



ALABAMA COMMUNITY COLLEGE SYSTEM

Workforce Development Division Project Guidelines

and

Application for Career Coach Funds

The Workforce Development Division Project Guidelines and Application for Career Coach Funds, **effective March 1, 2018**, shall remain in effect until amended, revoked, or rescinded. This document supersedes the Workforce Division Project Guidelines and Application for Workforce Division Competitive Funds (Career Coach) dated April 4, 2016. Applicants should check the Alabama Community College System Workforce Development Division website (<https://www.accs.cc/index.cfm/workforce-development/grant-resources/>) to ensure currency of document in use.

Mr. Jimmy H. Baker, Chancellor
Alabama Community College System

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INTRODUCTION

The Alabama Community College System Workforce Development Division is accepting applications for a statewide initiative focused on providing both K-12 students and adults career guidance, through a career coach, as they transition into a college and/or career. This document is to be used when submitting an application for Career Coach Funds to the Alabama Community College System.

PROJECT SPECIFICATIONS

Funding Period and Project Sustainability (funding is based on FY period October 1-September 30)

Grant recipients progressing toward achieving agreed-upon project outcomes will typically receive the entire allocation in the current fiscal year. It is understood that projects started later in a fiscal year may require continuation beyond the end of the fiscal year. Expenditure and performance reporting will continue until the end of the fiscal year, regardless of when the grant is closed. A grant is considered to be closed when one of the following occurs: 1) the time period for which the grant was awarded has expired; 2) the need for which the grant was awarded is met; 3) changes have occurred and the project has been deactivated (rescission applies); or 4) performance was unfavorable and rescission is directed by the Alabama Community College System Workforce Development Division. There is no guarantee for continued project funding beyond the grant closeout date. All efforts must be made to ensure that the project is sustainable, if applicable, beyond the grant closeout date. No projects are authorized to begin incurring costs without a signed Grant Agreement and a budget approved by the Workforce Development Division.

Applicant and Service Provider Requirements

The service provider (e.g., training institution) shall serve as fiscal agent and grant recipient. The service provider shall be responsible for administering the grant, reporting performance, submitting timely invoices with supporting documents for reimbursement, and ensuring that funds are used appropriately. Only institutions of the Alabama Community College System (ACCS) may be recipients of these funds.

Proposed Activities

Activities proposed for funding must be justified by documented needs. Documentation may be provided by analyzing the statewide and regional data in the *State of the Workforce Report IX: Alabama* available at:

https://www.accs.cc/default/assets/File/dpe_gowd/wdca/Alabama_Workforce_Report_2014.pdf.

Select the applicable Regional Council's demographic and labor market information from the Alabama Department of Labor. Letters of support stating the training needs of business and industry may also be included as part of the documentation. Proposed activities must be developed in partnership between the participating local high school and the service provider.

Coordination and Collaboration

Proposed activities must be part of a coordinated approach to workforce development. Proposed activities must demonstrate collaboration with the participating local high schools as well as other community partners (e.g., service providers such as colleges and schools, businesses, community organizations) so that resources are used efficiently and effectively to address workforce development needs and to avoid duplication.

Performance Reporting

Applications must include anticipated outcomes and performance targets appropriate for the length of time the grant is active and the proposed activities. The final outcomes and performance targets will be negotiated between the applicant and the Workforce Development Division. Reporting requirements specific to the project will be clearly outlined in the Grant Agreement.

Fiscal and Performance Accountability

Grants funded with Workforce Development Division funds from the ACCS will typically receive funds through reimbursement by submitting an Invoice for Reimbursement and Performance Report (IRPR) (see Appendix A) as often as monthly, in accordance with the Grant Agreement awarding the funds (report template available at: <https://www.accs.cc/index.cfm/workforce-development/grant-resources/>). The IRPR must be accompanied with supporting documentation and a report of performance to receive reimbursement for allowable expenditures. At a minimum, an IRPR will be submitted at the end of each quarter to update the Workforce Development Division on the status of the project, regardless of whether funds have been expended. Detailed procedures related to allowable expenses will be stated in notification of grant award letters.

