



MISSISSIPPI
COMMUNITY COLLEGE BOARD



COMMUNITY COLLEGE REQUEST FOR APPLICATIONS (RFA) MISSISSIPPI APPRENTICESHIP PROGRAM

APPLICATION DEADLINE: May 11, 2017 by 5:00 pm CDT

Completed applications are accepted on a rolling basis until the deadline.

Submit completed applications to: Kenneth Wheatley @ kwheatley@mccb.edu

INQUIRIES:

Please send all inquiries in writing to: Kenneth Wheatley @ kwheatley@mccb.edu.

Responses will be made in the **MAP Application FAQ**, which will be posted here:

<http://www.mccb.edu/ResDev/RdDefault.aspx>.

Please check this document frequently for important information related to application development.

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I. MAP OVERVIEW

A. Purpose

Mississippi (MS) is a manufacturing magnet, drawing national and international businesses to the state, expanding the economic opportunity offered by homegrown manufacturing firms, driving momentum in advanced manufacturing, and creating strong employment demand in this sector. A critical factor in attracting and retaining these companies is the state’s workforce. MS business and industry compete for a limited number of highly skilled workers. **Registered Apprenticeships (RA)** offer a crucial and effective response to this challenge, helping companies “grow their own” pipeline of skilled workers who are prepared to help their companies thrive.¹

The **Mississippi Apprenticeship Program (MAP)** is a bold new initiative to expand **Registered Apprenticeship** programs and transform workforce development in this state. Developed through the unprecedented collaboration between the **Mississippi Department of Employment Security (MDES)**, the **Mississippi Community College Board (MCCB)**, and the **Mississippi Development Authority (MDA)**, MAP is positioning Registered Apprenticeship as a viable pathway that aligns across our workforce and educational systems, strengthens economic competitiveness for our businesses, and makes good-paying jobs more accessible for our citizens.

MAP is premised on **three goals and related project outcomes**:

Project Goals	Project Outcomes
<p>1. Expand Registered Apprenticeship sponsors</p>	<p>1A. Increased penetration of Registered Apprenticeships in new industry sectors, including the advanced manufacturing and automotive sectors, as well as other industries identified by the MAP Planning Council.</p> <p>1B. Recruitment of all 15 Mississippi community colleges into the Registered Apprenticeship College Consortium (RACC) along with the MS Community College Board (MCCB).</p>
<p>2. Expand state capacity to support Registered Apprenticeships</p>	<p>2A. Increased benefits, training, and technical assistance to employers participating in Registered Apprenticeships.</p> <p>2B. Increased credit and credential attainment and other benefits for Registered Apprentices.</p>
<p>3. Target and increase the participation and completion of diverse populations in RA programs</p>	<p>3A. Increased diversity in Registered Apprenticeship programs.</p>

¹ For more information about Registered Apprenticeship and how to develop these programs, see *A Quick-Start Toolkit: Building Registered Apprenticeship Programs* at https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf.

The MAP RA expansion plan requires significant business outreach and engagement so that companies know that MCCB and other MAP partners are building statewide RA capacity and understand the substantial benefits of adopting this workforce development strategy. MAP is working with several business organizations that will help us access companies and convey the message that RA is a viable strategy to help them develop a skilled workforce. In addition to our collaboration with these industry associations, and our business marketing and promotion efforts, MCCB has hired a full-time **Apprenticeship Business Coordinator** to facilitate outreach to additional industry associations and business partners. MAP views the Mississippi community college system as a great asset in these efforts, both in terms of leveraging connections to companies that are potentially interested in RA in their districts, as well as aligning RA with the postsecondary Career and Technical Education and Workforce Education services that our community colleges offer.

Similarly, community college programs can play an essential role in helping the state to diversify the participants in Registered Apprenticeship. MAP seeks to leverage the success Mississippi community colleges have already achieved in engaging students in CTE and Workforce programs that reflect the variations in their districts, including gender, race and ethnicity, age, and socio-economic status. In addition to a formal statewide marketing and promotions campaign led by MCCB, and working with key internal college admissions, CTE and Workforce staff, and external community partners, MAP seeks to utilize the outreach staff capacity available through the MIBEST Student Navigators as the “recruitment hub” to identify potential MAP participants. The Navigators will also leverage relationships with other college student support personnel and external workforce system support service partners to address barriers to apprenticeship entry and retention, such as low academic skill levels, lack of a high school credential, childcare, transportation, or other obstacles. Working with MIBEST Student Navigators as the “recruitment point person” also provides a more efficient way for RA Business Specialists to communicate employer Registered Apprenticeship selection standards to multiple organizations seeking to prepare participants for entry into these programs.

