



## **ALABAMA COMMUNITY COLLEGE SYSTEM**

### ***Workforce Development Division Project Guidelines***

***and***

### ***Application for Workforce Development Division Competitive Funds***

### ***(Industry Certification Initiative and Special Populations)***

The Workforce Development Division Project Guidelines and Application for Workforce Development Division Competitive Funds, **effective March 1, 2018**, shall remain in effect until amended, revoked, or rescinded. This document supersedes the Workforce Development Division Project Guidelines and Application for Workforce Development Division Competitive Funds dated June 1, 2017. 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.

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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, endorsed by Regional Workforce Development Councils, to address local workforce development needs. Proposed activities must support the preparation of individuals to enter employment and/or advancement in high-demand, high-wage occupations and must align with regional workforce development strategies, priorities, and targeted occupations. Priority will be given to proposed projects that address those specific and current training needs. This document is to be used when submitting an application for Workforce Development Division Competitive Funds to the Alabama Community College System.

Goals to be supported by workforce development projects include:

1. Addressing current and future skill needs in high-demand, high-wage occupations (see Appendix B – Dual Enrollment Funding List - FY18-19).
2. Developing cooperative solutions to address regional workforce development needs for new and existing business and industry and to support project sustainability.
3. Building institutional partnerships for effective response to regional training needs.
4. Developing career pathways for youth, adults, dislocated workers, and incumbent workers.

## **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. **For grants awarded for the purchase of equipment, a final performance report is required at the end of the following fiscal year (i.e. grants awarded in FY17 will submit a final report at the end of FY18). This information will be used to provide a more definitive description of the return on investment by showing student usage for a full academic year, after the equipment was installed.** 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*

Applications must be endorsed by the Regional Workforce Development Council(s) and must support workforce development priorities identified by the regional council(s) in its strategic plan. 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. The Regional Workforce Development Council(s) shall bear no responsibility for use of funds. 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](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. All requests should be based on the "Dual Enrollment Funding List - FY18-19". Letters of support stating the needs of business and industry may also be included as part of the documentation. Proposed activities must be developed in partnership between the Regional Workforce Development Council and the service provider. Typically, construction and building modifications are not eligible for funding unless modifications are required to install training equipment (e.g. ventilation required for welding training).

### Coordination and Collaboration

Proposed projects must be part of a coordinated approach to workforce development led by the Regional Workforce Development Council(s). If applicable, proposed projects must demonstrate collaboration with the local Alabama Career Center as well as other community partners (e.g., service providers such as colleges and schools, businesses, community organizations, faith-based organizations).

### 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 grant will be clearly outlined in the Grant Agreement.

### Fiscal and Performance Accountability

Projects funded with Workforce Development Division funds from the ACCS will typically receive grant funds through reimbursement by submitting an Invoice for Reimbursement and Performance Report (IRPR) 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 grant, 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 grants 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 Workforce Development Division Competitive Funds* document (**hereinafter called application**).
- C. Applications must be submitted through the Regional Workforce Development Council(s) of the region(s) within which the proposed grant recipient's campus is located. All applications that are submitted must be certified by the chair(s) of the council(s) or a member designated by the chair (i.e., grant committee chair); ex-officio members are non-voting and, therefore, may not sign the certification statement. The certification verifies that the proposed activities align with the workforce development priorities of the region(s) and that, in the opinion of the Regional Workforce Development Council, the grant recipient has the capacity to conduct the proposed activities in a manner that maximizes the use of grant resources and effectively addresses the identified workforce development need.

- D. Applications for projects that impact workforce development on a statewide basis will require certification from only one Regional Workforce Development Council. This will typically be the regional council where the statewide project is headquartered.
- E. If applicable, include an explanation of how the proposed project will benefit or provide training to serve special populations.
- F. 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](mailto: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.
- D. Conduct a Sector Expert Committee meeting.

