



# ALABAMA COMMUNITY COLLEGE SYSTEM

## *Workforce Development Division Project Guidelines*

*and*

## *Application for Ready to Work Funds*

The Workforce Development Division Project Guidelines and Application for Ready to Work Funds, **effective March 1, 2018**, shall remain in effect until amended, revoked, or rescinded.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 (Ready to Work) dated April 4, 2016. Applicants should check the Alabama Community College System Workforce Development 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 for Ready to Work programs that provide workplace essential (soft) skills and a career pathway for adults with limited education and employment experience.

## 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; **non-ACCS entities may be eligible for funding from other sources. Non-ACCS service providers may also partner with ACCS entities as co-applicants.**

### 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. Letters of support stating the training needs of business and industry may also be included as part of the documentation. 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 and 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) 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 may be negotiated between the applicant and the Workforce Development Division. Reporting requirements specific to the project will be clearly outlined in the Grant Agreement. Final performance data for all non-credit and/or customized training provided by community colleges are to be reported by the appropriate workforce development staff at the institutions through Techfluency Reports (ESESS).

### 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) (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 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 Ready to Work Funds* document (**hereinafter called application**).
- C. Applications for funds are not to be routed through the Regional Workforce Development Councils.
- 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](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.

## III. Notification of Grant Award and Grant Management

- A. 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.
- 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 in *Application Forms and Narrative*. The application package must include each completed form in the order indicated below.

- |           |  |
|-----------|--|
| Form I:   | Checklist (form provided)<br>Part A - place a check (✓) indicating forms included<br>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)  |

**FORM I**  
**APPLICATION FOR WORKFORCE DEVELOPMENT DIVISION FUNDS CHECKLIST**  
**(READY TO WORK)**

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

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

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

- \_\_\_\_\_ Form I: Checklist
- \_\_\_\_\_ Form II: Project Proposal Cover Page and Signatures
- \_\_\_\_\_ Form III: Project Summary
- \_\_\_\_\_ Form IV: Project Budget
- \_\_\_\_\_ Form IVA: Project Budget Backup

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

1. 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.
2. Y / N Anticipated outcomes align with stated needs.
3. 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).

**FORM II**  
**COVER PAGE**  
**(READY TO WORK)**

**This Application for Workforce Development Division Funds is for Ready to Work 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**  
**(READY TO WORK)**

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 of training (based on start of semester, receipt of equipment, etc.) and length of course(s) (i.e. standard 15-week semester; 5-week short-term, non-credit training; etc.):
- IV. Identify the industry sector(s) and targeted occupation(s) and how this project will address each:
- 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 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:
- 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**  
**(READY TO WORK)**

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)