

Appendix B

Ohio Co-op and Internship Program – 2010 Request for Funding Local Match Guidelines

ORC 3333.74 requires matching funds for state funds at a ratio of 1:1 (and 1.5:1 for graduate programs). This RFP recognizes the challenge this may present to applicants. In spite of the struggling economy, it is important that state stimulus dollars leverage additional funds. Therefore applicants are expected to meet the match requirements. Requests for waivers of the match requirement must be supported by a very compelling reason before they will be granted.

The most obvious type of match for the Ohio Co-op and Internship Program will be the salaries paid by employers to students. All salary and benefit dollars paid by employers to students may be counted as local match. The cost of training students and the cost of providing on-the-job mentoring may also be counted provided such costs can be documented.

This RFP does not require that employers make a firm commitment of dollars or placements prior to an application being submitted. Rather it will be acceptable for businesses to sign “letters of intent”¹ to indicate a willingness to participate by providing co-op and internship placements. Further, institutions are not required to identify all participating businesses prior to submitting their proposals. While good proposals will certainly include some identified business partners, many businesses will only sign onto the program after the program has begun. Therefore institutions may assume a certain reasonable level of business commitment in calculating local match levels. These assumed levels of commitment should be supported by a proposed infrastructure that will be able to recruit the businesses needed to meet the match requirement. Assumed levels should also include documentation of anticipated participation throughout the term of the grant, and successfully meeting these interim levels of business participation will play a role in reviewing grant renewal applications.

Other types of match may also be used. These include:

- Institutional funds, including the applicant institution’s endowment funds or earnings
- Foundation or private funds

¹ To protect the employers as well as recognize that markets will shift and personnel demands will change, the letters may be written in language such as the following: “Company X is committed to participating in the newly designed co-op/internship program at x College, and if aligned to company needs, is willing to support UP TO xx students per year, which equals an approximate commitment of UP TO \$xxxx over the next 5 years. However, Company X has the right and responsibility to increase or decrease the number of students and related wages if the market conditions are less than optimal or if employment needs change.” The Chancellor understands and expects that specific companies who take the co-op/internship students on balance will change over the life of the grant, so the initial companies included in the grant (along with their commitments) may be exchanged for other companies as regional employment needs shift.

- Grant funds (from a source other than the state of Ohio) that have not been pledged as match for any other purpose

The following types of match are not allowable:

- Funds from the state of Ohio
- Funds pledged as match for any other purpose or project
- Funds spent or obligated prior to the start of the grant period for this program

It is preferred that there is a mix of both employer contributions toward local match as well as institutional contributions in order to show true commitment from both parties. There is the expectation, however, that the majority of local match will be, in most cases, from the employers via their support of students in co-op and internship positions.

The Chancellor retains the right to extend the period during which a grantee may secure the full amount of local match funding if progress toward meeting the match is determined to be significant. Failure to meet the full amount of the local match requirement during the initial term of the grant agreement will not automatically disqualify an applicant from applying for renewal funding.

It is anticipated that several questions will be raised about whether certain types of expenditures may be counted toward local match. Such questions should be submitted through the normal channels as identified in Section 1.2.3 of this RFP.