

**GRANT APPLICATION**

**Arkansas Youth  
Apprenticeship/Work-Based  
Learning**

**DEMONSTRATION PROJECT**

For Programs Funded  
Under the Arkansas Youth  
Apprenticeship/Work-Based Learning  
Act of 1991  
A.C.A. 6-50-501 to 6-50-505

**March 2009**

In keeping with the guidelines in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Arkansas Department of Workforce Education assures that no person shall on the basis of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## RATIONALE FOR ACTIVITY

The Arkansas Department of Workforce Education (DWE) proposes to approve up to five new Youth Apprenticeship/Work-Based Learning (YA/WBL) demonstration projects. Applications must be received by May 15 and will be reviewed and notification sent out by June 30 for funding during the fiscal year 2009-10. **NOTE:** Existing consortia may apply for funds under this RFP for programs not currently being funded or that have not been funded during the past 10 years.

## ELIGIBLE APPLICANTS

Grant applications will be accepted from business and industry, labor unions and associations, secondary schools, and multi-district educational providers.

## PROJECT OBJECTIVES

The desired objective is the establishment of a program of study (career pathway) starting at the beginning of the 11th grade of high school articulating into an adult apprenticeship program and/or a postsecondary certificate or associate degree. All programs must be in compliance with A.C.A. 26-51-1601 to 26-51-1606, A.C.A. 6-50-501 to 6-50-505, and operating definitions/procedures listed on the DWE web page <http://dwe.arkansas.gov/CTESCTEProgramPoliciesandProcedures.htm>. The following outcomes are expected:

1. A consortium composed of secondary and postsecondary institutions and industry partners must be formed.
2. Programs must be limited to one of the U.S. Department of Education 16 career clusters and may be limited to a specific occupation if articulated to a U.S. Bureau of Apprenticeship & Training (BAT)-approved adult apprenticeship program. Consortia may operate more than one BAT-approved occupational specific program in the same cluster.
3. The industries and occupations selected for this program must offer entry-level jobs with good opportunities for career advancement into high-skill, high-wage jobs.
4. A student selection process must be established that concludes with the development of a three- to four-year program of study including rigorous academic/career and technical coursework and a detailed industry-based work component.
5. High-quality supervised paid internships must be provided by industry.
6. A student must earn an associate degree or technical certificate, or transition into a traditional adult apprenticeship program, or earn an industry-recognized postsecondary credential that will ensure preference in employment.
7. The classroom teacher and the onsite mentor must have a teacher credential or an industry-recognized credential.
8. Articulation of secondary programs with postsecondary programs must be in place.
9. Diversity in the workplace and access for and support of nontraditional groups must be addressed.
10. There must be a plan for sustainability of the program.

## FUNDS

Programs are divided into the three categories: industry-based, multi-district educational provider-based and local high school-based. The actual amount funded will depend on the quality, scope, and magnitude of the applications received and upon the qualifications of the consortium making application. Funding is for a five-year period pending annual approval and will be on a decreasing schedule with an increasing local match of funds. At the end of five years, the program is expected to be self-sustaining. Funds will be disbursed to fiscal agents on a quarterly reimbursement basis. NOTE: All fiscal agents must be DWE-recognized LEAs.

### Funding and local match schedule

Year	Grant Amount	Local Match
1	100%	0
2	80%	20%
3	60%	40%
4	40%	60%
5	20%	80%
6	0	100%

(In-kind matches must contribute to sustainability of the program.)

### Funding categories and maximum grant amounts

Industry-based – consortium whose industry partners will make the program available to high schools around the state. Maximum grant amount is **\$100,000**.

Multi-district educational service provider-based – consortium formed to provide the program to the students of the area feeder schools of the educational service provider. Maximum grant amount is **\$50,000**.

Local high school-based – consortium established to offer a program only to the students of the local high school partner. Maximum grant amount is **\$33,250**.

### Expenditures allowed

- Salaries/benefits (up to 60% in year 1 and up to 50% of each year's grant thereafter)
- Travel expenses
- Consumable materials
- Instructional materials
- Teacher resources
- Publications
- Printing and duplication
- Computer software
- In-service training for instructors and/or industry partners
- Consultant fees (limited to \$450 per person per day)

- Start-up training equipment

### **Expenditures not allowed**

- Uniforms
- Student salaries
- Mentor honoraria
- Indirect costs
- Insurance
- Construction or renovation
- Purchase of equipment and supplies for building maintenance
- Vehicles such as automobiles, trucks, tractors, buses, or airplanes
- Consumables and supplies to be made into products to be sold or to be used personally by students, teachers, or others
- Cost of displays, demonstrations, and exhibits
- Promotional items and memorabilia

## **APPLICATION INSTRUCTIONS**

Each application must include all of the following in the correct order. **Incomplete applications will not be reviewed.**

1. **Cover Page:** Complete and provide signature. (See page 7)
2. **Narrative:** Describe the proposed project in a narrative form using the following guidelines:
  - Applications must not exceed 20 pages (**Attachments will not be accepted**).
  - Applications must be keyed using 12-point Arial font.
  - Applications must be doubled-spaced.
  - Each side of the paper providing information is counted as a page.
  - Center and side headings should be used to clarify information.
  - The outline below must be used in writing the narrative.
  - A. Introduction  
Include background information to demonstrate consortium qualifications as to familiarity with the following:
    - Curriculum
    - Teacher/employer training
    - Articulation
    - Industry internship site development
    - Apprenticeship
    - Career planning
    - Nontraditional recruitment/support
    - Workplace diversity
  - B. Project Description

Provide a detailed description of the project using the following outline:

- a. Project objectives  
List the outcomes to be accomplished by the project.
  - b. Activities related to each objective  
Describe the activities that will be conducted pursuant to each of the outcomes including examples.
  - c. Deliverability  
Describe in detail the fully-implemented YA/WBL program, including projected student enrollment.
  - d. Planned sustainability  
Describe how the program will become self-sustaining.
3. **Timeline**: Provide a five (5)-year timeline for the conduct and completion of each of the activities related to the project objectives.
  4. **Budget**: Provide an itemized budget detailing how year one (1) grant funds will be expended. **Submit the budget on page(s) separate from the narrative and timeline.**
  5. **Commitment Letters**: Provide three (3) to five (5) commitment letters from employers indicating their degree of support.