B. Outcome Goals

MAP will expand the number of Registered Apprentices by at least 110 apprentices (a 6% increase over our current RA system baseline) during the initial 18-month period of performance (November 2016 – April 2018).

To aid us in reaching this performance target, each community college partner selected through this solicitation will be expected to **achieve the following outcomes within the one-year period:**

- **Engage at least 10-15 advanced manufacturing or automotive companies that commit to developing a Registered Apprenticeship program (and complete the process for doing so).**
- **Help to identify and register at least 1-2 apprentices per participating company.**
- **Engage at least 5-10 participants in a MAP Pre-apprenticeship Pilot program to prepare them for entry into Registered Apprenticeship programs.**

C. MCCB Support for MAP Initiative

In addition, the MCCB will assist colleges implementing MAP through ongoing technical assistance and support, including:

- ***Apprenticeship Academy.*** MCCB will organize an Apprenticeship Academy that will include both face-to-face and virtual meetings on key topics related to successful RA program implementation.
- ***Engaging Subject Matter Experts.*** MCCB will bring in state and national experts on high-interest issues related to RA implementation.
- ***Technical Assistance Site Visits.*** MCCB will conduct at least one site visit with colleges over the one-year project period to support program implementation, identify collective barriers, and document program and participant success.
- ***Support with Curriculum Alignment.*** MCCB will help colleges to align RA Related Technical Instruction courses with their CTE and Workforce programs so that participants can receive college credits and stackable credentials, as appropriate.
- ***Tools and Resources.*** MCCB will identify and disseminate tools that can help colleges effectively implement their MAP programs.
- ***Strategic Communications.*** MCCB will disseminate information about MAP at the state level to key agencies, public officials, employers, and other stakeholders to strengthen buy-in, and share the progress and success of the initiative.
- ***Braided Funding.*** MCCB will continue its efforts to engage foundations, other state agencies, the state legislature, and other funders in supporting MAP programs.

II. MAP PROGRAM REQUIREMENTS

A. Target Populations

A key outcome goal of MAP is to increase the participation of under-represented populations in Registered Apprenticeship occupations identified by participating employers. As a result, the MAP target populations are diverse and include dislocated workers, women, communities of color, youth, Opportunity Youth (18-26 year old high school drop-outs and disconnected young people), veterans, and people with disabilities.

The particular profile of the apprentices required for each company will vary by the employer, and MCCB staff will work with each business partner to explicitly define these criteria. However, at a minimum, all apprentices must:

- Have achieved a high school diploma or other High School Equivalency (HSE) credential. (Pre-apprentices without a HSE will need to be able to obtain this credential within a relatively expedited period of time.)

- Be current residents of Mississippi and eligible to work. (Apprentices are actual employees of the companies in which they are building their knowledge and skills, and therefore must meet all lawful employment requirements and company hiring criteria.)

More specific information on the requirements for apprentices and pre-apprentices will be defined as the Registered Apprenticeship programs are developed.

MAP will place a strong emphasis on recruiting and enrolling female participants in Registered Apprenticeship (RA) programs.

B. Required Program Elements

Each college is expected to implement the following:

1. Business Outreach and Support. Identify a **Registered Apprenticeship Business Specialist (RABS)** who will work with the MAP Apprenticeship Business Coordinator to:

- Identify and cultivate at least 10-15 advanced manufacturing and/or automotive employers in their districts who:
 - Desire to learn more about and subsequently endorse Registered Apprenticeship (RA) as a key workforce development strategy.
 - Serve as a business partner in a Registered Apprenticeship sponsored by the local community college or function as its own Registered Apprenticeship program sponsor.
- As an incentive to encourage business and industry participation in Registered Apprenticeships, the college will actively work to position itself as a RA sponsor by working collaboratively with employers to facilitate the following key RA organizational and administrative tasks for interested companies:
 - Identify the apprenticeable occupation for which skilled workers are needed.
 - Identify the skills standards required for the apprenticeable occupation.
 - Develop a written plan outlining the terms and conditions of employment, training, and supervision of one or more apprentices in the apprenticeable occupation.
 - Identify apprentices from diverse populations that meet the defined qualifications for participation in the Registered Apprenticeship.
 - Organize apprentice work schedules to facilitate participation in Related Technical Instruction (classroom instruction).
 - Market and promote the Registered Apprenticeship program.
 - Report information on the progress and success of apprentices.
- Develop and implement all aspects of the program in close collaboration with local/regional business and industry partners and the MCCB.