## III. Sector Expert Committee

- A. An appointee of the ACCS Vice Chancellor Workforce and Economic Development shall chair the Sector Expert Committee (SEC) and will not be a voting member, except for the purpose of deciding a tie vote. SEC members shall not participate in reviewing applications for funding that affect their individual region except in the case of proposed statewide projects. SEC members shall sign a statement of non-disclosure and conflict of interest for each application for funding reviewed (see Appendix C).
- B. The SEC members will score each application and assign an overall score. The overall score is based on the percentage of the total maximum points applicable to the application as assigned by the SEC. Evaluation criteria and the maximum points possible per subcategory are listed on the score sheet (Appendix C):
  - 1. The relationship of proposed actions to regional workforce development *priorities identified* by the Regional Workforce Development Council strategic planning process to effectively address the needs. (2 points)
  - 2. The degree to which the proposed actions are based on objective and current data and will address documented *current hiring* or training needs in the workforce development region. (2 points)
  - 3. The evidence of availability or non-availability of *community resource leveraging* to maximize impact of grant funds on proposed activities. (2 points)
  - 4. The evidence that the activities can be *sustained* by the grant recipient beyond the grant period. (2 points)
  - 5. The proposed performance measures and target levels of performance are *meaningful and realistic*. (2 points)

Maximum possible score is 10 points.

#### IV. Sector Expert Committee Recommendations

- A. The Sector Expert Committee (SEC) will make one of the following recommendations to the ACCS Vice Chancellor Workforce and Economic Development:
  1. Fund the project as is.
  2. Fund the project as is – with an adjusted funding amount.
  3. Fund the project with modifications.
  4. Deny funding for the project.

**Note:** There is no guarantee that a proposal will be funded. In the event that qualified proposals' budgets exceed available funds, the SEC will rank all qualified proposals, and they may be funded either fully or partially until all funds are exhausted.

- B. The ACCS Workforce Development Division will confer with applicants for activities recommended for approval with modifications.
- C. The SEC will identify reasons for recommending that a project not be funded; applicants, service providers, and regional council chairs will be notified by the ACCS Workforce Development Division.

#### V. Negotiations, Notification of Grant Award, and Grant Management

- A. The ACCS Workforce Development Division may establish a negotiation schedule with applicants being considered for funding.
- B. An invitation to participate in negotiations is not a guarantee that any agreement will be reached. The ACCS may stipulate that grants will not be awarded unless applicants agree to certain technical or cost/price changes. Accordingly, the Workforce Development Division reserves the right to:
  1. Negotiate program costs, equipment purchases, and/or prices so as to enhance cost effectiveness. The dollar amount of any resulting contract will not necessarily match the dollar amount of the original budget. Any and all costs are subject to negotiations.
  2. Negotiate the technical aspects of an application in order to fulfill workforce development needs, goals, and objectives within a region. Technical aspects subject to negotiation include, but are not limited to: services to be provided, program design, target groups, service levels, requisition/delivery schedules, and performance goals.
- C. Upon being notified of 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.
- D. The ACCS will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.
- E. 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 in the *Project Summary and Project Narrative*. The application package must include each completed form, the project narrative, 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 IIA: Regional Workforce Development Council Certification with signatures and rating (form provided)
- Form III: Project Summary (form provided)
- Form IV: Project Budget (form provided)
- Form IVA: Project Budget Backup (form provided)
- Form V: Project Narrative (form provided) must not exceed ten (10) pages. The font size must be no smaller than 11 point, and all pages must be numbered.

Attachments, if applicable (clearly labeled and pages numbered)

List of Appendices to this Application:

- Appendix A: Invoice for Reimbursement and Performance Report (IRPR) (March 2018)
- Appendix B: Dual Enrollment Funding List (FY17-18) (Version 1/19/18)
- Appendix C: Sector Expert Committee – Score Sheet and Conflict of Interest Statement



**FORM I**  
**APPLICATION FOR WORKFORCE DEVELOPMENT DIVISION COMPETITIVE FUNDS**  
**CHECKLIST**  
**(INDUSTRY CERTIFICATION INITIATIVE AND SPECIAL POPULATIONS)**

Date: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Requesting Organization: \_\_\_\_\_

PART A: The application should be signed and submitted electronically in PDF format and will include each completed form, the project narrative, and attachments (if applicable) in the order listed below:

- \_\_\_\_\_ Form I: Checklist
- \_\_\_\_\_ Form II: Project Proposal Cover Page and Signatures
- \_\_\_\_\_ Form IIA: Regional Council Certification (signed by the Chairperson for **each** Region)
- \_\_\_\_\_ Form III: Project Summary (**not to exceed 3 pages**)
- \_\_\_\_\_ Form IV: Project Budget
- \_\_\_\_\_ Form IVA: Project Budget Backup
- \_\_\_\_\_ Form V: Project Narrative (**not to exceed 10 pages**)

