****

**ALABAMA COMMUNITY COLLEGE SYSTEM**

***Workforce Development Division Project Guidelines***

***and***

***Application for Success Coach Initiative Funds***

The Workforce Development Division Project Guidelines and Application for Success Coach Funds, **effective August 1, 2022**, shall remain in effect until amended,revoked, or rescinded. Applicants should check the Alabama Community College System website (<https://www.accs.edu/resources/resource-library/#grant>) to ensure currency of document in use.



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**Introduction**

**The Alabama Community College System Workforce Development Division** is accepting applications for a statewide initiative focused on significantly increasing the number of underserved students who enter and remain in postsecondary education by providing college and career planning services to those who are in the most need. This document is to be used when applying for the **Success Coach Initiative** funds to the Alabama Community College System.

**SUCCESS COACH INITIATIVE OVERVIEW**

The purpose of the Success Coach program is to significantly increase the number of underserved students who enter and remain in postsecondary education by providing college and career planning services to those who are in the most need.

Our goal with the Success Coach program is to reach more individuals in need of career planning services, specifically students receiving free and/or reduced lunch who would most likely be first generation college students.

The objectives of the Success Coach program are to:

* provide early outreach to low-income students/first generation college students and their families about the importance of postsecondary education, college programs relevant to their career interests, and how to prepare, apply and fund their education
* provide high school students with information and experiences that inform them of career opportunities in Alabama and the level of education and skills required to be successful in various career fields
* empower students to make educated decisions about their career and educational plans post high school graduation
* improve the effectiveness of postsecondary advice given to secondary students (grades 9-12) and their families
* understand how to best serve each student by getting to know them on a one-on-one basis.

**ACTIVITIES AND SERVICES**

**Communication with Targeted High Schools**

Each Success Coach grant recipient will be required to:

* provide a calendar of upcoming events and activities to college and school administrator and staff
* update any changes to contact information with college and school administrators and staff
* notify college and school administrators of any changes to schedule and calendars
* request annual calendars from assigned target schools prior to the start of the academic year
* follow-up with schools on a regular basis to ensure that changes to the calendar have not occurred
* work with business and industry partners to identify career opportunities within the state, and communicate those opportunities to school administrators, counselors, and teaching staff

**Academic Preparation for College**

Success Coaches support the student’s academic preparation for college by:

* assisting Career Orientation Teachers, School Counselors and Career Coaches with the development and revision of Career Portfolios
* advising students of the benefit of enrolling in academic & career and technical education (CTE), and dual enrollment
* attending Parent/Teacher Conferences or events
* connecting educationally disadvantaged youth and adults to “bridge programs” that teach basic academic skills in the context of training for advancement to better jobs and post-secondary education

**Plan for Postsecondary Education**

Success Coaches assist students plan and connect to postsecondary education by:

* assisting students with their research of postsecondary institutions
* advising students of the benefits of enrolling in postsecondary education
* coordinating community college program visits to share information with students
* accompanying students with school appointed chaperones (if required by school) on college visits
* assisting students with completing and submitting applications for postsecondary institutions
* assisting school counselors with registering students for ACT, SAT, and/or ASPIRE test and reviewing and discussing results

**Information on Financial Aid**

Success Coaches help students find and gain access to financial aid by:

* providing information to students about available state and federal financial resources
* providing assistance to students with completing applications for state and federal financial aid
* assisting with or developing financial aid workshops or events
* providing assistance to students with reviewing financial aid award letters (i.e. explanation of aid and providing advice on types of aid)

**Career Exploration and Preparation**

Success Coaches are responsible for providing guidance and information about high demand, high wage occupations and educational pathways by:

* advising students about the benefits of Career and Technical Education, internships, job shadowing, cooperative education, and apprenticeships
* assisting students in establishing an Emsi Career Coach account and facilitate the students career assessment with the application. Orientate students to the Emsi’s Career Coach and how to find information about different careers including associated occupations, wages, demand, associated community college programs, educational requirements, etc.
* inviting Business/Industry individuals to speak to their students about their careers
* coordinating Career Exploration events\* that provide hands-on career exploration opportunities for high school students.  In these events, students should learn about the wide variety of careers that are available to them through presentations, hands-on activities, and discussion. These events should also allow students to hear from a variety of professionals who will discuss what they do and how they got into their professions.
* assisting students with creating their resume with Emsi’s Career Coach.

