

Gap Tuition Program

Fiscal Year 2017 Report



**COMMUNITY COLLEGES &
WORKFORCE PREPARATION**

PROSPERITY THROUGH EDUCATION

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**IOWA DEPARTMENT
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Grimes State Office Building

Phone: 515-281-8260
Fax: 515-242-5988
www.educateiowa.gov

Ryan Wise
Director, Iowa Department
of Education
515-281-3436
ryan.wise@iowa.gov

Jeremy Varner
Administrator, Division of
Community Colleges and
Workforce Preparation
515-281-8260
jeremy.varner@iowa.gov

Barbara Burrows
Chief, Bureau of
Community Colleges
515-281-0319
barbara.burrows@iowa.gov

Pradeep Kotamraju
Chief, Bureau of Career
and Technical Education
515-281-4716
pradeep.kotamraju@iowa.gov

Mike Williams
Consultant, Bureau of
Community Colleges
515-725-2005
mike.williams@iowa.gov

**State of Iowa
Department of Education**
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146

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About the Report

The Department of Education's Division of Community Colleges and Workforce Preparation prepared this report per the requirements in Iowa Code section 260I for the statewide Gap Tuition Program. This report was coordinated by the Department with the assistance of Iowa's 15 community colleges.

Acknowledgements

The staff and administration of the Division of Community Colleges and Workforce Preparation wish to acknowledge and thank the 15 community college presidents and their staff for their timely submission of data for this report. The figures noted in this report were obtained from each of Iowa's 15 community colleges.

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Introduction

The Gap Tuition Program was established to provide funding to community colleges for need-based tuition assistance to applicants for the completion of continuing education certificate training programs for in-demand occupations.

One component of eligibility for Gap tuition assistance is based on financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the applicant's:

- family income for the 12 months prior to the date of application;
- family size; and
- county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for Gap tuition assistance:

- enter a postsecondary certificate, diploma, or degree program for credit;
- complete an eligible certificate program;
- gain full-time employment; and
- maintain full-time employment over time.

Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance under this program for more than one eligible certificate program. Individuals earning incomes at or below 250 percent of the federal poverty level, as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services, shall be eligible to receive assistance under the Gap Tuition Assistance Program. (Note: Poverty level benchmark increased from 200 percent to 250 percent in fiscal year [FY] 2014.) Applicants for the program can be found eligible for partial or total tuition assistance.

Eligible Costs

Costs eligible for coverage under the Gap Tuition Program shall include, but are not limited to:

- tuition;
- direct training costs;
- required books and equipment;
- fees including, but not limited to, industry testing services and background check testing services; and
- program staffing (allowable expense as of FY 2014).

Staffing and support costs are capped at 20 percent of allocated funds for Iowa's two smallest community colleges, 10 percent for the two largest community colleges, and 15 percent for the remaining community colleges in Iowa.

Eligible Programs

Assistance can be provided to persons in eligible programs that meet the following criteria:

1. The program is not offered for credit, but is aligned with a certificate, diploma, or degree for credit, and does any of the following:
 - Offers a state, national, or locally recognized certificate.
 - Offers preparation for a professional examination or licensure.
 - Provides endorsement for an existing credential or license.
 - Represents recognized skill standards defined by an industrial sector.
 - Offers a similar credential or training.
2. The program offers training or a credential in an in-demand occupation. In-demand occupation includes the following industries:
 - Information Technology
 - Healthcare
 - Advanced Manufacturing
 - Transportation and Logistics
3. The program may offer training in any other industry designated as in-demand by a regional advisory board.

A complete list of approved programs can be found on the Iowa Department of Education [website](http://www.educateiowa.gov/community-colleges): (www.educateiowa.gov/community-colleges).

Process

An applicant for tuition assistance under the Gap Tuition Program is required to complete an initial assessment, administered by the community college receiving the application, to determine the applicant's readiness to complete an eligible certificate program. As part of this process, all applicants are required to complete a National Career Readiness Certificate (NCRC). An applicant is then required to meet with a member of the college staff to discuss the related industry, any applicable occupational research, and any applicable training related to the eligible certificate program with the applicant. The discussion includes an evaluation of the applicant's capabilities, needs, family situation, work history, educational background,

attitude and motivation, employment skills, vocational potential, and employment barriers. The discussion will also include potential start dates, support needs, and other requirements for an eligible certificate program.

