



Apprenticeship & Construction Training
#3 Capitol Mall, Room 506
Little Rock, AR 72201-1083

GRANT APPLICATION

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 2012

REQUEST FOR PROPOSAL

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 Career Education (ACE) 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 Career Education (ACE) proposes to approve up to five new Youth Apprenticeship/Work-Based Learning (YA/WBL) demonstration projects. Applications must be received by May 18, 2012 and will be reviewed and notification sent out by June 29 for funding during the fiscal year 2012-2013. **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. Department of Labor's Office of Apprenticeship (OA)-approved adult apprenticeship program. Consortia may operate more than one OA-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 apprenticeships or work-based learning opportunities must be provided by industry.
6. A student **must** earn an associate degree, a technical certificate, 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.
11. Each program must have a quantifiable measure (***subjective or objective***).
12. **Youth apprentices must be directly employed by the signatory employer. Leasing of youth apprentices will not be allowed.**

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 ACE-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-**\$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-**\$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-**\$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 (maximum of 10% of the annual grant award approval)

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. Measures
Describe how objectives will be measured. Include information about the initial bench marks for the objectives as well as the system for measuring the outcomes of the objectives.
 - d. Deliverability
Describe in detail the fully-implemented YA/WBL program, including projected student enrollment for each year of the grant.
 - e. Planned sustainability
Describe how the program will become self-sustaining.
 - f. Projected number of apprentices
Provide projections for the number of apprentices and work-based learners in years 2-5. By year two there must be at least one apprentice or work-based learner placed in a paid training position with an employer in the career cluster identified in the grant (**see item 12 of Project Objectives**) with an increase each year thereafter. Otherwise grant funding will be withheld and a corrective action plan must be submitted by the grantee.
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

Consortium Qualifications	5 points
Objectives	5 points
Activities	10 points
Measures	10 points
Deliverability	20 points
Sustainability	20 points
Projected # Apprentices/Work Based Learners	10 points

10 pts. Timeline

10 pts. Budget

15 pts. Commitment letters - 3 pts. each

115 points Total

No attachments will be accepted.

Applications will be accepted until 4:00 p.m. on Friday, May 18, 2012. 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 Career 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 Career Education
Apprenticeship & Construction Training
Randy Prather, Program Manager
Three Capitol Mall
Little Rock, AR 72201-1083
Phone: 501-682-1360
Fax: 501-682-1355
E-Mail: randy.prather@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 NUMBER: _____

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):

AMOUNT OF FUNDS REQUESTED: _____

AUTHORIZATION:

Name

Title

Signature

Date

**SUBMIT TO: Arkansas Department of Career Education
Apprenticeship & Construction Training
3 Capitol Mall * Little Rock, AR 72201-1083**

Scoring Rubric: 115 points possible

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

Timeline	10 points	Each major activity is included in the timeline and the time allotted is reasonable to meet the goal. 9-10 points	Each major activity is included in the timeline, but the time allotted may not seem reasonable to meet the goal. 4-8 points	Each major activity is not included in the timeline and/or the time allotted is not reasonable to meet the goal. 0-3 points
Projected # of Apprentices/ Work Based Learners	10 points	Number clearly defined and makes significant contribution to workforce 9-10 points	Number included for each year and clearly describes contribution to workforce 4-8 points	Number not clearly defined for each year 0-3 points
Budget	10 points	Expenditure descriptions are specific, support the project goal, and include the local match. 9-10 points	Expenditure descriptions are broad, may support the project goal, and may include the local match. 4-8 points	Expenditure descriptions are vague, may support the project goal, and may include the local match. 0-3 points
Commitment Letters	15 points	Five commitment letters indicating employers' degree of support are included. 11-15 points	Four commitment letters indicating employers' degree of support are included. 6-10 points	Three commitment letters indicating employers' degree of support are included. 0-5 points