



BACHELORS OF SCIENCE IN COMPUTER SCIENCE PROGRAM DEVELOPMENT

***2023-23 GRANT & FISCAL GUIDELINES
FUNDED BY AMAZON***

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications for grant available	10/10/2022
Grants projected to begin	11/15/2022
Invoices due for all grant expenses through December 31, 2022	January 31, 2023
Invoices due for all grant expenses through March 31, 2023	April 30, 2023
Grants end	June 30, 2023
Final narrative reports due	July 31, 2023
Final invoices due	July 14, 2023

Grant Contacts

Program and Policy Questions

Valerie Sundby
Director of Transfer
vsundby@sbctc.edu
360-704-4338

Budget, Invoicing & OBIS Questions

Marla Elmquist
Contracts Specialist
melmquist@sbctc.edu
360-704-1075

OGMS, OBIS, & Invoicing Questions

Kari Kauffman
Program Coordinator
kkauffman@sbctc.edu
360-704-1021

Fiscal Policy Questions

Denise Costello
Policy Associate, Fiscal Management
dcostello@sbctc.edu
360-704-4344

Table of Contents

Deadlines and Milestones	2
Grant Contacts	2
Table of Contents	3
Overview	4
Goals.....	4
Applicant Guidelines	4
Who May Apply.....	4
Use of Funding	4
Application Process.....	4
How to Apply.....	4
Funding Information.....	5
Reporting	5
Disclaimer.....	5
Invoicing.....	5
Grant Terms & Information	6
General	6
Allowable Activities	6
Allowable Costs	6
Expenditure Accounting	6
Non-Discrimination	6
Publicity	6
Records Retention.....	6
Copyright.....	7
Termination	7

Overview

During the 2020-2021 legislative session, Washington State legislators passed Substitute Senate HB 5401, which permits community and technical colleges to offer a Bachelor of Science in Computer Science degree. A generous grant from Amazon provides funding for colleges to engage in the development or expansion of Bachelor of Science in Computer Science programs.

Goals

Implement and scale Bachelor of Science in Computer Science programs that:

- Prepare students for an employment in the growing field of computer science
- Align with existing and emerging local workforce needs
- Center equity as a core program component to increase access for students historically underrepresented in the computer science industry.

Applicant Guidelines

Who May Apply

The 2022-23 BACHELORS OF SCIENCE IN COMPUTER SCIENCE PROGRAM DEVELOPMENT grant is open to all Washington State Community and Technical Colleges.

Use of Funding

Funding is to be used for the development or expansion of a Bachelor of Science in Computer Science program. Submitted budgets should have specific anticipated expenses and activities that may include the following:

- Faculty stipends for program development of program outcomes and curriculum.
- Faculty stipends for participation in statewide equity workgroups
- Funding for convening local employers and industry professionals in support of program development.
- Goods and services (no capital equipment)

This list is illustrative not exhaustive and colleges are welcome to propose expenditures that would support program development in their unique context.

Application Process

How to Apply

There is an expedited application process. Each college should submit their funding request and budget via this survey:

<https://www.surveymonkey.com/r/bachelorofscienceincomputerscience>

Funding Information

A minimum of \$20,000 is available to each college. Colleges are encouraged to prioritize their budget requests for amounts that exceed \$20,000 as those requests will be supported if additional funds are available.

In addition to the \$20,000 allotment, colleges may also request funds to support faculty participation in statewide equity workgroups focused on increasing access and success for diverse students in computer science. During the 2022-23 academic year, the Equity in BS in CS Work Group will develop best practices for institutions who want to design this degree with equity at the forefront. SBCTC believes that equity should be at the foundation of this work and therefore is funding opportunities for faculty to be involved. Institutions may choose to engage in neither, one or both of these opportunities:

- 1) Up to \$7500 to fund course release and/or a stipend for a faculty member to lead and help develop the best practices for equity work. Expectations of this include meeting biweekly, driving conversations and implementation details for faculty across the state which may include anti-racist training, cultivating self-reflection, and problem solving. Faculty best suited for this role will be computer science instructors with a general understand of and passion for equity work. This opportunity will be limited to 8 faculty members statewide.
- 2) Up to \$1000 to fund a stipend for a faculty member to participate in a year long faculty community of practice (COP). Faculty participating in this COP will meet virtually throughout the year to engage in conversations with the focus on equity work and how to design computer science programs with an equity framework.

Reporting

Reporting for this grant will consist of a final narrative report summarizing the grant activities, key successes, lessons learned, and next steps related to implementing a Bachelor of Science in Computer Science. The final narrative, is due July 31, 2023 and should be emailed to Valerie Sundby, vsundby@sbctc.edu.

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Invoicing

Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred.

Reimbursement requests must be submitted at least quarterly, but not more than monthly via [OBIS](#). All costs must be submitted for reimbursement in accordance with the schedule shown below.

For expenses incurred	Invoice no later than
October – December	January 31, 2023
January – March	April 30, 2023

For expenses incurred	Invoice no later than
April – June	July 14, 2023

Grant Terms & Information

General

Funds for these grants are provided to the State Board of Community and Technical Colleges (SBCTC) from Amazon.

Allowable Activities

Allowable activities are defined in grant guidelines and in approved grant applications.

Allowable Costs

Applicable Washington State Regulations

The State Administrative and Accounting Manual ([SAAM](#)) must be followed.

Expenditure Accounting

These funds must be kept in an account separate from all other funding sources.

For colleges these funds must be accounted for as grant and contract (fund 145). SBCTC reimbursement for this grant must be coded to object SX (4020120 for colleges in ctclink). For colleges in ctclink, use project type 2012 when setting up this grant.

The educational institution shall maintain all financial records according to generally accepted accounting procedures (GAAP) and have internal financial control systems in place to ensure that expenditures against the grant are reasonable and appropriate and that accounting records sufficiently and properly reflect all costs expended in performance of the grant.

Non-Discrimination

No individual shall be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Publicity

The grantee shall submit to SBCTC all content or materials that it produces for distribution that are related to this grant. No statements, press releases, or other documents describing this project shall be made without prior input from SBCTC.

Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant activities. Grant recipients must maintain books and records, supported by source documentation, that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These

records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the [SBCTC Policy Manual](#).

Copyright

Grantees must release all deliverables (including curriculum and materials) under a [Creative Commons Attribution License 4.0](#).

Termination

This grant may be terminated by the State Board for Community and Technical Colleges (SBCTC) upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the Adult Basic Education program, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from SBCTC.

Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the SBCTC's discretion under those new funding limitations and conditions.



Content is licensed under a Creative Commons Attribution 4.0 International License, unless noted otherwise.

Washington State Board for Community and Technical Colleges

2022-23 Amazon BS in Computer Science Grant Fiscal Guidelines // October 2022