**FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY**

2021-2022 Florida Job Growth Grant Fund
Workforce Training Grant Proposal

Proposal Instructions: Please read this document carefully and provide the information requested below. Some questions may request that a separate narrative be completed. If additional space is needed, attach a word document with your entire answer.

Entity Information

Name of Entity: ___Chipola College___
Federal Employer Identification Number (if applicable): ___█████████___

Primary Contact Name: _Dr. Sarah Clemmons_
    Title:___President_
    Mailing Address: _3094 Indian Circle, Marianna, FL 32446_
    Phone Number: _850.718.2288_
    Email: _clemmonss@chipola.edu_

Secondary Contact Name: _Dr. Matthew Hughes_
    Title:___Dean of Assessment, Compliance and Grants_
    Phone Number: _850.718.2344_

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:
- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

1. Program Requirements:
(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

A. Provide the title and a detailed description of the proposed workforce training.

Chipola College Growth of Cyber Security Program, Enrollment and Training Capacity

Funding will enable Chipola College to expand its capacity to train students to work in the high-demand, high-wage field of cyber security. Specifically, funds will expand the training capacity of the college's AS degree program in networking systems technology and two college credit certificate programs embedded within the AS degree program: network/cyber security and digital forensics. The grant will provide additional training equipment, training software, and instructional personnel. Additionally, grant funds will support professional development of instructional personnel and will cover the costs of certification exams for students to earn industry-recognized IT credentials. Project outcomes include increased number of enrollees and completers of cyber security training, increased number of completers placed in cyber security employment, and increased number of students earning industry-recognized IT credentials.

B. Describe how this proposal supports programs at state colleges or state technical centers.

- Establishes a fall cyber security student enrollment cohort.
- Enhances CCC (college credit certificate) programs that bridge to the Information Technology A.S. degrees.
- Lowers the costs of industry certification exams.
- Employs an IT program instructor and teaching assistant in the computer labs and distance assistance with online coursework.
- Purchases cyber training equipment.
- Builds on the body of knowledge pertaining to cyber security training and contents of the CCC cyber security program that can be replicated at other institutions.

C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

All college credit certificates and Associate Degrees for Information Technology programs of study transfer and apply to the larger cyber security field. Cyber security is becoming increasingly important across all industry sectors, and the transferable skills gained through Chipola's cyber security certificate programs (network/cyber security and digital forensics) will open students' employment opportunities with multiple employers from a variety of industries.

D. Describe how this proposal supports a program(s) that is offered to the public?

The proposal supports strengthening Chipola's cyber security college credit certificate (CCC) programs, which are housed in the college's School of Business and Technology. The certificate programs are imbedded in the college's information technology AS degree. Admission into the program is offered to all qualified individuals.

E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

The Florida Department of Education curriculum frameworks will be the guide for CCC and A.S. program offerings.

F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals? X Yes ☐ No

All constituents throughout the Chipola College five-county geographic region will be able to be served by this cyber security initiative.

G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

CBS News reports that there are 500,000 cyber security positions available throughout the Southeastern United States. The cyber security program will assist by providing students training in the classroom and lab as well as through internships. Students will learn cyber security skills transferable among multiple employers needing workers in this high-demand, high-wage field. It is anticipated that program completers will include:
- YR 1 – 15 completers/leavers with at least one industry recognized credential
- YR 2 – 20 completers/leavers with at least one industry recognized credential
- YR 3 – 30 completers/leavers with at least one industry recognized credential

It is anticipated that there will be a 25% - 33% enrollment increase annually. The interns and graduates will be able to support employers throughout the panhandle of Florida as well as the surrounding area.

Florida Employment and Wage data indicate an average of 7-10% growth in information technology positions. Such positions are needed in all career fields to support the work of the business. Network platforms are universal. The data show that Computer Network Support Techs average $52,000 annually, Repair and Maintenance Techs average annual wage at $50,340, and Information Technicians average hourly wage at $37.00 (X 2080 hours = $76,960 annually plus benefits).

Information Security analyst growth is anticipated to be about 17%, with an average hourly wage of $39.50 (X 2080 hours = $82,160 annually plus benefits).