2. Alignment of Registered Apprenticeship with Postsecondary Education. Through the RA Business Specialist, and with the support of CTE and Workforce administrators and/or faculty as needed, work with the MCCB Curriculum Team to:

- Market the educational services of the college to prospective RA businesses as an asset for Registered Apprenticeship.
 - Leverage existing CTE and/or Workforce classes for the Related Technical Instruction (classroom instruction) component of RA, where applicable.
 - Maximize the flexibility of CTE or Workforce offerings to address the needs of RA businesses and apprentices, including the use of evening or weekend classes/service delivery, distance and/or hybrid learning approaches, competency-based educational approaches, and offering instruction at the worksite, where applicable.
 - Help apprentices gain college credits and relevant, stackable, industry-based certifications or college-issued credentials related to their apprenticeable occupation (in addition to the National Occupational Credential gained by RA completers from the US Department of Labor).
 - All CTE credits must be transcribed at the time of successful completion of each course, with actual GPA credit awarded the semester it is earned. AUDIT credit and pass/fail credit are not acceptable forms of credit.
 - Colleges must use Prior Learning Assessments (PLA) to reduce, when appropriate, CTE credits to be earned by students and time to completion of a credential.
 - Colleges must also use Prior Learning Assessments (PLA) such as challenge exams to help Workforce students earn CTE credit hours for their national, industry-based credentials **before exiting the Workforce program and transcript these credits in the current semester.**
 - Colleges must provide academic advising to participants and/or business representatives about how the apprentice can close any gaps between Related Technical Instruction (classroom instruction) courses, On-the-Job Training, and the requirements for the next stackable, industry-recognized certification or college-issued credential that is available.

- Join the **Registered Apprenticeship College Consortium (RACC)**. RACC is a national network of colleges and Registered Apprenticeship Programs working together to provide college-to-career opportunities. (See: <https://www.doleta.gov/oa/racc.cfm>.)
 - **Complete and submit the enclosed RACC application, if you are not already registered with the RACC. (See Appendix A.)**
 - Maintain active participation in the RACC throughout the MAP funding period.

3. Participant Outreach and Support. Work collaboratively with employers to identify and refer a qualified pool of potential apprentices who are ready to work and will be retained at these companies.

- Recruit and provide retention support to apprentices.
 - To engage a diverse group of potential participants, develop an apprentice referral network that includes college admissions, CTE and Workforce Education programs, MIBEST, One Stop Career Centers, intake or case management staff from other state agencies (e.g. MDHS, MDE, MDRS), and community partners.

- Colleges must leverage the MIBEST Student Navigators as the “hub” for MAP recruitment and access to support services. Students Navigators will:
 - Support the apprentice referral and selection process.
 - Implement acceleration strategies for students to support success in RA classroom instruction and reduce time to completion in attainment of recognized postsecondary credentials/industry-relevant certifications with labor market value. This might include technology-based academic skills-building programs, curriculum redesign, hybrid (combined online and classroom-based) courses, credit for prior learning through challenge exams, tutoring, or other strategies.
 - Provide students with intrusive counseling and supportive services to attain academic and career goals. Support services include, but are not limited to, academic and career counseling, tutoring, child care, transportation, access to entitled public benefits, subsidized jobs, financial advising, retention counseling or life-challenge support services (through partnering with social service agencies) and other wrap-around services that will increase the likelihood of apprentice persistence and success.
- Help to develop and implement the MAP Pre-Apprenticeship Model.
 - Community colleges will work with MCCB to adapt their MIBEST programs for this pilot, including engaging and recruiting a diverse group of participants that includes and extends beyond MIBEST students.

4. Engagement of Workforce Development Boards. Colleges must actively engage representatives of their local Workforce Development Boards to explore the use of the WIOA and other applicable resources available to support eligible businesses and Registered Apprentices or pre-apprentices involved in MAP.