A participant in an eligible certificate program who receives Gap tuition assistance will be required to do all of the following:

- Maintain regular contact with staff members from the certificate program to document the applicant's progress in the program.
- Sign a release form to provide relevant information to community college faculty or case managers.
- Discuss with staff members from the certificate program any issues that may impact the participant's ability to complete the certificate program, obtain employment, and maintain employment over time.
- Meet with staff members from the certificate program to develop a job search plan.
- Attend all required courses regularly.

Reallocation of Funds

A reallocation of funding occurred during the FY 2015 reporting year, after a mid-year review of all Gap programs. In FY 2017, another reallocation was considered but the decision was made that no reallocation of FY 2017 funds was necessary.

Analysis

In FY17, the community colleges received a state appropriation of \$2,000,000 to implement the Gap Tuition program. Colleges continued to make significant progress in the implementation of their Gap tuition assistance funds.

Accounting for the \$357,670 of funding appropriated in FY 2016 that was carried forward into FY 2017, colleges had a total of \$2,357,670 to spend over the past year. Of the total available funds, colleges spent \$1,924,285 on tuition and books, equipment, fees and testing, and program staff. Accordingly, colleges will carry forward an estimated total of \$433,385 into FY 2018. It should be noted that a portion of the funds carried forward may already be apportioned to active students who are currently participating in or waiting to participate in an approved training program.

Breaking down the expenditures from FY 2017, \$1,635,907 was spent on tuition and required books for approved participants; \$30,320 was spent on equipment; and \$94,567 was spent on fees, assessments and testing.

In addition, \$163,492 was spent on staff support and services.

In FY 2017, 2,331 individuals completed an application to be considered for tuition assistance under the Gap Tuition Program. Of these applicants, 965 were approved and accepted into a program. At the time of reporting, 694 individuals had completed the training program in which they enrolled; and 175 had failed to complete their training. The remaining individuals were either actively participating or waiting to participate in a Gap approved program. The statewide completion rate for FY 2017 was 79.9 percent.

Community colleges are required to collect rudimentary employment statistics on program completers. In FY 2017, 388 individuals found new employment after completing their training, and 88 individuals retained employment. At the time of reporting, 66 completers were looking for employment. The overall employment rate among completers in FY 2017 was 87.8 percent. In addition, 85.5 percent of completers reported gaining new employment upon completion of their training program compared, to last year's rate of 82.8 percent. This represents a substantial increase in new employment for this population. Lastly, 52 individuals continued onto further full-time education upon completion of their training program.

There are currently 286 approved certificate programs in Iowa eligible for student enrollment. Commercial drivers license (CDL)/Transportation programs were the most popular in FY 2017 with 202 participants. Certified Nursing Assistant (CNA) was the next popular with 190 participants, and welding had the third highest enrollment with 55 participants.

An internal and external audit was performed in November 2017 with business offices of each community college to confirm all annual allocations, expenses, and carry forwards. The audit adjustments are reflected in this report, therefore, some discrepancies exist when comparing the FY 2016 report with the historical number in this report.

Table 1. Gap Program Summary for All Community Colleges, FY 2017

<i>Fiscal Year Budget</i>					
Carry Forward from Prior FY		\$357,670			
Current Year Allocation		\$2,000,000			
Total Available for this FY		\$2,357,670			
Line Item	Expenses per Quarter				YTD Expend
<i>Direct Costs:</i>	<i>Q1</i>	<i>Q2</i>	<i>Q3</i>	<i>Q4</i>	
Tuition & Books	\$426,745	\$381,829	\$445,194	\$382,138	\$1,635,907
Equipment	\$5,702	\$6,220	\$5,147	\$13,251	\$30,320
Fees/Assessment/Testing	\$21,417	\$37,757	\$20,140	\$15,252	\$94,567
Subtotal	\$453,863	\$425,806	\$470,481	\$410,642	\$1,760,794
<i>Other Costs:</i>					
Staff Support/Services	\$45,925	\$41,825	\$55,369	\$20,372	\$163,492
Total:	\$499,788	\$467,632	\$525,850	\$431,015	\$1,924,285
				*Adjusted Carry Forward to Next FY:	\$433,385
<i>Training Status</i>	<i>Q1</i>	<i>Q2</i>	<i>Q3</i>	<i>Q4</i>	<i>YTD Total</i>
Number of Completed Applications:	662	538	462	669	2,331
Number of Approved Participants:	314	165	288	198	965
Status of Approved Participants:					
Participating or Waiting to Participate:**	339	251	364	228	1,182
Completed Training:**	192	165	167	170	694
Did Not Complete Training:**	52	47	39	37	175
Completion Rate:	78.69%	77.83%	81.07%	82.13%	79.90%
Number of Third Party Credentials Received:***	143	89	153	132	516
<i>Employment Status</i>					<i>YTD Total</i>
New Employment					388
Retained Employment					88
Deceased					0
Continue Further Full-Time Education					52
Looking for Work/Unemployed					66
No Response/Unable to Contact					66
Overall Employment Rate of Respondents****					87.8%
Overall New Employment Rate of Respondents****					85.5%

*Adjusted carry forward discrepancy explained on page 5.

