



# **CLIMATE SOLUTIONS**

## ***2022-23 GRANT & FISCAL GUIDELINES FUNDED BY WA STATE LEGISLATURE***

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

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 | 10/1/2022                 |
| Grants projected to begin        | 11/1/2022                 |
| Grants end                       | June 30, 2023             |
| Final narrative reports due      | July 31, 2023             |

## Grant Contacts

### Proposal Process, Policy, & Guidelines Questions

Irene Shaver  
Climate Solutions Program Manager  
[ishaver@sbctc.edu](mailto:ishaver@sbctc.edu)  
208-315-0880

Val Sundby  
Director of Transfer  
[vsundby@sbctc.edu](mailto:vsundby@sbctc.edu)  
360-704-4338

### Budget, Invoicing & OBIS Questions

Marla Elmquist  
Contracts Specialist  
[melmquist@sbctc.edu](mailto:melmquist@sbctc.edu)  
360-704-1075

### OGMS, OBIS, & Invoicing Questions

Kari Kauffman  
Program Coordinator  
[kkauffman@sbctc.edu](mailto:kkauffman@sbctc.edu)  
360-704-1021

### Fiscal Policy Questions

Denise Costello  
Policy Associate, Fiscal Management  
[dcostello@sbctc.edu](mailto: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 .....       | 5  |
| How to Apply .....              | 5  |
| Funding Information .....       | 5  |
| Reporting .....                 | 5  |
| Disclaimer .....                | 9  |
| Grant Terms & Information ..... | 9  |
| General .....                   | 9  |
| Allowable Activities .....      | 9  |
| Allowable Costs .....           | 9  |
| Expenditure Accounting .....    | 9  |
| NACUBO Code .....               | 9  |
| Non-Discrimination .....        | 9  |
| Publicity .....                 | 9  |
| Records Retention .....         | 10 |
| Copyright .....                 | 10 |
| Termination .....               | 10 |

# Overview

During the 2021-2022 legislative session, Washington State legislators approved \$1.5 million for expanding Climate Solutions Education across our 34 community and technical colleges. World-wide, climate change poses one of the most significant challenges that humanity has ever faced and will result in social, environmental, and economic impacts to the State. While climate change will affect everyone, it disproportionately affects those who are impacted by socioeconomic inequalities, including many people of color and low-income households. Climate change presents an unprecedented opportunity for innovative community-based climate solutions, green workforce development, and redesign of our education systems and institutions with a commitment to sustainability and equity. The community and technical college system (CTC's) of Washington is positioned to be a key resource in helping achieve climate solutions by offering relevant educational opportunities in a variety of academic programs, leading in green workforce development, and by working toward a climate action plan for the 34 campuses that form the state system to become leaders in sustainability.

## Goals For 2022-2023

Host workforce retreats to provide opportunities to envision what is possible though:

- learning together
- connecting faculty & industry around green workforce training needs
- collaboration and new partnership building,
- curriculum re-design,
- re-imagining our programs,
- and strategizing green workforce development on a statewide scale

Expand climate justice education through a train the trainer model for Climate Justice Across the Curriculum

Initiate statewide planning and needs assessment for making our colleges more sustainable

Map system needs, develop a network of committed faculty and administrators, and outline a plan for next funding cycle

# Applicant Guidelines

## Who May Apply

Public community and technical colleges, as defined under RCW 28B.50.030 may apply for funding. Colleges may submit only one application per institution.

## Use of Funding

Funding is to be used to support faculty and facility director/sustainability director or coordinator attendance at the events and offerings listed below.

- Adjunct faculty stipends for participation in retreats and workshops
- Travel to retreats

- Curriculum development stipends for both adjunct and tenure track/tenured faculty
- Continuing the work funds\*:
  - Funding for convening local employers and industry professionals in support of program improvement.
  - Partnership building
  - Proposal preparation for next funding cycle
  - Community immersions
  - Equipment and/or supplies.

\*[This list is illustrative not exhaustive, and colleges are welcome to use these funds in other ways that advance this work in their unique context.]

## Application Process

The Streamlined Competitive Process is an expedited funding request process this is administered and monitored outside of the OGMS system. Please circulate the sign-up sheet and offerings to faculty at your college. To be equitable, please share these opportunities with all faculty, with attention to specifically reaching out to adjunct, new, and BIPOC faculty. Once faculty have been identified, fill out the survey form indicating which offerings you are applying for, and which people (including names and email addresses) will be attending.