5. College Implementation Team (CIT). Implementation of the MAP Program may “touch” multiple functions within the college, including business engagement, work-based learning, CTE programs of study, Workforce Education, MIBEST, and Adult Education. **Colleges must establish a cross-organization team encompassing internal and external stakeholders to implement their MAP program.**

- Participants should include at a minimum the dean and/or directors of selected CTE/Workforce programs to be included in MAP, the Registered Apprenticeship Business Specialist, other business outreach staff, the MIBEST Project Coordinator, MIBEST Student Navigator, and other relevant staff as needed to support the Registered Apprenticeship Initiative.
- The team might also include external partners such as local and regional employer partners, representatives from the Workforce Development Board, economic developers, and community-based organizations.
- The College Implementation Team will meet at least quarterly and will assist with program implementation — including addressing any challenges/issues that may arise or any institutional policy or practice barriers that hinder student progress.

- If applicable, colleges can leverage an existing community college internal body that includes the participants noted above to support implementation of MAP.

6. Support for Statewide Capacity Building. Community colleges must work with MCCB to expand statewide capacity to implement Registered Apprenticeship, including:

- Developing **dissemination strategies** to inform internal and external stakeholders about the progress and success of the MAP program and its businesses and apprentices, including leveraging the college's existing communications mechanisms and participating in statewide dissemination events organized by MCCB.
- Participating in conferences, workshops, webinars, and other **technical assistance activities** related to the MAP initiative. Colleges may include funding to support travel related to these activities in their MAP program budgets.
- **Collecting key data indicators** for MAP businesses and students and reporting these on a regular basis in the process and timeline determined by MCCB. Colleges must also **participate fully in the independent evaluation** to be conducted by the US Department of Labor on the MAP initiative, potentially including interviews; policy assessments; data requests; submission of materials developed as a result of this initiative; and other information as requested. Colleges must also host periodic site visits for the evaluation team, funders, or partners, as needed.
- Participating in activities developed by MCCB to help **increase the sustainability of MAP**, including applications for additional funding.

III. APPLICATION INFORMATION AND GUIDELINES

A. Eligibility

MAP eligibility is restricted to the fifteen (15) Mississippi community and junior colleges. Proprietary (for profit) schools are not eligible to receive MAP grants.

B. Expected Award Amount

Each successful college grantee is eligible to receive up to \$75,000 for the first year, with a potential for renewal for two additional years, provided funding is available from the U.S. Department of Labor and the college makes satisfactory progress in implementation each year.

Funding will be provided to the colleges on a cost-reimbursement basis.

C. Implementation Period

The MAP initiative implementation period is:

- **Year 1:** May 1, 2017 through April 30, 2018

These funding periods are subject to change.

D. Number of Awards

A maximum of up to five college awards will be made under this Request for Application (RFA). If five fundable proposals are not received, MCCB reserves the right to negotiate with the leading colleges in the selection process to arrive at the most fundable proposals. Alternatively, MCCB also reserves the right to allocate the available funds to less than five colleges, potentially increasing the funding award for each college.

Over time, MCCB hopes to engage all 15 community colleges in Registered Apprenticeship as MAP receives additional funding and expands into additional industry sectors.

E. Formatting

The MAP application narrative is limited to ten (10) pages or less with 1.5" line spacing and one inch margins using an 11-point font. (**Note:** the 1.5" line spacing does not apply to the budget or other attachments.)

All pages must be numbered and include the college's name in a header. Attachments are limited to ten (10) pages. **The cover page, budget, and budget narrative are not included in the page limit for attachments.**

F. Inquiries

Inquiries should be submitted in writing to Kenneth Wheatley at kwheatley@mccb.edu. Responses to inquiries will be made in the MAP Application FAQ, which can be found at <http://www.mccb.edu/ResDev/RdDefault.aspx>. This document should be consulted frequently in the application development process for any updates or clarifications.

G. Submission and Application Deadline

Applicants must submit the MAP application electronically in **MS Word** and **PDF**. Include your college's name in the MS Word and PDF file names.

The application deadline is May 11, 2017, 5:00 PM CST. However, applications will be accepted on a rolling basis until the deadline. Late applications will not be accepted.

Submit applications electronically to:

Kenneth Wheatley
kwheatley@mccb.edu

The email subject line must state: **MAP Application for [Insert Name of Your College]**

No mailed, hand delivered, or faxed applications will be accepted for this RFA.

Applications must address all criteria requested to be considered complete. MCCB staff may seek clarification from the applicant at any time, and failure to respond within a reasonable time frame may result in rejection of this application.

MCCB is conducting a bidders' conference in conjunction with this RFA. The bidders' conference will be held on **Wednesday, April 26th, 1:00 PM to 3:00 PM** at the **Mississippi Library Commission**, 3881 Eastwood Drive, Jackson, MS 39211. (Lunch will not be provided.)