**Not all individuals were approved for participation in the current fiscal year. Individuals who were accepted into or active in the Gap tuition program from the previous fiscal year may be carried forward into current fiscal year totals.

***Not all Third Party Credentials were reported accurately, 52 credentials were reported quarterly, but were not tallied in the annual count.

****Employment rate based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table. (see [page 12](#) for employment rate formula).

Table 2a. Gap Tuition Program Summary by College, FY 2017

College	Fiscal Year Allocation	Available Funds	Total Reported Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$98,673	\$98,673	\$98,673	85	57
North Iowa Area	\$100,117	\$186,870	\$80,625	48	23
Iowa Lakes	\$92,664	\$92,664	\$92,152	49	35
Northwest Iowa	\$45,582	\$53,734	\$53,547	7	7
Iowa Central	\$113,172	\$125,273	\$84,660	38	33
Iowa Valley	\$88,812	\$95,239	\$93,210	77	57
Hawkeye	\$134,868	\$136,428	\$135,636	193	110
Eastern Iowa	\$170,827	\$170,827	\$158,899	186	89
Kirkwood	\$312,711	\$345,102	\$236,554	102	125
Des Moines Area	\$334,667	\$334,667	\$334,667	953	163
Western Iowa Tech	\$110,934	\$159,039	\$106,508	66	45
Iowa Western	\$120,420	\$135,836	\$131,273	87	69
Southwestern	\$46,464	\$104,964	\$42,507	134	40
Indian Hills	\$145,802	\$221,701	\$202,146	269	87
Southeastern	\$84,287	\$96,652	\$73,229	37	25
Total	\$2,000,000	\$2,357,670	\$1,924,285	2,331	965

Table 2b. Gap Program Summary FY 2013 through FY 2017

College	Fiscal Year Allocation	Available Funds	Total Expenditures	Completed Applications	Approved Participants
FY 2017	\$2,000,000	\$2,357,670	\$1,924,285	2,331	965
FY 2016	\$2,000,000	\$2,424,368	\$2,066,698	2,792	1,097
FY 2015	\$2,000,000	\$2,848,429	\$2,424,061	3,272	1,348
FY 2014	\$2,000,000	\$3,020,803	\$2,172,375	3,279	1,631
FY 2013	\$2,000,000	\$2,000,000	\$979,197	-	898