In a target rich environment of government facilities and government contract work throughout the Florida Panhandle, the information technology security field is ready for trained talent.

2. Additional Information:
(If additional space is needed, attach a word document with your entire answer.)

A. Is this an expansion of an existing training program?   X Yes ☐ No
    If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

Grant funds will enable the college to expand and upgrade its cybersecurity certificate programs (network/cyber security and digital forensics) by providing additional training equipment and instructional personnel. Funds will also be used to cover costs of students' industry certification exams, which is of major importance as many students come from economically disadvantaged situations still recovering from Hurricane Michael and the recent COVID-19 pandemic. Funds will also enable the college to onboard an additional entering student cohort each year. Enrollment of 65 students will require an additional instructor and teaching assistant. Cyber equipment and software will also be purchased, and funds will support recruitment of students for the new cohort.

B. Does the proposal align with Florida's Targeted Industries?

X Yes ☐ No

> If yes, please indicate the specific targeted industries with which the proposal aligns. If no, with which industries does the proposal align?

<u>Every targeted industry</u> requires some level of cyber security for their systems. This includes Aviation and Aerospace, Cleantech, Defense and Homeland Security, Financial and Professional Services, Information Technology, Life Sciences, Logistics and Distribution, and Manufacturing.

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/ or the Regional Demand Occupations List?

X Yes ☐ No

> If yes, please indicate the specific occupation(s) with which the proposal aligns. If no, with which occupation does the proposal align?

Software and computer systems, communications, computer products and service, microelectronics, and precision devices.

D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other). If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

> If computer-based, identify the targeted location(s) (e.g. city, county, statewide, etc.) where the training will be available.

Classroom face-to-face and computer-based online to remote, off campus students. A computer lab will be upgraded with new computer equipment, including intranet servers, training software and equipment for students' practical lab experiences.

Classroom courses will be offered on campus in Marianna, FL. Remote students can enroll online from any location within the five-county district and beyond. Lab experiences will be virtual for remote students.

E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.

The data below aggregates the Digital Forensics, Network Security, and A.S. Network Systems programs.
- YR 1 – 15 completers/leavers with at least one industry recognized credential
- YR 2 – 20 completers/leavers with at least one industry recognized credential
- YR 3 – 30 completers/leavers with at least one industry recognized credential

F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: August 2021   End Date: May 2024

Each cohort will be recruited to begin each fall semester, AY 2021, AY 2022, AY 2023, with completion dates the following May 2022, May 2023, May 2024.

G. Describe the plan to support the sustainability of the program after grant completion.

The program's advisory board, consisting of business members, alumni, and academic partners, will help with sustaining the program after project funds end. The stability of enrollment for each cohort at 30 students in year 3, plus the potential to introduce a new cohort each spring semester thereafter (January 2024, 2025, etc.), will double enrollment in 2024/2025 to 60 students annually. The program tuition and fees will support the instructor, teaching assistant, and ongoing technology upgrades required to sustain the program and ensure students are trained in the latest security skills.

H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

Programs, CIP Codes, Program Codes and Enrollment and Completion Forecast for Three Year Project					
CIP Code	Program Code	Description	Enrollments	Completions	Number of Students Earning at least one industry credential
0511100119	5242	Digital Forensics	24	20	21
0511100118	5246	Network Security	26	21	22
1511100112	2182	AS Network Systems Tech	15	13	13

Certifications available for students to earn are
- CompTIA IT Fundamentals+
- CompTIA Cloud Essentials+
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- CompTIA Server+
- ISACA CISM
- ISC2 CISSP

I. Does this project have a local match amount?   _____ Yes   X No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

J. Provide any additional information or attachments to be considered for the proposal.

3. Program Budget
(If additional space is needed, attach a word document with your entire answer.)

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) Total Amount Requested Florida Job Growth Grant Fund: <u>$607,304 (3 years)</u>

A. Other Workforce Training Project Funding: Sources:

City/County	$ -0-	
Private Sources	$ -0-	
Other (grants, etc.)	$	Please Specify: _____
Total Other Funding	$ -0-	

B. Workforce Training Project Costs: **3 Years**

Personnel	$359,980	
Travel	$9,500	
Facilities	$40,000	
Equipment > $1,000	$47,000	(includes computers, servers)
Tuition – Industry Cert Fees	$65,000	
Training Materials	$45,000	
Recruitment	$15,000	
Other	$25,824	Please specify: <u>5% indirect support</u>
Total Project Costs	**$607,304**	

Note: The total amount requested must be calculated by subtracting the total Other Workforce Training Project Funding Sources in A. from the total Workforce Training Project Costs in B.