### How to Apply

[https://www.surveymonkey.com/r/Climatechange\\_1022](https://www.surveymonkey.com/r/Climatechange_1022)

### Funding Information

Funding available for FY23 (2022-2023) totals \$1.5 million for community and technical colleges. Funding for approved applications will be allocated to colleges as quickly as possible following the review date. Funding must be fully-expended by June 30 of the fiscal year in which it was allocated, with no “carryforwards” allowed. In other words, funding that is not fully expended in the fiscal year it is allocated lapses.

Work with your college’s business office to access these funds once you’re notified of an approved allocation. These funds are to be used as stated by state legislation and must follow state-wide accounting rules.

Colleges that are awarded funding may be asked to share experiences and outcomes with system or external stakeholders, including the state legislature, via printed materials, web-based forum and/or in-person meetings.

Funding is subject to the amount of available resources. SBCTC reserves the right to proffer scaled down funding should conditions of funding limitations or scope of proposals necessitate such.

### Climate solutions Program Offerings:

For 2022-2023, the Climate Solutions Program has created the following offerings to support leadership development, curriculum development, relationship building and networking opportunities. Colleges that decide to apply for any of these opportunities must provide the faculty names and email addresses of designated participants and commit to process these faculty’s travel and stipend payments to support their attendance at these events. In some cases, particular faculty are already contracted to support the climate solutions program and will be teaching a workshop or helping lead a retreat. Their stipends will be included in

the total college allocation but are designated for their leadership work separate from these offerings. A detailed synopsis of the designated faculty participants and amount they are compensated for each of these events and/or specific leadership roles will be outlined in the allocation package sent to each college. The only unobligated funds are the continuing the work funds and those are at the discretion of the Climate Justice Across the Curriculum faculty leads and/or the retreat participants who attended to support these teams of faculty and staff in advancing the work within their unique context. Guidance on how to spend these funds is provided at the retreats and as part of the lead training.

The retreats serve as incubator opportunities to convene, share challenges and successes, learn together, and begin to identify strategies for progressing this work based on the needs and interests of the faculty and leaders in our system. They will be professionally facilitated and provide opportunities to inform the direction of this program moving forward.

Food and lodging are complementary for all retreats, paid for by this program through the SBCTC.

## Climate Justice Across the Curriculum

| Activities                    | Amount        | Cost     |
|-------------------------------|---------------|----------|
| Climate Justice Leads         | 2 @ 8000 each | \$16000  |
| Faculty Develop CJ Curriculum | 10 @1000 each | \$10000  |
| Continuing the work           |               | \$5000   |
| Total Allocation              |               | \$31,000 |

### Description:

These trainings will occur online in Winter and Spring Quarter 2023.

In this first year, this opportunity is open to 10 colleges. We will be training two Climate Justice Leads, one from STEM disciplines and one humanities or social science disciplines, at each college to be faculty leads and professional developers on their campus. In this train the trainer model, these leads will be trained as a class of 20 faculty from across the state in Winter Quarter. Then in Spring Quarter, each pair of leads will host a curriculum development workshop series for 10 faculty on their campus who will each create a climate justice module to implement in their course. There are continuing the work funds for continued professional development, engaging community-based organizations, or curriculum development.

Continuing the Work Ideas: These ideas are illustrative not exhaustive or prescriptive. We hope the funds will be used to advance this work in your unique context.

- Build community partnerships
- Create a community immersion for faculty to visit local community-based organizations and hear about/see how they are contributing to climate solutions

## C02 Monitoring Student Research Workshop, Climate Justice Zines, or Climate Solutions Integrative Assignment Workshop (all virtual)

| Activities   | Amount  | Cost   |
|--|---|--------|
| Faculty stipends to create a new project or assignment based on the workshop | \$300 per person for up to 6 people per college | \$1800 |

|  |   |        |
|--|---|--------|
| Adjunct stipends for workshop attendance | \$100 per person for up to 6 people per college | \$600  |
| Total Allocation                         |   | \$2400 |

These will be 2–4-hour curriculum sharing, and development workshops offered by faculty in our system who have successfully implemented these projects and are ready to train their colleagues and share their curriculum. These are held virtually and are open to all faculty. Adjunct faculty are eligible to receive a stipend for both curriculum development during the workshop and their time attending for a total of \$400. We have reserved funding for up to 5 people per college across the 3 workshops but if there is more interest, please share faculty names and we will see if we can accommodate the request. These workshops are open and applicable to all faculty, including academic transfer and professional technical or workforce program faculty.