PART B: The application should specifically address the following criteria:

1. Y / N Application addresses priorities identified by the Regional Workforce Development Council(s) strategic plan (attach a signed certificate from each regional council affected; cite the strategy or strategies in the regional council strategic plan addressed by the proposed activities).
2. Y / N Evidence is attached or otherwise declared that the stated need is based on objective and current data and will effectively address the stated needs.
3. Y / N Evidence is attached or otherwise declared that community resource leveraging is available to maximize impact of grant funds on application.
4. Y / N Evidence is attached or otherwise acknowledged that the project is part of an overall workforce development plan and that there is collaboration with regional and community service providers and stakeholders.
5. Y / N Evidence is attached or otherwise declared that the budget for equipment purchases is based on a quote that is received from one or more companies that normally provide competitive bids for selected equipment.
6. Y / N Anticipated outcomes align with stated needs.

7. Y/N Proposed performance measures and target levels of performance address meaningful and realistic goals (e.g., number of participants served, number of projected completers, credentials earned).

8. Y/N If applicable, proposal addresses means by which special populations (e.g., dislocated workers, GED recipients, economically disadvantaged, formerly incarcerated, first generation students) will be recruited and served.

**FORM II**  
**COVER PAGE**  
**(INDUSTRY CERTIFICATION INITIATIVE AND SPECIAL POPULATIONS)**

**This Application for Workforce Development Division Competitive Funds is for the following (please check the category(ies) that apply):**

- \_\_\_\_\_ Short-term/Non-credit Training
- \_\_\_\_\_ Customized Training/Incumbent Worker Training
- \_\_\_\_\_ Stand-alone Workforce Development Initiatives
- \_\_\_\_\_ Other \_\_\_\_\_

**I. Project and Contact Information**

Project Title: \_\_\_\_\_

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 Additional 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 IIA**  
**WORKFORCE DEVELOPMENT COUNCIL CERTIFICATION**  
**(INDUSTRY CERTIFICATION INITIATIVE AND SPECIAL POPULATIONS)**

**Note:** If the project covers multiple Regional Workforce Development Councils, certification must be provided by all regional councils. The exception is for a statewide project application, which requires certification from one regional council - typically the council where the project is headquartered.

I certify that the \_\_\_\_\_ (name of project) proposed by \_\_\_\_\_ (service provider/fiscal agent) addresses workforce development priorities, strategies, and targeted occupations identified by the Region \_\_\_\_\_ Workforce Development Council or addresses current priority training needs not initially identified through the strategic planning process. I certify that the Region \_\_\_\_\_ Workforce Development Council or its applicable committee has reviewed the project application and recommends funding the proposed activities.

This project directly addresses workforce development in the following industry sectors(s) and targeted occupation(s) identified as priorities in the Regional Workforce Development Council strategic plan:

Industry Sector(s): \_\_\_\_\_

Target occupation(s): \_\_\_\_\_

This project directly addresses the following strategy or strategies identified in the Regional Workforce Development Council strategic plan: \_\_\_\_\_

**The Regional Workforce Development Council assigns this application a priority rating of \_\_\_\_\_ (ranging from 0-5, using the ranking system below):**

**5** – Meets strategies and targeted occupations identified as critical (**limited to 2 applications per funding cycle**) for this Fiscal Year (FY) and has excellent projected outcomes to address our workforce development needs.

**4** – Meets strategies and targeted occupations identified as highly important for this FY and has very good projected outcomes to address our workforce development needs.

**3** – Meets strategies and targeted occupations identified as important for this FY and has good projected outcomes to address our workforce development needs.

**2** – Meets strategies and targeted occupations identified but is less important for this FY.

**1** – Meets strategies and targeted occupations identified but is not important for this FY.

**0** – Does not meet strategies or targeted occupations identified for this FY.

**Note:** All applications must be submitted to the ACCS Workforce Development Division for documentation purposes, even if the application is not recommended or receives a 0 rating.

Proposal recommended in the amount of \$ \_\_\_\_\_ by Region \_\_\_\_\_ Workforce Development Council.