If you are interested in applying for a MAP sub-grant, please submit your initial intent to apply via email to kwheatley@mccb.edu no later than 5:00 PM on April 25th. This will help us to plan for the bidders' conference. Please note that your indication of intent to apply, or your failure to do so, is not binding on your college and does not exclude you from applying for MAP funding.

MAP grantees are required to attend a MAP Implementation Meeting and Apprenticeship Academy tentatively scheduled for May 24-25, 2017, in Jackson, MS (More details are forthcoming).

IV. APPLICATION REQUIREMENTS

*(See **Appendix B** for a checklist of required information for the application.)*

A. Cover Page

Please include the signed **cover page** as the first page of your application. *(See **Appendix C** for Cover Page template.)* The cover page does not count toward the 10-page limit for proposal narratives or the 10-page limit for attachments.

B. Proposal Narrative

- 1. Discuss how the MAP initiative will benefit your community college. (5 points)**
- 2. Business Outreach and Support. Please describe or explain the following: (30 points)**
 - a. Please discuss how your college has established working relationships with companies in the advanced manufacturing and/or automotive sectors. (5 points)**

b. Please discuss how you will engage and recruit local business and industry to participate in MAP. **Please attach at least three (3) letters of support from business partners who have committed to discussions with the college about exploring the development of a Registered Apprenticeship.** (*Show as Attachment 1.*) **(10 points)**

c. Who will be responsible for implementing the administrative functions if the college becomes an RA sponsor? Will this be the same person conducting business outreach or someone else? **(5 points)**

d. Identify and discuss the qualifications of the Registered Apprenticeship Business Specialist (RABS). Discuss whether the college will utilize existing staff or hire new staff. Please specify the proposed time commitment for this position (part-time, full-time). Please attach a resume or position description, if the person (or persons) has not yet been hired. (*Show as Attachment 2.*) **(10 points)**

3. Alignment of Registered Apprenticeship with Postsecondary Education. Please describe or explain the following: (20 points)

a. Who at your college has responsibility for curriculum alignment? **(5 points)**

b. What steps will you take to ensure that credits for CTE courses are transcribed for each student at the time of successful course completion, even if they are not matriculating towards a community college credential? **(5 points)**

c. How will you ensure that students in Workforce programs who complete industry-based certifications can use PLA to obtain appropriate semester credit hours before exiting the program? **(5 points)**

d. Has the college joined the Registered Apprenticeship College Consortium (RACC)? All MAP grantees are required to register with the RACC by completing the enclosed RACC application within thirty days of grant award, if your college has not already registered with the RACC (*See Appendix A*). **(5 points)**

4. Participant Outreach and Support. Please describe or explain the following: (25 points)

a. Describe the success your college has had in engaging diverse populations, especially women in nontraditional occupations. **(5 points)**

b. How will the college leverage the Student Navigator for MAP recruitment and student support? What current general college, CTE, Workforce, or MIBEST recruitment mechanisms or partners might also be useful for MAP? **(10 points)**

c. What strategies will your college use to accelerate skills acquisition and enhance student success in their Related Technical Instruction courses? **(5 points)**

d. What intrusive counseling and supportive services might be available from internal college or external partners to support MAP apprentices? **(5 points)**

5. Engagement of Workforce Development Boards. Please describe or explain the following: (5 points)

a. Briefly discuss the services and resources available in your district through the public workforce system that might be useful in MAP implementation to support workforce development. **(1 point)**

b. Describe your past history of collaboration with your local Workforce Development Board or WIN Job Center. **(1 point)**

c. Please attach a letter of support from your local Workforce Development Board or WIN Job Center. *(Show as **Attachment 3.**)* **(3 points)**

6. College Implementation Team (CIT). Please describe or explain the following: (5 points)

a. List the members of your MAP College Implementation Team and their roles. *(See **Appendix C** for **College Implementation Team** template. Show this as **Attachment 4.**)* **(2 points)**

b. Identify the department and individual that will be responsible for oversight of the MAP initiative. **(2 points)**

c. Discuss how frequently the MAP CIT will meet and identify who will coordinate the efforts of this team as it relates to the MAP initiative. **(1 point)**

C. Budget (10 points)

1. Budget Requirements. Colleges must submit a detailed budget and cost justification capturing all sources of funding that will be used to support the MAP initiative at their colleges over the 1-year period. *(Show as **Attachment 5.**)*

Applicants may apply for up to \$75,000 per year from MAP.