**\*Note:** Specific Career Exploration events should be aimed at students who have an interest in entering certain career fields based on information collected from career interest inventories and assessments. Career Exploration events should be offered to students utilizing the results from their career assessments.

**PERFORMANCE MEASURES**

The effectiveness of the Success Coach and the Alabama Community College System Success Coach program will be evaluated annually by the following performance measures:

**Performance Measure 1:** Increase the percent of **High Priority** students personally and successfully guided into a career pathway. (How many at risk students were served in the program vs. total at risk students identified)

**Performance Measure 2:** Increase the percent of students enrolled in Career & Technical Education programs. (Students served that enroll in CTE programs/Total students served)

**Performance Measure 3:** Increase the percent of 10th, 11th, and 12th grade students enrolled in a Work-Based Learning Opportunities. (Percent of students served that enroll in a WBL program)

**Performance Measure 4:** Achieve 95% or greater of students served who complete and submit a financial aid application.

**Performance Measure 5:** Increase the percent of students placed in postsecondary education by the end of the 2nd quarter immediately following their high school graduation.

**MONTHLY PERFORMANCE AND FINANCIAL REPORTS**

**Success Coach Performance Report**

The Community College grantee will be required to submit a Success Coach Performance Report to the ACCS Workforce Development Division detailing progress towards achieving grant performance measures and objectives by the 15th of each month (APPENDIX A). The Success Coach should record all activities monthly to assist in tracking program services for the target population.

Data gathered for each of the performance measures will be used to establish benchmarks, and in subsequent years, data will be used to determine gains and/or losses for each of the measures. This information may be used to identify where adjustments are needed to improve the program.

**Monthly Remittance Requests**

The Community College grantee will serve as the employer and fiscal agent for the Success Coach program. The Success Coach Supervisor shall be the initial approver of all expenditure requests for the Success Coach program grant for the Community College. The Success Coach Supervisor should closely monitor all expenditures of the grant’s budget to ensure that the expenditures will not exceed budgeted amounts. Expenditures incurred are for support of the Success Coach position and should be submitted by the Community College’s business office to the ACCS Workforce Development Division for reimbursement. A Monthly Remittance Request and supporting documents are required for reimbursement of expenditures. Requests for reimbursement will be approved by the ACCS in compliance with the Grant Agreement and remitted to the Community College in the form of an electronic transfer. Any expenditure determined to be unallowable or failing to meet requirement for expenditure by the ACCS will be denied for reimbursement and become the financial responsibility of the College.

**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.

*Objectives*

* Provide early outreach to low-income students/first generation college students and their

families about the importance of postsecondary education, college programs relevant to

their career interests, and how to prepare, apply and fund their education

* Provide high school students with information and experiences that inform them of career

opportunities in Alabama and the level of education and skills required to be successful in

various career fields

* Empower students to make educated decisions about their career and educational plans

post high school graduation

* Improve the effectiveness of postsecondary advice given to secondary students (grades 9-

12) and their families

* Understand how to best serve each student by getting to know them on a one-on-one

basis

*Coordination and Collaboration*

The Success Coach shall, in collaboration with the high school staff and administration, utilize a coordinated approach to reach more individuals in need of college and career planning services.

*Performance Reporting*

Applications must include the proposed activities and the anticipated outcomes appropriate for the length of time the grant is active. 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.

*Fiscal and Performance Accountability*

Grants funded with Workforce Development Division funds from the ACCS will typically receive funds through reimbursement by submitting a Monthly Remittance Request as often as monthly, in accordance with the Grant Agreement awarding the funds. The Monthly Remittance Request must be accompanied with supporting documentation and a report of performance to receive reimbursement for allowable expenditures. At a minimum, a Monthly Remittance Request 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 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 projects during the fiscal year for which the grant was awarded.

