

Post Office Box 302130  
Montgomery, AL 36130-2130




T 334.293.4500 F 334.293.4504  
www.accs.edu

**Jimmy H. Baker**  
CHANCELLOR

**MEMORANDUM #2021-WED-053**

DATE: October 30, 2021

TO: Presidents, Alabama Community College System

FROM: Jimmy H. Baker, Chancellor 

RE: Request for Application for Short-Term ALAMAPs

The past few years, the ACCS has had a renewed focus on promoting and supporting work-based learning opportunities such as co-ops, internships, and apprenticeships in alignment with Governor Ivey's Strong Start, Strong Finish Education Initiative. In fact, in 2019, the ACCS was awarded a \$12 million Department of Labor Employment and Training Administration (DOL-ETA) grant with the purpose of expanding work-based learning programs within the manufacturing sector that are aligned with the 5 quality hallmarks of a registered apprenticeship. Under this grant, the ACCS has a goal of serving 2,500 apprentices and 2,500 pre-apprentices during the 4-year project; however, to date, we have only served 432 apprentices and 158 pre-apprentices. As we strive to achieve the target outcomes of the grant, each college with exception of MMI and Ingram State, have established goals that are defined in their memorandum of agreement. I understand that the pandemic has presented many challenges in achieving these goals and that the colleges have had challenges utilizing their allocation of grant funding for scholarships and supportive services due to the last dollar requirement.

To aid you in achieving your attainment goals, I have authorized that a **one-time** allocation of workforce development funds be utilized to support the development and implementation of short-term work-based learning programs that will be registered as ALAMAPs under the DOL-ETA Scaling Apprenticeships grant. These funds can be utilized to support the related technical training (e.g. scholarships or direct instructional cost), equipment, materials and supplies, marketing, and student support costs that are associated with the work-based learning program. These funds should offer greater flexibility in serving students and businesses with work-based learning opportunities. My expectation is that your college will have a renewed focus on achieving your specific goals and will be thoughtful on how these funds will allow you to do so.

To apply for these funds, a request for application is attached and should be submitted to Tara Brown at [tara.brown@accs.edu](mailto:tara.brown@accs.edu) no later than December 10, 2021, for consideration. A link to the application can also be found at <https://www.accs.edu/resources/resource-library/#grant>. If you

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have any questions regarding the request for application, please contact Barry May at [Barry.May@accs.edu](mailto:Barry.May@accs.edu) or 334-293-4707.

JB/bm

Attachment

cc: Workforce Development Liaisons  
Workforce Regional Directors  
Deans of Finance  
Adult Education Directors  
Workforce Development Directors



# **ALABAMA COMMUNITY COLLEGE SYSTEM**

*Workforce Development Division*

*Request for Application*

*for Work-based Learning Program Expansion*

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## **INTRODUCTION**

As part of the Alabama Community College System's ongoing efforts to meet the State's need for an educated and skilled workforce, the Workforce Development Division is pleased to announce the availability of Special Populations and/or Industry Certification Initiative funds to support the development and implementation of short-term work-based learning programs including Pre-Apprenticeship and Apprenticeship programs (registered or non-registered). The ACCS seeks to support the creation of short-term pre-apprenticeship and apprenticeship programs to provide a skilled workforce for the manufacturing sector that continues to experience rapid growth in Alabama. The grant also aims to provide access to sustainable high-wage jobs for unemployed or underemployed individuals, particularly from underserved populations, and incumbent workers seeking to remain employed or advance in their career.

This RFA establishes requirements for both the pre-apprenticeship and apprenticeship grant programs. Applicants may respond to this RFA with proposals for pre-apprenticeship programs, proposals for short term apprenticeship programs, or proposals for both pre-apprenticeship and short-term apprenticeship programs.

## 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 FY22 will submit a final report at the end of FY23). 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 a company or companies within the manufacturing sector who plans on sponsoring or hiring students from the work-based learning program that you establish. 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**

Proposals should consist of funding requests to support the establishment of a pre-apprenticeship and/or short-term apprenticeships (registered or non-registered) that will be registered with the Alabama Advanced Manufacturing Apprenticeship Program (ALAMAP) that is a part of the USDOL/ETA *Scaling Apprenticeships through Sector-Based Strategies* program.

Pre-Apprenticeship programs are those which utilize employers or other program sponsors to articulate eligibility requirements and qualifications that lead to an apprenticeship. Pre-apprenticeships will demonstrate clear pathways for targeted populations to become apprentices and lead to nationally recognized certifications while delivering the skills and credentials they need to succeed in those occupations and build a career.

Apprenticeship programs place individuals in one of several high-wage, in-demand occupations in advanced manufacturing while delivering them the skills and credentials they need to succeed in those occupations and build a career. The apprenticeships that are implemented should be flexible

earn-and-learn programs that are either embedded in a wide variety of traditional CTE programs supporting advanced manufacturing that result in a short-term, long certificate, or associate degree or are short term competency-based models that pairs non-credit training with paid work experiences.