Expenditures Breakdown, FY 2017

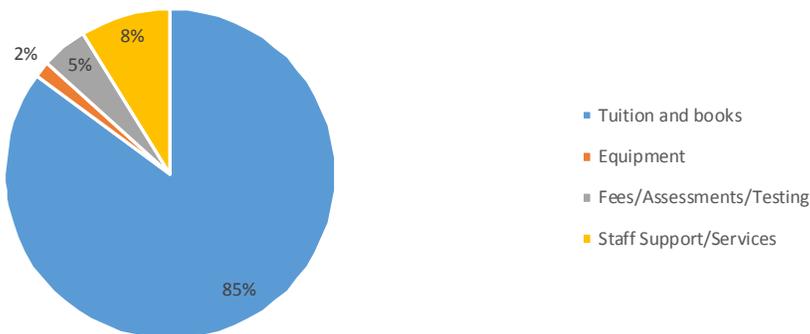
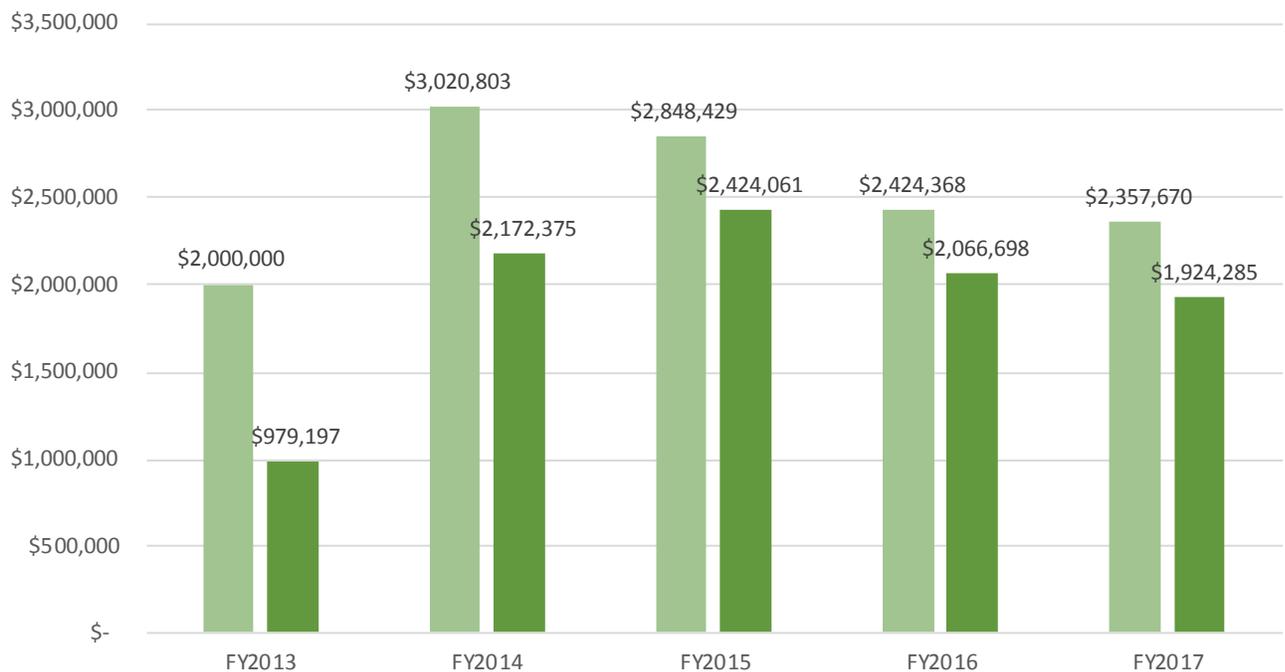


Table 3a. Gap Program Expenditures by College, FY 2017

College	Tuition & Books	Equipment	Fees, Assessment, & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$97,308	\$0	\$1,365	\$0	\$98,673
North Iowa Area	\$62,896	\$0	\$1,866	\$15,863	\$80,625
Iowa Lakes	\$80,132	\$0	\$0	\$12,020	\$92,152
Northwest Iowa	\$45,465	\$0	\$0	\$8,082	\$53,547
Iowa Central	\$75,766	\$702	\$8,192	\$0	\$84,660
Iowa Valley	\$72,039	\$5,303	\$2,426	\$13,441	\$93,210
Hawkeye	\$123,621	\$4,643	\$7,372	\$0	\$135,636
Eastern Iowa	\$135,835	\$2,236	\$0	\$20,827	\$158,899
Kirkwood	\$189,188	\$2,807	\$7,070	\$37,490	\$236,554
Des Moines Area	\$323,983	\$1,760	\$8,923	\$0	\$334,667
Western Iowa Tech	\$100,882	\$620	\$2,447	\$2,559	\$106,508
Iowa Western	\$103,683	\$5,867	\$3,660	\$18,063	\$131,273
Southwestern	\$30,922	\$111	\$2,753	\$8,721	\$42,507
Indian Hills	\$121,042	\$6,184	\$48,492	\$26,427	\$202,146
Southeastern	\$73,144	\$85	\$0	\$0	\$73,229
Total	\$1,635,907	\$30,320	\$94,567	\$163,492	\$1,924,285

Available Funds and Expenditures, FY2013 through FY2017*



* These figures have been updated due to the most recent audit confirmation.

Table 4a. Gap Program Completer Summary by College, FY 2017

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
Northeast Iowa	42	17	71.9%	28
North Iowa Area	21	2	91.3%	13
Iowa Lakes	32	1	97.0%	32
Northwest Iowa	7	0	100.0%	3
Iowa Central	20	6	76.9%	21
Iowa Valley	56	11	83.6%	35
Hawkeye	54	17	76.1%	73
Eastern Iowa	20	10	66.7%	18
Kirkwood	76	29	72.4%	84
Des Moines Area	124	34	78.5%	49
Western Iowa Tech	42	3	93.3%	40
Iowa Western	74	8	90.2%	40
Southwestern	34	9	79.1%	18
Indian Hills	70	25	73.7%	62
Southeastern	22	3	88.0%	0
Total	694	175	79.9%	516