*Application Submission, Review, and Approval*

1. Application Process
2. Applications for funds should be submitted in response to a request for proposal from ACCS and in alignment with the Success Coach Program Guidelines.
3. 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 Success Coach Funds* document (**hereinafter called application**)*.*
4. 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:

1. Send a notification of receipt of the application to the contact person’s email address on the cover sheet.
2. Conduct a preliminary review of applications for completeness.
3. 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

1. 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.
2. The ACCS will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.
3. 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 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

Form V: Success Coach Grant Terms of Agreement

Attachment: A list of schools and organizations to be served by the Success Coach Initiative.

List of Appendices to this Application:

Appendix A: Success Coach Performance Report

Appendix B: Success Coach “CONNECTS”

**FORM I**

**Application for Workforce Development Division**

**Checklist**

**(Success Coach)**

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

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

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

Place a check (√) indicating forms included.

 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

 Form V: Success Coach Grant Terms of Agreement

 Attachment: List of schools and organizations to be served by the Success Coach

**FORM II**

**Cover Page**

**(Success Coach)**

**This Application for Workforce Development Division Funds is for Success Coach Initiatives.**

1. **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 Monthly Remittance Request:\_\_\_\_\_\_\_\_\_

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

1. **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

**FORM III**

**Project Summary**

**(Success Coach)**

Provide an explanation of why you are applying for this grant opportunity by 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.

1. Service provider/fiscal agent:
2. Total funds requested: $\_\_\_\_\_ (Projects are funded on FY October 1–September 30)
3. Reason for applying:
4. In addition to the Success Coach program activity requirements, describe any additional activities, if any, that you plan to provide to the students being served?
5. Estimated start date:
6. Anticipated outcomes and targeted levels of performance (**based on start date and ending September 30**):

State the applicable outcomes:

1. Total number of individuals projected to be served:
	* 1. 9th Grade:
		2. 10th Grade:
		3. 11th Grade:
		4. 12th Grade:
2. Total number of student career exploration events to be held (eg. career fairs, college tours, industry tours, etc.)
3. Number students served that enter into a higher ed career or educational program including Dual Enrollment courses: (Colleges shall provide a list of students and program entered into)

**FORM IV**

**Project Budget**

**(Success 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 |  |  |
| Travel |  |  |
| Computer Software non-capitalized |  |  |
| Materials & Supplies |  |  |
| Technology - non-capitalized |  |  |
| Contractual Services |  |  |
| Professional Development/Training |  |  |
| Advertising & Promotions |  |  |
| Printing and Binding |  |  |
| Other (Describe) |  |  |
| **TOTAL** | $ | $ |

**Notes**:

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 including information on what activities the funds will support. 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.

1. 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).
2. Travel (costs and justification of mileage, lodging, and other travel-related expenses)
3. Computer Software non-capitalized (itemized listing of computer software and how it is used in relation to the proposed activities is required)
4. Materials & Supplies (office supplies, training supplies and materials, other supplies required to carry out the project, detailed by type and costs)
5. Technology non-capitalized (itemized listing of technology and how it is used in relation to the proposed activities, i.e., laptops, printers, projectors, iPads)
6. Contractual Services
7. Professional Development/Training (detail of consultants; tuition/fees, other costs related to providing and/or attending; staff members attending training for new equipment, etc.)
8. Advertising & Promotions (details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.)
9. Printing and Binding
10. Other – (items and related costs not included in the above line items that are required to implement the project)

**FORM V**

**Success Coach Program Terms of Agreement**

*Please initial by each item indicating your understanding and agreement to the following program requirements.*

\_\_\_\_\_\_\_ Applicants shall attend the Success Coach program applicant webinar prior to submitting their application. The webinar will provide applicants with an overview of the Success Coach program, the program goals, program requirements, and provide a detailed review of the application forms that will be completed and submitted by the college.