***All work-based learning programs must meet the quality hallmarks of Pre-Apprenticeship or Apprenticeship as defined by the USDOL.***

For **Pre-apprenticeships**, the hallmarks include:

1. Ensure that training and the Related Technical Training (RTI) align with the skill needs of employers in that region.
2. Provide access to educational and career counseling and other supportive services.
3. Provide meaningful hands-on learning activities that are connected to education and training activities such as exploring career options and understanding how the skills acquired through coursework can be applied to a future career.
4. Provide opportunities to attain an Industry Recognized Credential(s).

*Note: An **industry recognized credential** should result in occupational or technical skills that prepare for entry into or advancement in an occupation and are portable to other employers or other geographic areas. Industry recognized credentials include associate degrees, occupation licenses or certificates from an accredited institution, and certificates of completion of training program approved and listed on the WIOA Eligible Training Provider List (ETPL). An industry recognized credential should either be endorsed by an industry or professional organization, or employers should prefer job seekers who have earned the credential. Credentials approved by the Alabama Committee on Credentialing and Career Pathway (ACCCP) are also recognized under this program as an industry recognized credential. For additional information and guidance on industry recognized credentials please refer to the [Department of Labor's Training and Employment Notice \(TEN\) No. 25-19](#).*

5. Is recognized by one or more apprenticeship programs that may facilitate direct entry of pre-apprentices into their program.
6. Recruit and prepare underrepresented populations to be successful in an apprenticeship program and gives priority to veterans and their spouses.

For **Apprenticeships**, the hallmarks include:

1. **Paid Work Component:** Apprenticeship programs must pay apprentices at least the applicable Federal, state, or local minimum wage and must describe wage progression requirements. Additionally, programs must address how they will provide apprentices the opportunity to gain upward mobility in the industry.
2. **Work Based Learning and Mentorship:** An important aspect of apprenticeship programs is offering apprentices the opportunity to apply what they are learning to their work through well-designed and highly structured work experiences. While they are learning on the job, programs must provide mentors to support apprentices and provide guidance on an industry culture, and industry or workplace policies and procedures.

3. **Educational and Instruction Component:** Apprenticeship programs must provide or arrange for classroom or related instruction that is high-quality and adequate to help apprentices achieve their proficiency goals and earn certifications or equivalent credentials. As an important indication of quality, programs must lead to an industry recognized, portable credential, and must also be designed to ensure that apprentices receive college credit for classroom or related instruction.
4. **Industry Recognized Credentials Earned:** Apprentices must earn industry recognized credentials as part of their apprenticeship programs. The credentials earned in the program must be portable, and applicants must identify all the portability benefits in the application. *See the guidance above under hallmarks of pre-apprenticeship regarding industry recognized credentials.*
5. **Safety, Supervision, and Equal Opportunity:** Apprenticeship programs must have policies and procedures in place to ensure a safe working environment that adheres to all applicable federal, state, and local safety, employment, and equal opportunity laws and regulations.

In addition, proposed work-based learning programs should provide unemployed and underemployed individuals a solid path to middle-skilled, high-wage jobs in the targeted advanced manufacturing industry. The project should serve individuals of all genders, from all racial/ethnic groups, all socio-economic backgrounds, and with varying skill levels.

Program participants should meet the following criteria:

- Over age 17 and not enrolled in a local education agency and,
- Unemployed, seeking to enter or re-enter the workforce or,
- Underemployed, seeking fulltime or higher skilled work or,
- Incumbent workers seeking to remain employed or advance in their career.

Priority consideration will be given to proposals that target underrepresented populations, including the following groups:

- Veterans
- Military Spouses
- Transitioning Service Members
- Women
- Minorities
- Ex-offenders

**Please note:** Due to eligibility rules established by the U.S. Department of Labor for *Scaling Apprenticeship* projects, currently incarcerated individuals are not eligible participants.

### **Performance Measures and Reporting**

Applications must include anticipated outcomes and performance targets appropriate for the length of time the grant is active and the proposed activities. Priority consideration will be given to grant proposals in which the goals are aligned with the target goals of the college under the ALAMAP grant. Grant recipients will be required to track and report participant information, measurable



skill gains, and employer sponsor information in the AGS Prime system after registering their programs as ALAMAPs.

### **Fiscal and Performance Accountability**

Projects funded with Workforce Development Division funds from the ACCS will typically receive grant funds through reimbursement by submitting a Monthly Remittance Request, in accordance with the Grant Agreement awarding the funds (report template available at: <https://www.accs.edu/resources/resource-library/#grant>). The Remittance Report must be accompanied with supporting documentation and a report of performance to receive reimbursement for allowable expenditures. At a minimum, a Remittance Report 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 the grant agreement.

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 must be received by the ACCS Workforce Development Division in the prescribed format using the ***Work-based Learning Program Expansion Application*** found below.
- B. 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. An ACCS grant review committee will review the final grant submittals and make recommendations of awards to the Chancellor. Only proposals that are aligned with the intent of the grant will be considered.
- E. 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.
- F. The ACCS will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.

