprogram assets in a manner consistent with its duties as fiduciary for such funds, and in accordance with the Board of Regents Endowed Chairs, Endowed Professorships, and Endowed Scholarships Programs Statement of Investment Policy and Objectives. Each participating institution's Endowed Two-Year Student Workforce Scholarships subprogram assets shall be administered and maintained as restricted endowments.

XI. ELIGIBLE MATCHING FUNDS

With exceptions noted in Section VI.A-B, funds raised by a post-secondary institution from non-State sources and eligible for State matching funds shall consist solely of monies contributed and dedicated for the purposes of the Endowed Two-Year Student Workforce Scholarships subprogram. For purposes herein, the term "contributions" shall mean only such funds that are actually collected for the Board match and verified by the respective institution in a manner satisfactory to the Board.

XII. APPLICATION OF PROCEEDS

The sum of the funds provided from State and non-State sources at the establishment of the endowed student workforce scholarship, including State matching funds of \$10,000 or more and the appropriate non-State contribution (see Section V), shall constitute the original principal of the institution's Endowed Two-Year Student Workforce Scholarship fund (the "original principal"). Once established, the original principal and any unexpended earnings in the fund shall be invested pursuant to the Louisiana Board of Regents Endowed Chairs, Endowed Professorships, and Endowed Scholarships Programs Statement of Investment Policy and Objectives. In no event shall any amount of the original principal be expended, consumed, or invaded, and it shall only be used for prudent investments on behalf of the endowed student scholarship.

XIII. REPORTING REQUIREMENTS

On an annual basis, each institution shall report to the Board as described in the Louisiana Board of Regents Endowed Chairs, Endowed Professorships, and Endowed Scholarships Program Statement of Investment Policy and Objectives. On an annual basis, each institution shall submit to the Board a single report specifying the name and status (graduated, still in program, leave of absence, dropped, etc.) of each current and past student recipient of the Scholarship and the amount of funds provided to the recipient. The Board reserves the right, at its discretion, to audit the books and records of account of any institution's endowment fund and any segregated account thereof, as well as records related to compliance with Board of Regents subprogram policy.

XIV. REQUIRED COMMUNICATION WITH DONORS

For each Endowed Two-Year Student Workforce Scholarship matched by the Board, the institution shall annually provide to the donor, at a minimum, the following information: the status of the scholarship (vacant or filled by a student recipient), the current market value of the endowment fund, and the amount allocated for expenditure in the most recently completed fiscal year.⁵ Donor reporting shall not be required under the following circumstances: 1) the donor is deceased; 2) the donor has in writing requested no contact; and/or 3) despite a good faith effort, the donor's contact information could not be located.

XV. PERIODIC BOARD OF REGENTS REVIEWS

A. Annual Review

The Board will engage a single team of out-of-state consultants to review all proposals submitted for matching funds each fiscal year. In all cases, proposals will be ranked and prioritized in accordance with a merit-based peer review process. Evidence that each proposal effectively addresses I-XIV, as applicable, shall be the prerequisite to success. The pattern of the submitting department/unit or program of filling scholarship slots and performance of scholarship recipients shall be critical considerations in the granting of awards for subsequent scholarships.

B. Comprehensive Subprogram Review

With assistance from out-of-state experts, the Board will periodically review the overall Endowed Two-Year Student Workforce Scholarships subprogram. Participating campuses may be required to provide additional information as needed relative to such reviews.

XVI. PUBLICITY AND ACKNOWLEDGEMENT

The Board shall publicize accomplishments of the Endowed Two-Year Student Workforce Scholarships subprogram through the broad dissemination of brochures, newsletters, and news releases to the media and other appropriate outlets. Institutions should publicly acknowledge, in appropriate venues, support for scholarship grants from the non-State donor(s) as well as the Board of Regents.

XVII. REQUEST FOR WAIVER

If a campus identifies acute and exceptional circumstances that warrant an exception to any provisions of the Endowed Two-Year Student Workforce Scholarships Subprogram Policy, a waiver may be formally requested in writing to the Commissioner of Higher Education, acting for the Board of Regents.

⁵ A certification of compliance with this requirement, based on documentation retained by the campus, shall be included in the annual fiscal report to the Board of Regents. Compliance shall be attested to in the report provided by private or Legislative auditors.