\_\_\_\_\_\_\_ Grant recipients shall target underserved students at their local high schools (eg. low-income, students with a disability, low career and educational aspirations, low school attendance, students from underserved communities, etc.)

\_\_\_\_\_\_\_ Grant recipients shall provide students with the following services:

* + - Career interest, exploration, and planning services (eg. Emsi Career Coach assessment and career exploration, resume prep, financial aid guidance and support, coordination of events such as college fairs and tours, provide industry tours, etc.)
		- 12 CONNECTIONS (topics covered with each student) Success Coaches can begin with students in the 9th grade and should meet with the students at least 12 times before they graduate to deliver these lessons.

\_\_\_\_\_\_\_ Grant recipients shall highlight educational programs and career opportunities that their college offers.

\_\_\_\_\_\_\_ Grant recipients shall develop strong relationships with their local high school counselors and career coaches to assist with implementing the Success Coach Program activities and services.

\_\_\_\_\_\_\_ Grant recipients shall complete and provide a Success Coach Performance Report monthly to ACCS.

\_\_\_\_\_\_\_ Grant recipients shall submit a monthly remmitance report to ACCS

Applicant Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Success Coach Performance Report**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Community College:** |  |  |  |  |  |  |  |  |  |  |
| **Date of Report:** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Success Coach Performance Report**  |  |  |  |  |  |  |  |  |  |  |  |
| **Month** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun/Jul/Aug** | **Sep** | **Total** |
| **Career Planning and Preparation** |
| # of students advised that enter into CTE, Dual Enrollment, work-based learning programs, and/or Apprenticeships. |   |   |   |   |   |   |   |   |   |   |   |
| # of students exposed to career opportunities in group sessions with a business & industry guest speaker or through a site visit to a local employer |   |   |   |   |   |   |   |   |   |   |   |
| **College Preparation, Planning and Placement** |
| # of students provided assistance with college admission services and/or financial aid |   |   |   |   |   |   |   |   |   |   |   |
| # of students administered a career assessment through Emsi or other on-line college and career planning tool |   |   |   |   |   |   |   |   |   |   |   |
| **Programs and Services**   |
| # of facilitated events (Career Fairs, Industry Tours, WOW, Summer Camps, etc) |   |   |   |   |   |   |   |   |   |   |   |
| # of students served that participated in career exploration events (career fairs, job shadowing, etc.) |   |   |   |   |   |   |   |   |   |   |   |
| **Total Unduplicated # of Students Served** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Name and Contact Information of Preparer:** |
| Name: |   |
| Email: |   |
| Phone Number: |   |

**Names and Email Addresses Contact Information for All Success Coaches Reporting:**

|  |  |
| --- | --- |
| Name | Email |
|   |  |
|   |  |
|   |  |
|   |  |

**Success Coach College CONNECTS**

1. **What is the College Connection program and what is your idea of College?**

Explain to the student what the program is and the expectations. Either positive or negative, what is the first thing that comes to mind when you think of the word “college”.

1. **Personal Interests**

What do you enjoy? Do you like being in a group, working independently? Working with your hands?

1. **EMSI questionnaire**

Complete self-inventory questionnaire

1. **Dual Enrollment**

Explain benefits of dual enrollment

1. **How to Navigate a College Fair & Set up College Tours**

Ask class size, personal advisor, application fees, online/campus class time range, majors/programs, credit hour cost?

1. **Resume**

What should be listed on resumes: objective, education, skills, references. Resumes can be used for scholarships and jobs while attending college.

1. **College Application**

Complete college applications

1. **FAFSA**

Complete for the possibility of pell grant and loans. All expenses could be paid for.

1. **Scholarships**

Search for individual, institution, and corporate scholarships.

1. **College Life**

Student activities, club, honor societies, connections for future jobs, classes.

1. **Sign up for orientation session**

Turn in forms, send transcripts, FAFSA, scholarships, and sign up for a summer orientation time.

1. **COLLEGE BOUND!!!**