An on-site visit to review project performance and provide assistance, as needed, will typically be conducted by a Workforce Development Division representative for projects during the fiscal year for which the grant was awarded.

Application Submission, Review, and Approval

I. Application Process

- A. Applications for funds may be submitted unsolicited or in response to a request for proposals.
- B. Applications for funds must be received by the ACCS Workforce Development Division in the prescribed format using the most current *Workforce Development Division Project Guidelines and Application for Career Coach Funds* document (**hereinafter called application**).
- C. Applications for funds are not to be routed through the Regional Workforce Development Councils. This is an ongoing program funded by a specific line item ETF appropriation.
- D. Each application should be signed and submitted electronically in PDF format to:

Ms. Tara Brown, Workforce Grants Manager
Alabama Community College System
Workforce Development Division
tara.brown@accs.edu

II. Preliminary Review and Notification to Applicants

The ACCS Workforce Development Division staff will:

- A. Send a notification of receipt of the application to the contact person's email address on the cover sheet.
- B. Conduct a preliminary review of applications for completeness.
- C. Return incomplete or incorrectly submitted applications to the applicant without action. After taking corrective measures, applications may be resubmitted.

III. Notification of Grant Award and Grant Management

- A. Upon funding approval, the ACCS Workforce Development Division will submit to the applicant a Notification of Award and a Grant Agreement that provides details regarding appropriate accounting and compliance practices.
- B. The ACCS will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.
- C. Modifications to the specific usage of grant funding may be requested by the applicant. Modifications to grants awarded with ACCS Workforce Development Division funds may require ACCS Board of Trustees authorization.

Applicants must complete the following forms and respond to the application questions as specified. The application package must include each completed form and attachments (if applicable) in the order indicated below.

- Form I: Checklist (form provided)
 - Part A – place a check (√) indicating forms included
 - Part B – indicate Y (yes) or N (no) for each item
- Form II: Project Application Cover Page, Authorization, and Signatures (form provided)
- Form III: Project Summary (form provided)
- Form IV: Project Budget (form provided)
- Form IVA: Project Budget Backup (form provided)

Attachments: A list of schools and organizations to be served by the Career Coach

List of Appendices to this Application:

- Appendix A: Invoice for Reimbursement and Performance Report (IRPR)
- Appendix B: Career Coach Performance Report

FORM I
APPLICATION FOR WORKFORCE DEVELOPMENT DIVISION
CHECKLIST
(CAREER COACH)

Date: _____

Requesting Organization: _____

The application should be signed and submitted in original or electronically in PDF format and will include each completed form and attachment in the order listed below:

- _____ Form I: Checklist
- _____ Form II: Project Proposal Cover Page and Signatures
- _____ Form III: Project Summary (**not to exceed 3 pages**)
- _____ Form IV: Project Budget
- _____ Form IVA: Project Budget Backup
- _____ Attachment: Listing of schools and organizations to be served by the Career Coach

FORM II
COVER PAGE
(CAREER COACH)

This Application for Workforce Development Division Funds is for Career Coach Initiatives.

I. Project and Contact Information

Amount of Funds Requested: \$ _____

Physical Address of Training/Equipment (*include County*): _____

Service Provider/Fiscal Agent: _____

Mailing Address: _____

Name and Title of Project Contact (**knowledgeable individual responsible for grant negotiation**): _____

Email: _____ Telephone: _____

Name and Title of Fiscal Contact Responsible for IRPRs: _____

Email: _____ Telephone: _____

Name of ACCS Board of Trustees Member(s) of the location where training will take place:

II. Authorization

As the person authorized to act on behalf of the service provider/fiscal agent, I certify that the information submitted in this application is accurate. I certify that the bid law will be followed with all equipment purchases and facility or building additions. I certify that the service provider will carry out the proposed activities as stated and will follow accountability and reporting requirements.

Printed or Typed Name
Authorized Official

Title

Signature
Authorized Official

Date

FORM III
PROJECT SUMMARY
(CAREER COACH)

Provide a brief overview of the project, responding to each item listed below. Summary must be **no more than three (3) pages** and must provide a **clear, concise, well-constructed, and to-the-point description** of the project in areas indicated.

