



AACC'S EXPANDING COMMUNITY COLLEGE APPRENTICESHIPS REQUEST FOR APPLICATIONS

The Expanding Community College Apprenticeships (ECCA) initiative is designed and led by the American Association of Community Colleges (AACC) with funding from the U.S. Department of Labor. The ECCA project will be conducted over 3 years and will train 16,000 apprentices.

AACC believes the following:

- Apprenticeships offer highly reliable and effective talent pipelines to American industry partners.
- Community colleges currently provide industry-relevant, paid skill-development training in applied learning environments.
- There continues to be a need for centralized, scalable, equitable, and nimble resources for all community colleges and industry partners who seek to identify and connect with skilled apprenticeship talent pipelines.
- The current environment for supporting apprenticeships exists and has been effective, but is not currently expansive enough to support the range of community colleges, industry partners, and students, to fully engage these stakeholders, in both the traditionally registered apprenticeship programs as well as industry-recognized apprenticeship programs (IRAP), at a level that can fill the current skills gap at the rate industry requires.
- By working with AACC member colleges and key partners, AACC can build a sustainable member and industry-driven Expanding Community College Apprenticeships (ECCA) initiative that affords high-quality, industry-validated, and member-led apprenticeship experiences to students around the country.

AACC has designed the ECCA as a way to address these key beliefs in four strands of work. One of the most critical strands of work will be directly supporting member colleges to create a minimum of 12,000 new apprentices through registered or industry-recognized mechanisms in local communities across the country. AACC is seeking to identify 80 AACC member institutions through a competitive request for applications. As a collective, these institutions will work with AACC to build the ECCA and generate a minimum of 12,000 of the 16,000 apprentice total at community colleges at the end of 3 years.

Please see the application details below and consider applying by the deadline of **March 22, 2019, at noon ET**. Please note that submissions received after this deadline cannot be considered.

APPLICATION INSTRUCTIONS

ELIGIBLE INSTITUTIONS	<p>Applications are invited from current AACC member institutions. If you are unsure if your community college is an AACC member, please go to the AACC’s community college finder page at https://www.aacc.nche.edu/college-finder/</p>
SUBMISSION DEADLINE AND FORMAT	<p>Applications should be submitted electronically in one email to Jen Worth at jworth@aacc.nche.edu by March 22, 2019, by noon ET. The subject line of your e-mail should be: AACCECCA_[INSERT YOUR COMPLETE COLLEGE NAME HERE]. Please do not abbreviate your institution’s name in the subject line of your email to AACC. Many colleges have the same acronyms and/or same words in their titles. A complete spelling of your college’s name will ensure accurate separation of your institution and other potential colleague applications.</p> <p>Applicants will submit their responses to the RFA in a 100 point-valued application. The narrative should not exceed 10 pages. The 10 pages are not inclusive of the budget and/or the budget narrative. All information should be designed to be printed on 8.5”x11” paper in single-spaced Calibri 11-point font. <i>Please note, any additional pages not outlined in the RFA will not be considered in the application.</i></p>
INDIVIDUAL COLLEGE OR MULTI-SITE CONSORTIUM OPTIONS	<p>AACC will accept applications for two different program structures: individual member colleges or multi-site consortium.</p> <p>Individual College Option: AACC member colleges may apply. Individual colleges are expected to train 150 apprentices by January 31, 2022. To support these efforts, selected colleges will be provided with \$140,000 in total over 3 years of work.</p> <p>Multi-Site Consortium Option: AACC will accept applications from institutions that wish to work across multiple campuses that make strategic sense. In these cases, an institution may submit one application to AACC and indicate the locations that will be involved. Multi-site consortiums must have, at minimum, three member locations involved. Multi-site consortiums are expected to train 450 apprentices by January 31, 2022. To support these efforts, selected consortiums will be provided with \$420,000 in total over 3 years of work.</p>
REQUIRED RESPONSE ELEMENTS	<ul style="list-style-type: none"> • Section 1. President or CEO Support Letter (5 Points) • Section 2. Institution’s Apprenticeship History to Date (10 Points) • Section 3. Industry Partner(s) Engagement (20 points) • Section 4. Scope of Work for Apprenticeship Expansion Opportunity at Institution (40 points) • Section 5. Organizational Capacity (5 Points) • Section 6. Sustainability Plan (10 Points) • Section 7. Project Budget and Narrative (10 points)

REVIEW CRITERIA AND BENEFITS	<p>A minimum of three reviewers will score every application. The final colleges will be selected based on scores in the outlined categories, and geographic and demographic diversity. All colleges will receive notification (selected and non-selected) by May 1, 2019.</p> <p>Technical assistance will begin after selected applicants are notified. Selected sites will receive:</p> <ul style="list-style-type: none"> • Regular technical assistance provided through a series of interactions, including collective phone calls, individual regular touch-points with each college engaged, mobilizing of college and associated national partners at two in-person convenings leveraging the collaborative opportunities with local and national partners; • \$140,000 for general initiative support for individual colleges or \$420,000 for multi-site consortiums (funds may be used for personnel time and travel expenses in conjunction with the two convenings).
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SECTION 1. PRESIDENT OR CEO COVER LETTER (5 POINTS)

Applicant must provide a cover letter stating the president or CEO’s support for the college engaging in this initiative with statements on the following:

- Stating whether the college is applying as an individual college or as part of a multi-site consortium.
- Commitment to participate in uploading of college and/or partner apprenticeship resources to the ECCA.
- Commitment to capture individual student stories and employer stories for showcasing.
- Commitment to engage with this national initiative by attending one monthly phone call and two face-to-face meetings with AACC executives and partners.
- Commitment to participate in technical assistance, evaluation reports, and networking among the other selected locations.

