

FORM III: PROJECT SUMMARY

Provide a brief overview of the project, 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.

- I. Project title: **Ready to Work**
- II. Service provider/fiscal agent: **Chattahoochee Valley Community College**
- III. Total funds requested: **\$ 46,175** (Projects are funded on FY basis, Oct1 – Sep30)
- IV. Estimated start date of training (based on start of semester, receipt of equipment, etc.) and length of course(s): October 1, 2011 Six to Eight Weeks
- V. Identify the industry sector(s) and targeted occupation(s) and how this project will address each: (Must meet the strategies identified in the regional council’s strategic plan)

Industry or industries:

- Manufacturing
- Healthcare
- Construction
- Service
- Tourism

Target occupation(s):

In the previous year we have served the unemployed, under-employed, unskilled workers and those who need job preparation for job search and/or job retention.

In addition, CVCC will serve individuals in and aspiring to the following **priority** occupations:

- Machinist
- Quality Control
- Assemblers
- Certified Nursing Assistant (CNA)
- Green Technology
- Service Manager
- Customer Service Manager
- Green Technology
- Licensed Practical Nurse (LPN)
- Maintenance
- Others, eligible to apply to the program

Strategies:

The Ready to Work Program (RTW) addresses the mission statement and goals of the Region 8 Workforce Development Council (Appendix A). This project supports the workforce development initiatives by educating and training available workers to meet the needs of business and industry in Region 8. CVCC will seek to leverage available community resources to maximize the impact of this grant by collaborating with school counselors, career centers, job fairs, community agencies

(such as Department of Human Resources), and other referrals to recruit for this certification training.

This program will ensure an employer interested in hiring will have access to an applicant pool of workers with documented skills that are critical for staffing many entry-level positions. By assessing the skills needed to perform the key job functions for a particular position, hiring employers can identify and match those skills with a person who has completed the RTW program as having demonstrated a critical level of competency and aptitude. Specifically, participants who successfully complete the RTW program will receive both an Alabama Career Readiness and Alabama Certified Worker certification and OSHA 10-hour training. Securing these certificates will highlight an employee's knowledge and skills sets, potentially reducing the risk of hiring an employee that will not adequately meet the responsibilities and requirements of the intended job. In addition, some local employers are requiring potential applicants have these certifications in order to even qualify for the interview process.

VI. Target population(s) to be addressed by proposed activities (e.g. High School, Dislocated Worker, Adult, Youth, Other):

CVCC will provide skills training opportunities for the potential workers who will fill jobs in our region. Specifically, adults and dislocated workers are the targeted population.

The RTW participants must be at least 16 years of age and not enrolled in high school. This project will recruit adults in need of employment and workforce training as well as education for career advancement. Participants will be identified through numerous means to include the following:

- Dislocated workers
- Unemployed workers who need stronger skill sets to be competitive
- Those who are recruited through job fairs and related activities
- Under-employed workers in region
- Referrals from the Alabama Career Center

VII. Proposed activities: (Summarize how this project addresses specific and immediate training needs in the service provider's area, documented demand data, hiring and expansion announcements, etc., if applicable):

Training Needs:

Ready to Work meets the needs of unemployed and entry level job seekers and those that want to re-enter the workforce. The goal of RTW is to prepare workers by ensuring that the potential employees' skill sets are developed to meet the jobs coming to the region.

RTW will focus on critical skill sets identified by employers. Instruction will be provided in the following key areas: communication skills, computer skills, problem solving, workplace behavior, manufacturing and job acquisition. In addition, participants who successfully complete the training will be eligible to receive a Career Readiness Certificate and an Alabama Certified Workers Certificate. Participants are evaluated on their demonstration of satisfactory characteristics of positive work ethic, organizational skills, attitude and motivation.

CVCC enjoys a reputation of successfully managing state and federal grants. Since receiving funding in 2007, CVCC has a demonstrated track record of providing Ready to Work training with efficiency and effectiveness. CVCC's RTW has served more than 250 individuals since April of 2008. In addition, Adult Education continues to meet its projected outcomes and has been a

successful program through the years. Several Workforce Development grants have been awarded within the last few years for the start-up of the Workforce Development Division at CVCC. These grants have paid salaries, funded WorkKeys profiles and assessments, and allowed for the expansion of Workforce Development services in the region.