- G. 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 Description*. The application package must include each completed form, the project description, and attachments (if applicable) in the order indicated below.

- Form I: Checklist (form provided) - place a check ( ✓ ) indicating forms included
- Form II: Project Application Cover Page, Authorization, and Signatures (form provided)
- Form III: Project Description (form provided)
- Form IV: Project Budget (form provided)
- Form IV: Project Budget Backup (form provided)

Attachments, if applicable (clearly labeled and pages numbered)

**FORM I**  
**CHECKLIST FOR WORK-BASED LEARNING PROGRAM EXPANSION APPLICATION**

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

- \_\_\_\_\_ Form I: Checklist for Work-based Learning Program Expansion Funds
- \_\_\_\_\_ Form II: Cover Page
- \_\_\_\_\_ Form III: Project Description
- \_\_\_\_\_ Form IV: Project Budget
- \_\_\_\_\_ Form IVA: Project Budget Backup

**FORM II**  
**COVER PAGE**

**I. Project and Contact Information**

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

Amount of Funds Requested: \$ \_\_\_\_\_

Physical Address of project (*include County*): \_\_\_\_\_  
\_\_\_\_\_

Service Provider/Fiscal Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name and Title of Project Contact (**individual responsible for the proposed activities of the grant**): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Fiscal Contact Responsible for Monthly Remittance Request): \_\_\_\_\_

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  
Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature  
Authorized Official

\_\_\_\_\_  
Date

**FORM III**  
**PROJECT DESCRIPTION**

Provide a description of the project, responding to each item listed below. The project description 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 work-based learning program(s) and length of the program (in weeks):
- V. Identify the targeted occupation(s) within the manufacturing sector and how the program(s) will prepare individuals for successful entry into the career or apprenticeship:
- VI. Target population(s) (Check all that apply):
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Low-Skilled        | <input type="checkbox"/> Underrepresented | <input type="checkbox"/> Disadvantaged |
| <input type="checkbox"/> Veteran or Spouses | <input type="checkbox"/> Ex-Offenders     | <input type="checkbox"/> Other _____   |
- VII. Proposed activities: *(Describe the work-based learning program(s) that you plan to implement - the competencies that will be taught, the employers who will sponsor apprentices and/or recognize the pre-apprenticeship(s) as adequately preparing individuals for entry into their apprenticeship, and how the funds requested will be used to implement each program. Also, for each work-based learning program that is planned, explain how the program will adhere to each of the quality hallmarks of a pre-apprenticeship and/or apprenticeship.)*:
- VIII. Anticipated outcomes and targeted levels of performance (**based on an ending date of September 30**):
- State the applicable outcomes (respond with NA where appropriate):
- a. Total number of pre-apprentices projected to be served:
  - b. Total number of pre-apprentices projected to complete:
  - c. List the Industry Recognized Credential(s) to be earned by pre-apprentices:
  - d. Total number of Apprentices projected to be served:
  - e. Total number of Apprentices projected to complete:
  - f. List the Industry Recognized Credential(s) to be earned by apprentices:
- IX. Marketing Strategy:  
Describe the public relations, promotion and outreach plan to meet enrollment goals, promote job placement for completers, ensure public awareness, etc.

**FORM IV**  
**PROJECT BUDGET**

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 Items*</b>	<b>Cost (Requested)</b>	<b>Leveraged/Donated (Non-requested)</b>
Salaries/Benefits for related training		
Travel		
Equipment		
Materials & Supplies		
Technology - non-capitalized		
Contractual Services		
Advertising & Promotions		
Indirect Cost Expense**		
Scholarships (tuition, fees & Books)		
Student Grant Support (Assessments, Certifications, Credentials, Registrations, Stipends)		
<b>TOTAL</b>	\$	\$

**Notes:**

\*Only the budget items listed will be considered. No additional categories are allowed.

\*\*Can be no larger than 10% of the total request.

**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/Benefits (position title/function of staff assigned to project-specific program services activities, salary/wage, percentage of time charged to project, type and cost of fringe benefits for each position included in project budget).
- II. Travel (costs and justification of mileage, lodging, meals, and other travel-related expenses)
- III. Equipment (if applicable, attach a vendor price and specifications sheet for proposed equipment purchases; shipping costs, warranties, operator and programming training should be included here)
- IV. Materials & Supplies (office supplies, training supplies and materials, other supplies required to carry out the project, detailed by type and costs)
- V. Technology non-capitalized (itemized listing of technology and how it is used in relation to the proposed activities, i.e. laptops, printers, projectors, iPads)
- VI. Contractual Services
- VII. Advertising & Promotions (details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.)
- VIII. Indirect Cost Expense (administrative no more than 10% of total grant award, if applicable)
- IX. Scholarships (cost of individual training such as tuition, fees, and books for dual enrollment students. Attach itemized list of books, if applicable, and indicate the projected cost of the course(s))
- X. Student Grant Awards – Fees paid for professional accreditation, certifications, and/or credentials (registration and assessments), as well as stipends and student support funds to assist with retention and completion.