Table 4b. Gap Program Completer Summary through FY 2017

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
FY 2016	694	185	79.9%	516
FY 2016	1050	180	85.4%	658
FY 2015	715	183	82.7%	329
FY 2014	998	167	85.7%	500
FY 2013	411	76	84.4%	—

Table 5. Completer Program Enrollment (continued on next page)

Certificate Program	NICC	NIACC	ILCC	NCC	ICCC	IVCCD	HCC	EICC
Activity Coordinator								
Business Admin. Support*	1							
Building Maintenance								
Business Computing*								
CDL/Transportation	3	15	7		13	5	25	6
Certified Nursing Aide	11	1	22	7	7	18		4
CNC							4	
Computer Systems*								
Construction	7	2	1					
Customer Service Professional								
Culinary	3					2		
Electrical	5							
EMT/Paramedic	3		2			3		1
Industrial Maintenance	1							2
Logistics/Supply Chain								
Manufacturing								
Medical*							10	
Pharmacy Tech						5	8	7
Phlebotomy	4					13		
Private Pilot								
Production Maintenance								
Railcar Tech Mechanical								
Sterile Processing Tech								
Welding*	4	3				8	7	
<i>Total</i>	42	21	32	7	20	56	54	20

* Multiple certificate categories included in total.

Table 5. Completer Program Enrollment (continued)

Certificate Program	KCC	DMACC	WITCC	IWCC	SWCC	IHCC	SCC	Total
Activity Coordinator								
Business Admin. Support*	4	9		15			2	31
Building Maintenance		5		2		2		9
Business Computing*	2				1			3
CDL/Transportation	30	27	24		4	27	16	202
Certified Nursing Aide	21	27	14	28	10	20		190
CNC	2							6
Computer Systems*		6		2				8
Construction	1	4		2				18
Customer Service Professional	5							10
Culinary		9						28
Electrical/Energy Solar				1				6
EMT/Paramedic				2	15	8		34
Industrial Maintenance			2			4		6
Logistics/Supply Chain								
Manufacturing								
Medical*	2	18		7				37
Pharmacy Tech								19
Phlebotomy	2	1		6	2	7	1	37
Private Pilot						2		2
Production Maintenance								
Railcar Tech Mechanical								
Sterile Processing Tech		7						7
Welding*	7	11	2	9	2		3	56
Total	76	124	42	74	34	70	22	694

* Multiple certificate categories included in total.

Table 6. Gap Participant Employment Summary by College, FY 2017

	New Employment	Retained Employment	Deceased	Continue Education	Unemployed/ Looking	Unable to Contact	Overall Employment % *	New Employment % *
Northeast	21	13	0	0	1	6	97.1%	95.5%
North Iowa Area	13	3	0	1	2	2	88.9%	86.7%
Iowa Lakes	29	0	0	3	0	0	100%	100%
Northwest	1	1	0	2	0	3	100%	100%
Iowa Central	11	1	0	3	1	4	92.3%	91.7%
Iowa Valley	33	8	0	9	2	4	95.3%	94.3%
Hawkeye	47	11	0	2	11	4	84.1%	81.0%
Eastern Iowa	14	4	0	1	1	0	94.7%	93.3%
Kirkwood	43	3	0	6	19	5	70.8%	69.4%
Des Moines Area	49	6	0	5	12	52	82.1%	80.3%
Western Iowa Tech	35	1	0	3	3	0	92.3%	92.1%
Iowa Western	31	22	0	9	9	4	85.5%	77.5%
Southwestern	4	10	0	1	2	20	87.5%	66.7%
Indian Hills	48	4	0	7	2	9	96.3%	96.0%
Southeastern	9	1	0	0	1	11	90.7%	90.0%
Total	388	88	0	52	66	124	87.8%	85.5%
FY 2016	413	97	0	53	86	149	86.0%	83.0%
FY 2015	594	153	0	65	98	137	88.9%	70.3%

* Employment rate based on program completers who responded to survey attempts. Actual employment rates may vary slightly.

$$\text{Overall Employment Rate} = \frac{\text{New Employment} + \text{Retained Employment}}{(\text{Total Employment} - \text{Deceased} - \text{Continue Education} - \text{Unable to Contact})}$$

$$\text{New Employment Rate} = \frac{\text{New Employment}}{(\text{Total Employment} - \text{Deceased} - \text{Continue Education} - \text{Unable to Contact})}$$

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