Please note: the college president or CEO will be the individual informed if the application is selected.

Approximately one page for this section is sufficient.

SECTION 2. INSTITUTION’S APPRENTICESHIP HISTORY TO DATE (10 POINTS)

Applicant should include past experiences with apprenticeship programs, and industries served as well as metric counts of any apprentices created to date (registered or industry-recognized). In the case where programs have been registered, or the college has participated in the Registered Apprenticeship College Consortium (RACC), please describe the experience. In the case where the college has programs that are paid work-based learning, but are not currently registered under the U.S. Department of Labor definition of registered apprenticeships, please describe the program and how your efforts are aligned with the intent

of apprenticeships so that they might be transitioned quickly to registered or industry-recognized apprenticeships as appropriate. Please feel free to include efforts within your institutions that are shaped as internships, externships, work-based learning, etc.

Approximately one page for this section is sufficient.

SECTION 3. INDUSTRY PARTNER ENGAGEMENT (20 POINTS)

Applicant should provide an overview of the structure of their relationship with industry partners and their involvement in apprenticeship efforts with the college (registered or industry-recognized) historically or to come as part of this work. Please provide a clear understanding of the industry landscape in your region and elaborate on the call by those partners for a future talent pool of apprentices.

While this will not be relevant to all applicants, please note if any international companies utilizing apprenticeships within their U.S.-based offices in your community will be involved.

A critical component of quality apprenticeships involves payment while learning. Please provide clarification on the average amount of funding the student will receive, how the student is paid (monthly stipend versus weekly paychecks) as well as clarification of which group (e.g. the company) is paying the student.

If possible, please include letters of support by industry partner(s) willing to collaborate on this project. This letter will not count towards the 10-page application limit.

Approximately two pages for this section are sufficient.

SECTION 4. SCOPE OF WORK FOR APPRENTICESHIP EXPANSION OPPORTUNITY AT INSTITUTION (40 POINTS)

Please describe the scope of work that your institution will conduct to support apprentices in your community. Please name the specific populations to be served in relation to the general student body demographics and how those students will be recruited if new students, or engaged if existing students. Identify the specific industry sector and programs within the college that will be connected by this work. Please include local labor market data (e.g. unemployment rates, annual earnings for individuals in this sector) from any source that supports your argument for creating these apprentices through registered or industry-recognized channels. Provide a description of what you intend to accomplish in relation to training, education, upskilling, and job placement.

In many cases, AACC expects that current programs that are already being conducted on campuses which are structured like apprenticeship programs will be rapidly aligned by this work and become apprenticeship programs (registered or industry-recognized). Please state if that is the case, and the greatest barriers to date that have prevented that alignment.

Please define the entity that will perform the certification/validation/recognition of the apprenticeship programs (industry association, U.S. Department of Labor, etc.).

Please provide a timeline of general activities and outcomes by quarter.

Applicant should address any specific technical assistance requests they foresee if selected for this project.

Please fill out the table in Appendix A based on your application structure:

- Individual College applicants are expected to generate a minimum of 150 non-duplicated apprentices by the end of year 3
- Multi-Site Consortium applicants are expected to generate a minimum of 450 non-duplicated apprentices by the end of year 3

Approximately four pages for this section are sufficient. Appendix A does NOT count as one of the 10 pages.

SECTION 5. ORGANIZATIONAL CAPACITY (5 POINTS)

Please provide the following:

- Description of the internal community college capacity, including where the project will reside and internal departmental collaborations as needed.
- Bios of the program key staff, their expertise, and their expected time commitment.

Approximately one page for this section is sufficient.

SECTION 6. SUSTAINABILITY PLAN (10 POINTS)

Outline your intentions to continue prioritizing apprenticeships and this work post-grant.

Approximately one page for this section is sufficient.

SECTION 7. PROJECT BUDGET AND NARRATIVE (10 POINTS)

Individual applicants must provide a budget starting May 1, 2019, for 3 years of work. Budgets should be built for \$140,000 for individual sites and \$420,000 for multi-site consortium applicants. Applicants should build in time for their staff to conduct their localized work as well as to participate in technical assistance through regular group and individual calls, webinars, and travel to at least one in-person meeting each of the 3 years at AACC's annual Workforce Development Institute (a 3-night January meeting in Florida in 2020, in California in 2021, and a location to be determined in 2022). Budget narratives are required.

Approximately one page for this section is sufficient.

Appendix A:

Category	End of Year 1	End of Year 2	End of Year 3
Metrics for students newly incoming to the college (e.g. individuals only engaged at the companies currently and/or have had interaction with college previously but interaction has lagged). "New" means not currently attending credit or non-credit courses.			
Metrics for students who are already engaged with your college in either credit or non-credit courses, and are not currently part of any apprenticeship program, but will be a part of an industry-recognized apprenticeship program (IRAP).			
Metrics for students who are already engaged with your college in either credit or non-credit courses, and are not currently part of any apprenticeship program and will be a part of a traditional DOL-registered program.			
Anticipated Annual Totals Please note this must be a minimum of 150 by the end of year 3 for individual sites or a minimum of 450 for multi-site applicants.			