C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

Account Title & Narrative	Timeline	FTE Position	YR 1 Amount	YR 2 Amount	YR 3 Amount	TOTAL
Faculty contract for information technology cyber security and related courses/program. Master in Science required; industry recognized credentials or other evidence of qualifications; minimum 3 years teaching experience. Adjusted for 2% annual increase	TBH and search to begin upon contract approval	1	51,790	52,826	53,883	158,499
Teaching assistants for IT cyber security courses/program. Adjusted for 2% annual increase benefits for both full time positions: Florida Retirement System, life & health insurance, FICA, Medicare = 31%		1	38,000	38,760	39,535	116,295
		1	27,835	28,392	28,960	85,187
				Subtotal salary/fringe		359,981
Travel						
IT security conferences, such as the CSO Cybersecurity Summit; or GSX Conference; or Cisco Conference. Costs are estimated at $500 registration, $1,500 (air and hotel), rental or taxi ($200) and $36 per diem 2-3 days.	Conference attendance to begin in Y2		-	2,308	2,308	4,616
Florida Association of Postsecondary Colleges annual conference. https://www.fapsc.org/event/2021Conference. $600 registration, $600 hotel, rental car/toll/gas $320; $36 per diem 3 days. Yr 3 there will be 2 participants	New instructor to be included in Y3		-	1,628	3,256	4,884
				Subtotal travel		9,500
Direct Support Materials and Supplies and Classroom Upgrades						
Facilities/computer lab upgrades: 13 chairs, 1 overhead and whiteboard; RJ-45 wiring; 1 instructor computer station.	Upon contract approval quotes and purchase orders will be initiated		40,000	-	-	40,000
Materials, supplies			5,000	5,000	5,000	15,000
13 desktop computers, 2 servers.			25,000	7,000	15,000	47,000
CompTIA software licenses for course materials, training modules and practice exams.			10,000	10,000	10,000	30,000
				Subtotal direct support		132,000

Other							
Recruitment: multimedia methods for recruiting new students each semester	Upon contract approval quotes and purchase orders will be initiated			5,000	5,000	5,000	15,000
Participant support:							
CompTIA licenses for industry-recognized IT credential exam practicums and tests. Cloud-based license provides students who pass exam(s) with industry-recognized credentials in specific components of information technology security.				15,000	20,000	30,000	65,000
					Subtotal other		80,000
		Subtotals	217,625	170,914	192,942		581,481
5% indirect cost support, less equipment, contracts, and participant support				10,131	7,546	8,147	25,824
		TOTAL					607,305

4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

The college president must approve the grant agreement per College Policy 5.2.6.

B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

    i. Provide the schedule of upcoming meetings for the group for a period of at least six months.

    ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

Chipola College policy gives the president authority to execute contracts and receive grant awards to the college. Following in an excerpt from college policy 5.2.60.

TITLE: 5.260 Authority to Apply for Financial Assistance	NUMBER: 5.260
AUTHORITY: 1001.65 FS	PAGE: 1 of 1
DATE ADOPTED: 9/1997; 11/15/2016; 2/21/2017	

POLICY:

The Board delegates to the President the authority to apply for financial assistance and/or grants from the federal government or its agencies, from the state government or its agencies, and from private sources. The Board also delegates to the President the authority to enter into contracts with the above listed agencies and to receive and budget funds from same in accordance with State Board Regulations.

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Chipola College

Name and Title of Authorized Representative: Dr. Sarah Clemmons, President

Representative Signature: _Sarah Clemmons, Ph.D._

Signature Date: 6/28/21