ALABAMA COMMUNITY COLLEGE SYSTEM

Workforce Development Division Application

for

Manufacturing Skill Standards Council (MSSC)

The Workforce Development Division Application for Manufacturing Skill Standards Council (MSSC), **effective March 1, 2018**, shall remain in effect until amended, revoked, or rescinded. Applicants should check the Alabama Community College System Workforce 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

This Application is for Workforce Development Division Funds for Manufacturing Skill Standards Council (MSSC).

I. Project and Contact Information

Amount of Funds Requested: $_____

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: _____

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   Title
Authorized Official

_____   _____
Signature   Date
Authorized Official

PROJECT SUMMARY
(MSSC)

Provide a brief overview of the project, responding to each item listed below:

I.   Estimated start date of training <u>and/or</u> length of course(s):

II.   Identify the industry sector(s) and targeted occupation(s) and how this project will address each:

III.   Target population(s) to be addressed by proposed activities (e.g. high school, dislocated worker, adult, youth, other):

IV.   Proposed activities: (summarize how this project addresses <u>specific and current</u> training needs in the service provider's area, documented demand data, hiring and expansion announcements, etc., if applicable):

V.   Anticipated outcomes and targeted levels of performance (**based on start date and ending September 30**):

State the applicable outcomes (<u>respond with NA where appropriate</u>):
a. Total number of participants to be served:
b. Of those served, number projected to complete (obtain completion certificate):
c. Of those served, number of participants incarcerated:
d. Credential(s) to be earned by completers:

FORM IV
PROJECT BUDGET
(MSSC)

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	XXXXXXXXXXXXXXXXXX	
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)