**CO2 Student Research Project**

Faculty will learn how to use CO2 monitors for student led research and how to support students in asking justice related research questions as they monitor the air quality of their communities. Each faculty member will get 1- 2 carbon dioxide monitors, curricular resources, and support creating an implementation plan. This is an engaging research project appropriate for all levels of students to begin asking questions about CO2 concentrations and emissions in their communities.

**Zines**

Faculty will learn how to support students in creating climate justice and climate solutions focused self-published magazines (Zines) to support literacy, communication, research, and civic action learning outcomes. Faculty will get a Zine project curriculum developed in English 101, that is easily adapted to any course. This is a great adaptable project that celebrates student creativity, choice, and voice.

**Integrative Assignments**

Faculty will collaborate with two other faculty members outside their discipline to create an integrative assignment based off a template and list of resources related to climate solutions and social justice during the workshop. They will then commit to implement it in each of their courses. This is a great opportunity to share and collaborate with colleagues and bring in interdisciplinary content that is supportive of diverse students and integrative learning outcomes. It is also a model that scales to connect multiple classes across campus and can be a way to create a shared student experience around a central theme. At Seattle Central, hundreds of faculty have used this model and found innovative ways to create community around a common theme and interdisciplinary content that is meaningful for students. The integrative assignment has become one of their requested course features due to its success in engaging students across courses.

**Workforce Retreats**

| Activities          | Amount  | Cost     |
|---------------------|---|----------|
| Travel              | \$200 per person for up to 6 faculty across all retreats for each college | \$1200   |
| Adjunct Stipends    | \$800 per person for up to 6 faculty across all retreats for each college | \$4800   |
| Continuing the work | \$5000 per retreat (*3 retreats)  | \$15,000 |
| Total Allocation    |   | \$21,000 |

Description:

These are 2-day overnight events where faculty will learn from industry leaders, engage in field experiences, and learn from each other. The focus will be on emerging technologies and practices that support climate solutions, green workforce development and training needs in these sectors, and models for integrating sustainability concepts throughout the professional technical curriculum. These events will close with shared visioning for training and workforce development in these sectors and assessing needs for updating existing programs (inclusive of new curriculum, equipment, or partnership building) to meet these shifting training needs and competencies. Faculty are welcome to attend whichever retreat they feel best represents their sector training interests regardless of their discipline or program.

1. Built Environment (Construction and HVAC) (March 2023)
2. Energy, Manufacturing & Transportation (April 2023)
3. Agriculture & Natural Resources (May 2023)

Continuing the Work Ideas: These ideas are illustrative not exhaustive or prescriptive. We hope the funds will be used to advance this work in your unique context.

- Curriculum development to address new training needs and emerging technologies
- Creating a proposal for next funding cycle
- Partnership building
- Professional development funds to attend sector related trainings or events

## Facilities & Sustainability Directors' Retreat

| Activities          | Amount  | Cost   |
|---------------------|---|--------|
| Travel              | \$200 per person for up to 2 people per college | \$400  |
| Continuing the work |   | \$5000 |
| Total Allocation    |   | \$5400 |

Description:

This event will be held in February 2023 in Leavenworth, WA.

This is the beginning of a longer strategic planning effort and is a retreat style 2-day event for facilities directors and sustainability directors/coordinators to convene to discuss the possibility of creating a statewide Climate Action Plan. The goal of a statewide Climate Action plan is to have a coordinated effort that equitably supports each college in our system in coming into compliance with new legislation as well as in integrating sustainability practices throughout our operations and reducing our collective carbon footprint. This will be a chance to listen to each other's needs, to network and share successes, engage in shared visioning, and then map out next steps for coordinating campus level strategies into a statewide action plan.

Continuing the work:

- Needs Assessment
- Creating a monitoring plan (ideally include students!)
- Developing a living lab proposal for next funding cycle
- Partnership building with industry or faculty
- Grant development



# 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 advancing climate solutions education, green workforce development and/or sustainability of our colleges. The SBCTC will provide a template that identifies the minimum items to address in the report. The final narrative is due July 31, 2023 and should be emailed to Irene Shaver, [ishaver@sbctc.edu](mailto:ishaver@sbctc.edu).

## Disclaimer

SBCTC reserves the right to refrain from awarding allocations to any or all applicants. Any offer or award of on-going funding is provisional and contingent on state funding availability for the specific intent and purposes stated in these guidelines. 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.

# Grant Terms & Information

## General

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

## 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 state (fund 001) or as grant and contract (fund 145) along with any student enrollments generated with these funds.

## NACUBO Code

The suggested National Association of College and University Business Officers ([NACUBO](#)) code for this grant is 118. Grantees may use other codes as appropriate.

## 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