\_\_\_\_\_  
Printed or Typed Name and Date

\_\_\_\_\_  
Signature  
*Regional Workforce Development Council  
Chair or designee (must be **voting member** of  
the regional council)*

**FORM III**  
**PROJECT SUMMARY**  
**(INDUSTRY CERTIFICATION INITIATIVE AND SPECIAL POPULATIONS)**

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. Project title:
- II. Service provider/fiscal agent:
- III. Total funds requested: \$\_\_\_\_\_ (Projects are funded on FY October 1–September 30)
- IV. Estimated start date of training (based on start of semester, receipt of equipment, etc.) and length of course(s) (i.e. standard 15-week semester; 3-week short-term, non-credit training; etc.):
- V. 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):
- VI. Target population(s) to be addressed by proposed activities (e.g. high school, dislocated worker, adult, youth, other):
- VII. 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):
- VIII. 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 participants to be served:
  - b. Of those served, number projected to complete: (obtain completion certificate)
  - c. Date equipment is expected to be installed or upgraded (if requested):
  - d. Credential(s) to be earned by completers:
- IX. Is there expressed legislative interest in this specific proposal? Yes / No  
(if Yes, identify the legislator(s) and corresponding House and/or Senate district(s))
- X. 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.)

XI. 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**  
**(INDUSTRY CERTIFICATION INITIATIVE AND SPECIAL POPULATIONS)**

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.

<b>Budget Item</b>	<b>Cost (Requested)</b>	<b>Leveraged/Donated (Non-requested)</b>
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	<b>XXXXXXXXXXXXXXXXXXXX</b>	
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

**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).

**FORM V**  
**PROJECT NARRATIVE**  
**(INDUSTRY CERTIFICATION INITIATIVE AND SPECIAL POPULATIONS)**

Respond to each item as directed. Respond with NA if an item is not applicable to the proposed project. Responses must be in the order of the items listed and labeled as each item is labeled. The narrative **must be no more than ten (10) pages**. Attachments, including letters of support and data documentation, should follow the project narrative and be separately labeled. An index listing attachments and page numbers is recommended if attachments are referenced in the project narrative.

I. Statement of Need

- a. Describe the needs to be addressed by the proposed project; include applicable data and research-based information (recommended: expansion and hiring announcements, Regional Workforce Development Council strategic plan, 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](https://www.accs.cc/default/assets/File/dpe_gowd/wdca/Alabama_Workforce_Report_2014.pdf), and Labor Market Information available from the Alabama Department of Labor).
- b. Describe how the proposed project will address the needs.
- c. Provide a list of businesses/organizations for prospective job placement and attach letters of support from area employers (letters are not counted against the 10-page maximum).

II. Project Timeline

Provide a **timeline** and description of project activities, including purchases, recommended training provider(s), start date of training, etc.

III. Non-duplication

- a. Describe how the service provider and the Regional Workforce Development Council(s) have ensured that the proposed activities do not unnecessarily duplicate activities in the area. Evidence must be given that funds will be used efficiently and that duplication is avoided.
- b. Explain if this is a capacity building expansion of an existing program (describe current capacity, how much the project will expand current capabilities, how the current class schedule will change (example: currently the lab has 12 welding booths, adding an additional 12 booths will double training capacity, propose to add a night class)).

IV. Collaboration

- a. Identify other stakeholders and workforce development partners and describe their roles in meeting the goals of this project.
- b. Describe how this project was planned with active involvement from stakeholders, particularly the Regional Workforce Development Council(s).

- V. Leveraged Resources
  - a. Describe other programs, organizations, and resources that will be supporting this project, stating specifically what aspects of the project will be supported by these leveraged resources. Assign a monetary value to each resource.
  - b. Describe other funding sources that will support this project (e.g., DOL grants, corporate donations, Perkins funds, etc.).
  
- VI. Sustainability

Describe how the benefits or activities of this project will be sustained beyond the funding period. Funding is for current fiscal year only.
  
- VII. Marketing Strategy

Describe the public relations, promotion and outreach plan to meet enrollment goals, promote job placement for completers, ensure public awareness, etc.
  
- VIII. Special Characteristics of Project

Describe any unique characteristics of the proposed project that are not addressed above. This may include characteristics such as:

  - a. Measures of employer benefits or other exceptional levels of employer participation and commitment.
  - b. Unique inter-program coordination relationships.
  - c. Development of career pathways or more effective practices.
  - d. Addresses a current hiring or training demand.