## APPLICATION SCORING

**The scoring committee will be comprised of members with youth apprenticeship affiliations.**

80 pts.	Narrative	
		Introduction (5 pts.)
		Objectives (10 pts.)
		Activities (20 pts.)
		Deliverability (20 pts.)
		Sustainability (25 pts.)
10 pts.	Timeline	
10 pts.	Budget	
15 pts.	Commitment letters (3 pts. each)	
115 pts.	Total	

**No attachments will be accepted.**

**Applications will be accepted until 4:00 p.m. on Friday, May 15, 2009. Six hard copies and one electronic copy must be received in the Apprenticeship office by the above mentioned due date/time. Late submissions will not be reviewed.**

**The Arkansas Department of Workforce Education reserves the right to request and review information to clarify questions related to the grant application and/or subsequent reimbursement requests. If needed, approvals of grants and/or subsequent reimbursements will be delayed pending the review of requested information.**

**Submit and refer questions to**

Arkansas Department of Workforce Education  
Workforce Training  
Jonathan Bibb, Apprenticeship Program Manager  
Three Capitol Mall  
Little Rock, AR 72201-1083  
Phone: 501-682-1360  
Fax: 501-682-1355  
E-Mail: [jonathan.bibb@arkansas.gov](mailto:jonathan.bibb@arkansas.gov)

**Arkansas Youth Apprenticeship/Work-Based Learning  
Demonstration Project**

Application  
For  
State Funds Under

Arkansas Apprenticeship/Work-Based Learning  
A.C.A. 6-50-501 to 6-50-505

CONSORTIUM NAME: \_\_\_\_\_

FISCAL AGENT: \_\_\_\_\_

LEA NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROGRAM TYPE: (Industry, multi-district educational service provider or local high school) \_\_\_\_\_

CLUSTER AREA: (Also include the specific occupation if articulated to a BAT-recognized adult apprenticeship program) \_\_\_\_\_

FUNDS REQUESTED: \_\_\_\_\_

AUTHORIZATION:

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

SUBMIT TO:

Arkansas Department of Workforce Education  
Workforce Training  
3 Capitol Mall  
Little Rock, AR 72201-1083

## Scoring Rubric: 115 points possible

<b>Project Criteria</b>	<b>Maximum Points</b>	<b>Meets All Criteria</b>	<b>Meets Some Criteria</b>	<b>Meets few criteria</b>
Consortium Qualifications	<b>5 Points</b>	Background information clearly explains consortium qualifications.  <b>4-5 points</b>	Background information somewhat explains consortium qualifications.  <b>2-3 points</b>	Background information does not explain consortium qualifications.  <b>0-1 point</b>
Project Objectives	<b>10 Points</b>	Outcomes of the project are clearly defined and measurable.  <b>9-10 points</b>	Outcomes of the project are mostly defined and measurable.  <b>4-8 points</b>	Outcomes of the project are not defined or measurable.  <b>0-3 points</b>
Activities Related to Each Objective	<b>20 Points</b>	Major activities are clearly related to each outcome (examples are included).  <b>15-20 points</b>	Major activities are somewhat related to each outcome (some examples are included).  <b>8-14 points</b>	Major activities are not related to each outcome (few or no examples are included).  <b>0-7 points</b>
Deliverability	<b>20 Points</b>	The fully-implemented program with projected student enrollment is described in detail.  <b>15-20 points</b>	The fully-implemented program with projected student enrollment is somewhat described in detail.  <b>8-14 points</b>	The fully-implemented program with projected student enrollment is not clearly described.  <b>0-7 points</b>
Planned Sustainability	<b>25 Points</b>	A plan for the program to become self-sustaining is fully described.  <b>18-25 points</b>	A plan for the program to become self-sustaining is described but lacks specifics.  <b>10-17 points</b>	No clear plan for the program to be self-sustaining is described.  <b>0-10 points</b>
Timeline	<b>10 Points</b>	Each major activity is included in the timeline and the time allotted is reasonable to meet the goal.  <b>9-10 points</b>	Each major activity is included in the timeline, but the time allotted may not seem reasonable to meet the goal.  <b>4-8 points</b>	Each major activity is not included in the timeline and/or the time allotted is not reasonable to meet the goal.  <b>0-3 points</b>

Budget	<b>10 Points</b>	Expenditure descriptions are specific, support the project goal, and include the local match. <b>9-10 points</b>	Expenditure descriptions are broad, may support the project goal, and may include the local match. <b>4-8 points</b>	Expenditure descriptions are vague, may support the project goal, and may include the local match. <b>0-3 points</b>
Commitment Letters	<b>15 points</b>	Five commitment letters indicating employers' degree of support are included. <b>11-15 points</b>	Four commitment letters indicating employers' degree of support are included. <b>6-10 points</b>	Three commitment letters indicating employers' degree of support are included. <b>0-5 points</b>