



DATE: March 6, 2023
TO: Career Education Deans
CC: CEOs, CIOs, CSSOs
FROM: San Diego-Imperial Regional Consortium

**Regional Strong Workforce Program
Round 7 Job Placement Case Management – Scope of Work**

For the renewal of the Job Placement Case Management Round 7 funding, please complete the attached forms with the details regarding your accomplishments and plans for the next year. These plans will be used as a scope of work for the contract with your college. Quarterly Progress Reports are required in October 2023, January 2024, and April 2024 to assess budget spending and job placement progress.

If you have questions about the scope of this RFA, please contact Danene Brown (danene.brown@gcccd.edu). Please submit the application to Sue Fisher (sue.fisher@gcccd.edu) and Kay Watson (kay.watson@gcccd.edu) by April 14, 2023.

Context and Purpose of the RFA Renewal

The Job Placement Case Management (JPCM) project funds a full-time staff person to carry out this function at each college. Additional local funding may be used to support these positions. This staff person's primary role is to support career education students in obtaining employment connected to their career education pathway. While this person may collaborate closely with the Career Center and the Employer Relations Liaison (ERL), the focus of their work must be on placing students in jobs. Please see the [original scope of work](#) in the JPCM RFA for a full listing of activities. The following sample of activities align with the overarching expectations of the project:

- Identify, post and promote job opportunities appropriate for CE students/graduates;
- Communicate job opportunities to CE students, faculty, and staff;
- Conduct outreach to specific deans and faculty based on regional Employer Engagement priorities and availability of opportunities;
- Maintain a caseload of CE students seeking program-related jobs and provide direct employment support to CE students through job searches, interviews, employment referrals and placement;
- Support regional implementation of employment-related technology initiatives;

- Document and track student meetings, student job referrals, and student job placements:
- Collaborate with the Employer Relations Liaison to support employers and provide students with high-wage, high-demand jobs.

Funding Details: Round 7: Up to \$150,000 per college. Funding must be spent by June 30, 2024.

PLEASE COMPLETE THE SECTIONS BELOW

Institution Name:

Project Lead(s) (First & Last Names):

Project Lead(s) Email Address:

Project Fiscal Reporter for NOVA (First & Last Name):

Project Fiscal Reporter for NOVA Email Address:

2023-24 Goals and Scope of Work

2023-24 Activities	
23-24 Goal for Student Meetings	
23-24 Goal for Student Referrals to Jobs (mass email)	
23-24 Goal for Direct Student Referrals to Jobs	
23-24 Students Employed through this Project	
Describe the activities your college is planning for 2023-24. These activities should be aligned with the activities identified on page 1 of this document.	

Start date: July 1, 2023

End date: June 30, 2024

Budget:

Detailed Budget Round 7 up to \$150,000 - (Funding must be expended by June 30, 2024):

Please detail the budget items by object code.

Object	Classification	Itemized List of Budgeted Expenses	Total
1000	Instructional Salaries		
2000	Non-instructional Salaries		
3000	Employee Benefits		
4000	Supplies and materials		
5000	Other Operating Expenses and Services		
6000	Capital Outlay		
Total Program Costs			

Indirect is not permitted on this project.

Please include an email chain with approvals from the CE Dean/CE Associate Dean responsible for this RFA, appropriate CIO or CSSO and President with your application.