Note: Colleges may request up to two (2) budget modifications during the project year only when necessary.

The budget and cost justification do not count against the 10-page narrative limit or the 10-page attachment limit.

Colleges are strongly encouraged to braid funding from multiple sources to support their implementation of MAP and the companies and participants who can benefit from it.

Colleges must demonstrate how they plan to leverage additional federal (e.g. WIOA ABE and training funds, Ability to Benefit, etc.), state (e.g. FTE reimbursement, Basic Skills, etc.), local (e.g. MIBEST, other foundation grants, donations from business partners, etc.), and/or other funds to support MAP. Identify the specific funding source(s) and amounts for all leveraged funds.

2. Use of Funds. MAP funds can be used flexibly to support implementation of Registered Apprenticeships as outlined above, within the following guidelines and caveats:

Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

- Applicants must budget for a Registered Apprenticeship Business Specialist, which may be less than full-time. MCCB anticipates that the responsibilities of the RA Business Specialist will account for at least 25% to 50% of a staff person's time. If the Business Specialist position is split, then applicants must identify the percentage of time paid through MAP funds.
- Applicants must leverage the MIBEST Student Navigator.
- Hourly staff positions must be budgeted under contractual services.

Fringe Benefits: Provide a breakdown of the amounts and percentage that comprise fringe benefit costs such as health insurance, FICA (7.65%), retirement (15.75%), etc.

Travel: Specify the purpose, mileage, per diem, and estimated number of in-State trips, out-of-state trips, and other costs for each type of travel. This should include travel for training and professional development. Colleges must budget for the participation of at least two (2) college staff at face-to-face Apprenticeship Academy meetings 2-3 times over the year. **Out-of-state travel costs are limited to \$1,500.**

Supplies: Identify categories of supplies (e.g. office supplies) in the detailed budget and list the quantity and unit cost per item. Supplies include all tangible personal property other than "equipment".

Contractual: Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub recipient agreements, including purpose and estimated costs. All consultant rates are limited to a maximum rate of \$400 per day for any MAP subcontracts.

Indirect Costs: Indirect costs are allowed at no more than \$3,750 (5%).

Funding Restrictions:

Participant Support: Expansion Grant funds are prohibited from directly paying participant wages.

Non-Supplanting Requirement: Colleges may not use the grants awarded under this RFA to replace local, state, or federal funds. The use of MAP funding must be for the initiation of new services or to supplement and/or enhance existing initiatives or services, in accordance with program requirements.

Allowable Costs: MCCB reserves the right to disallow budget requests deemed unresponsive to program requirements and intent. While colleges are free to propose a project budget to support the proposed activities, such costs must be allowable, reasonable, and allocable to the MAP grant.

APPENDICES

APPENDIX A: Registered Apprenticeship College Consortium (RACC) Application

(See attachment.)

APPENDIX B: MAP APPLICATION CHECKLIST

SECTIONS OF COLLEGE APPLICATION	
COVER PAGE	
	Application Cover Page (with required signatures; not included in page limit)
NARRATIVE (10-page limit)	
	Proposal Narrative (10-page limit)
ATTACHMENTS (10-page limit)	
	Attachment 1: Support Letters from Employer Partners (At least three letters)
	Attachment 2: Resume for Registered Apprenticeship Business Specialist (Or position description if employee has yet to be hired)
	Attachment 3: Letter of Support from local Workforce Development Board
	Attachment 4: MAP College Implementation Team
	Attachment 5: Budget and Budget Narrative (Not included in page limits)

APPENDIX C: MAP APPLICATION COVER PAGE

CONTACT PERSON FOR COLLEGE SUBMITTING THE PROPOSAL

Name:		Phone:	
Title:		Email:	
College:			
Address:			
Date:			

COLLEGE LEADERSHIP COMMITMENT

We, the undersigned, have read this application and commit to engaging in this college-level initiative to support the implementation of Registered Apprenticeship to meet business and apprentice needs leading to greater attainment of credit-bearing certificates and degrees and career advancement outcomes. We will participate fully in this MAP implementation process and/or designate high-level staff with decision-making authority to bring the resources of my department and/or my organization to the table to visibly support this effort, strengthen working relationships with other internal and external partners, and repurpose funding or other resources to support our implementation plan.

Must be signed by:

College President

Signature

Name

CTE Dean or Director

Signature

Name

Workforce Dean or Director

Signature

Name

MAP Project Coordinator

Signature

Name

MIBEST Project Coordinator

Signature

Name