Demand Data and Expansion Announcements:

The BRAC initiative was completed in September, 2011 with an estimated 17,000 direct and indirect jobs. Last year KIA announced an expansion to include the addition of 1,000 new jobs. Iljin opened in Phenix City, adding 100 jobs to the area. The NCR plant continues to grow, adding jobs as planned. (Appendix B)

VIII. Anticipated outcomes and targeted levels of performance (**based on start date & ending 30Sep**):

State the applicable outcomes (Respond with NA where appropriate):

- a. Total number of participants to be served 40 #
- b. Of those in a. above, Completers 16 # 40% of those participating
- c. Of those in b. above, Completers earning college credits NA #
- e. Of those in a. and b. above, Entered related employment 10 # 60 % of completers
- f. Of those in e. above, Retained related employment N/A # N/A % of completers
- g. Of those in b. thru f. above, Continuing education or training 5 # 30 % of completers
- h. Of those in b. above, Currently employed - Skills upgrade only N/A # N/A % of completers
- i. Equipment installed or upgraded N/A date(s) (Only if critical to this project.)
- j. Credential(s) to be earned by completers: Career Readiness Certificate, Alabama Certified Workers Certificate and OSHA 10-Hour Training Certification

IX. Is there expressed legislative interest in this specific proposal? Yes / No (If answered Yes, please identify the legislator(s) and corresponding House and/or Senate district(s).)

Senator Tom Whatley, Senate District 27
Representative Lesley Vance, House District 80

X. Has there been or will there be other funding solicited from other sources for this project (i.e. Perkins funds, line item or earmark in ETF, etc)? Yes / No (If answered Yes, please provide background to include the source, amount, date requested, outcome if known, etc.)

XI. Identify all anticipated sources of revenue and estimated amounts (e.g. tuition/fees paid by Individual Training Accounts (ITA), Pell Grant, Scholarships, etc.)

N/A. This is a non-credit course for which there will be no tuition or fees.

FORM IV: PROJECT BUDGET

Provide a detailed project budget in the categories listed. Include requested grant funds and leveraged funds, and total funds by line item. Leave blank if no funds are budgeted for a particular line item. See Form IIIA for a description of each line item.

Budget Item	Cost (Requested)	Leveraged/Donated (Non-requested)
Salaries	\$ 27,200	\$ 11,800
Benefits	\$ 13,825	\$ 3,900
Individual Training (scholarships/tuition/fees)		
Staff Development/Training		
Travel In State	\$ 150	
Computers/Technology		
Public Relations/Outreach	\$ 1,000	
Materials/Supplies	\$ 4,000	
Renovation/Construction		
Equipment		
Books		
Other		
*Projected Revenue	XXXXXXXXXXXXXXXXXXXX	
TOTAL	\$ 46,175	\$15,700

NOTES: *List all sources of projected revenues (tuition, fees, other grants, etc.) – does not include funds requested in this application.

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 III 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. All staff costs listed should include title/function, salary/wage, and percentage of time charged to project. Other costs should be detailed by type of activity, unit cost, and total units.

- I. Program Staff Salaries (Position title/function of staff assigned to project-specific program services activities, salary/wage, percentage of time charged to project.)

1 Fulltime (80%) RTW Instructor paid according to the D-3 (Adult Education Salary Schedule)
\$ 27,200

- II. Program Staff Benefits (Type and cost of fringe benefits for each position included in project budget.)

FICA - \$2,081 (7.65% of salary)
Retirement - \$2,720 (10% of salary)
Insurance - \$9,024 (752 X 12 Months)

- III. Cost of Individual Training (Scholarships, tuition, training fees; and other costs related to training of individuals. Indicate the projected cost of the course(s), regardless if requesting funding)

Approximately \$7,800 (Instructor salary per 6 classes plus OSHA Training cost of \$18 per student)
Grant funds not requested for this item.

- IV. Staff Development/Training (Detail of consultants; tuition/fees, other costs related to providing and/or attending; staff members attending training for new equipment, etc.)

Grant funds not requested for this item.

- V. In-State Travel (Costs and justification of mileage, lodging, meals and other travel-related expenses.)

Expense to attend RTW meetings held by the Department of Postsecondary/Workforce
Development Division: \$ 150.00

- VI. Computers and Technology (Itemized listing of computer hardware & software and how it is used in relation to the proposed activities.)

Grant funds not requested for this item.

- VII. Public Relations, Outreach (Details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.)

Direct mail (letters to individuals who earn a GED) \$1,000

VIII. Materials & Supplies (Office supplies, training supplies and materials, other supplies required to carry out project, detailed by type and costs, and the intent for retention/accountability of durable items.)

Cost of copying and printing training materials, promotional items (brochures, flyers), training supplies, projector bulbs, office supplies, etc: \$4,000.00

IX. Renovation / construction costs (Itemized estimate of building expenses, if applicable.)

Grant funds not requested for this item.

X. Equipment (If applicable, attach a vendor price & specifications sheet for proposed equipment purchases for use during negotiation phase and indicate the intent for reusing durable items in subsequent classes.)

Grant funds not requested for this item.

XI. Books (attach itemized list if applicable).

Grant funds not requested for this item.

XII. Other (Other items and related costs not included in the above line items that are required to implement the project included as a grant funded item in the budget page.)

Grant funds not requested for this item.

XIII. Projected revenue (list all sources of projected or potential revenues, e.g., tuition, fees, other grants – does not include funds requested in this application)

Not applicable.