- I. Service provider/fiscal agent:
- II. Total funds requested: \$_____ (Projects are funded on FY October 1–September 30)
- III. Estimated start date:
- IV. Identify the industry sector(s) and targeted occupation(s) and how this project will address each (must meet the strategies identified in the regional workforce development council's strategic plan):
- V. Target population(s) to be addressed by proposed activities (e.g. high school, dislocated worker, adult, youth, other):
- VI. Proposed activities: (summarize how this project addresses specific and current training needs in the service provider's area, documented demand data, hiring and expansion announcements, etc., if applicable):
- VII. Anticipated outcomes and targeted levels of performance (**based on start date and ending September 30**):
State the applicable outcomes (respond with NA where appropriate):
 - a. Total number of individuals to be served:
 - b. Total number of events to be held:
- VIII. Has there been or will there be funding solicited from other sources for this project (e.g., Perkins funds, line item or earmark in ETF, etc.)? Yes / No
(if Yes, provide background to include the source, amount, date requested, outcome if known, etc.)
- IX. Identify all anticipated sources of revenue and estimated amounts (e.g., tuition/fees paid by Individual Training Accounts (ITA), Pell Grant, Scholarships, etc.)

FORM IV
PROJECT BUDGET
(CAREER COACH)

Provide a detailed project budget in the categories listed. Include requested grant funds, leveraged funds, and total funds by line item. Leave blank if no funds are budgeted for a particular line item. See Form IVA for a description of each line item.

Budget Item	Cost (Requested)	Leveraged/Donated (Non-requested)
Salaries		
Benefits		
Individual Training (scholarships/tuition/fees)		
Staff Development/Training		
In-State Travel		
Computers/Technology		
Public Relations/Outreach		
Materials/Supplies		
Renovation/Construction Costs		
Equipment		
Books		
Other		
*Projected Revenue	XXXXXXXXXXXXXXXXXXXX	
TOTAL	\$	\$

Notes: *List all sources of projected revenues (tuition, fees, other grants, etc.) – do not include funds requested in this application.

Unused budget lines and/or line item titles may be changed to reflect items unique to projects. Additional budget line items may be added as needed.

FORM IVA
PROJECT BUDGET BACKUP

Each budget line item on Form IV must be supported by a detailed description. This form explains what budget details are required for each line item. Complete the budget backup, providing as much detail as possible. All staff costs listed should include title/function, salary/wage, and percentage of time charged to the project. Other costs should be detailed by type of activity, unit cost, and total units.

- I. Program Staff Salaries (position title/function of staff assigned to project-specific program services activities, salary/wage, percentage of time charged to project)
- II. Program Staff Benefits (type and cost of fringe benefits for each position included in project budget)
- III. Cost of Individual Training (scholarships, tuition, training fees, and other costs related to training of individuals; indicate the projected cost of the course(s), regardless if requesting funding)
- IV. Staff Development/Training (detail of consultants; tuition/fees, other costs related to providing and/or attending; staff members attending training for new equipment, etc.)
- V. In-State Travel (costs and justification of mileage, lodging, meals, and other travel-related expenses)
- VI. Computers/Technology (itemized listing of computer hardware and software and how it is used in relation to the proposed activities)
- VII. Public Relations/Outreach (details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.)
- VIII. Materials/Supplies (office supplies, training supplies and materials, other supplies required to carry out the project, detailed by type and costs, and the intent for retention/accountability of durable items)
- IX. Renovation/Construction Costs (itemized estimate of building expenses, if applicable; provide quote)
- X. Equipment (if applicable, attach a vendor price and specifications sheet for proposed equipment purchases for use during negotiation phase and indicate the intent for reusing durable items in subsequent classes; provide quote)
- XI. Books (attach itemized list, if applicable)

- XII. Other (other items and related costs not included in the above line items that are required to implement the project included as a grant-funded item in the budget page)
- XIII. Projected Revenue (list all sources of projected or potential revenues, e.g., tuition, fees, other grants – does not include funds requested in this application)