

*2012 ALASKA CREW AND CAST
ADVANCEMENT PROGRAM (AKCCAP)
IMPLEMENTATION GRANT*

APPLICATION GUIDE

PROGRAM AND APPLICATION GUIDELINES

*Application Deadline: February 8, 2012
(emailed by **4:00 PM** and hardcopy postmarked)*

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I. GENERAL INFORMATION

Overview

Legislative appropriations outlined in the capital budget, were made available to the Department of Labor and Workforce Development (DOLWD), Alaska Workforce Investment Board (AWIB), to offer, in cooperation with the Department of Commerce, Community, and Economic Development (DCCED), competitive grants as authorized by AS 23.15.820(b) for training Alaskans and establishing Alaska workforce development programs in the film and television industry for the fiscal years ending June 30, 2012, June 30, 2013, June 30, 2014 and June 30, 2015. Additionally, these funds may be used for Individual Training Accounts (ITAs) for Alaskans seeking specialized training in the Alaska film and television industry.

Through the 2012 Alaska Crew and Cast Advancement Program (AKCCAP) the AWIB is seeking projects that provide career and technical education that will adapt to emerging demands and opportunities in the film and television industry, and will prepare Alaskans for success in the industry. These funds are not intended to support ongoing operations, or to invest in resources (e.g. equipment) that will also be used in projects outside of training programs.

Projects that expand the impact of these funds through coordination with partners and leveraging of other funding sources are encouraged. Consideration will also be given to programs that provide access to training for individuals in all regions of the state.

Funding not awarded directly through this competitive grant process, may be made available to individual Alaskans through ITAs. ITAs may be used to cover participation in the training programs identified through this competitive grant process. ITAs may only be spent inside the State of Alaska by Alaskan residents. Organizations not receiving these AKCCAP competitive grants may be included as training providers for purposes of ITAs but must be certified through the Alaska Film Office.

Grant applications will go through a review committee that will consist of AWIB members and DCCED staff. The recommendations from the Application Review Committee will be submitted to the commissioners of DOLWD and DCCED for review and final approval.

Rules for the administration of the program are outlined in Alaska State Statute, Section 23.15.580c. Subject to application review and the Commissioners' approval, awards are expected to be announced in late-February 2012. Final awards will be dependent upon negotiations of identified revisions to budget and/or documented activity.

Issuing Agency and Contact Person

This Application Packet is issued by: Alaska Department of Labor and Workforce Development (DOLWD)/Alaska Workforce Investment Board (AWIB) in cooperation with the Alaska Department of Commerce, Community, and Economic Development (DCCED).

Mailing & Delivery Address:

State of Alaska:
Department of Labor and Workforce Development
Alaska Workforce Investment Board (AWIB)
Attention: Jason Bluhm, AWIB Program Coordinator
1016 West Sixth Avenue, Suite 105
Anchorage, Alaska 99501
Phone Number: (907) 269-7329
E-mail: jason.bluhm@alaska.gov

Additional Information and Assistance Available

Applicants should carefully review this Application Guide. Applicant comments and/or questions must be submitted in writing to jason.bluhm@alaska.gov. All questions and responses will be posted on the AWIB/AKCCAP website at <http://www.labor.alaska.gov/awib/AKCCAP.htm> by January 31, 2012.

Purpose and Applicability

In accordance with, and as authorized by, rules outlined in Alaska Statute, 23.15.580c funds will be allocated by the AWIB directly to eligible applicants to implement the 2012 Alaska Crew and Cast Advancement Program (AKCCAP).

AKCCAP funding will support local qualified contractors, for-profit institutions, labor organizations, nonprofit organizations or public organizations to facilitate short-term, intensive workshops, Joint Apprenticeship Training Centers, registered apprenticeship training programs, on-the-job-training and lectures or comprehensive training programs.

ITAs may be available to Alaskans to purchase training services from AKCCAP eligible training providers or other training providers certified by the Alaska Film Office. The individual will select the training program in consultation with the case manager at the Alaska Job Centers, located throughout the state. Training services shall be linked to film and television occupations that are in demand in Alaska.

These funds are not intended to support ongoing operations. Successful applications will identify matching funds and or partnerships that will be used in implementing the project.

Eligible Applicants

The following entities are eligible to submit an application under this solicitation:

1. Lead entity must be Alaska based;
2. Entities may include local qualified contractors, labor organizations, Joint Apprenticeship Training Centers, for profit institutions, non-profit organizations or public organizations; and
3. Training must be done in Alaska.

Eligible Applications

To be eligible for a grant under this program, proposed projects and activities must plan to implement the use of Personal Learning and Career Plans (PLCP) for all participants and must align curricula at all training institutions to meet current industry standards and needs – including academic, professional, and technical skills.

ITAs may be awarded outside of this competitive grant process and those participants will be set up with PLCPs upon admittance. Demonstration will need to be shown on how to incorporate and utilize these PLCPs.

In addition, one or more of the AKCCAP priorities must be included:

1. Internet Movie Data Base (IMDB) credits and or Certificates that lead to a job in the film or television industry;
2. Identify and promote delivery models that ensure that all Alaskans, rural and urban, have the opportunity to attain the knowledge and skills needed for further training and careers;
3. Recruit, develop, support, and retain high-quality film and television industry training professionals; and/or
4. Establish and maintain sustainable funding mechanisms for successful training programs.

State Authority

- ✓ Alaska State Statute, Section 23.15.580c.

II. The APPLICATION PROCESS

Solicitation Process

This Application Guide describes the funding priorities, application requirements, procedures and schedule for submitting a funding application from the AKCCAP. Public notice of the solicitation will be published on the Alaska Online Public Notice System.

The application form is posted in Microsoft Word format on DOLWD/AWIB's website:
<http://www.labor.alaska.gov/awib/AKCCAP.htm>.

You may request a hard copy version of the application packet by contacting Jason Bluhm at (907) 269-7329 or email: jason.bluhm@alaska.gov.

Solicitation Schedule 2012

Application packet issued.....	January 9
Pre-Application conference calls.....	January 23 and 30, 1-2:00 pm 1-888-354-0094, Conference ID: 9195355#
Responses to applicant questions posted and updated as needed.....	January 24
Application Due (verified by email and postmark).....	February 8, 2012 at 4:00 PM
Application screening for completeness.....	February 10
Application review.....	February 14-16
Notice of Intent to Award.....	February 20-23

Funding Requirements

Maximum Amount - The AWIB may make individual grants under this program in an amount not to exceed:

- \$30,000 for Program Development (including facility rentals).
- \$10,000 for curriculum materials that are recognized by the film/TV industry.

Disallowed Costs - This source of grant funds shall not be used to pay for salaries or administrative costs including indirect expenses or equipment purchases.

Matching Requirement - Grants will be required to identify matching funds that support the proposed activity.

1. The source of the match must **not** be federal in origin;
2. The match must be directly related and integral to completion of the project;
3. The use of the match funds must occur after the signing of the grant agreement, but before the end date of the project; and
4. The project match may be in the form of funds or in-kind assignments of:
 - a. Personnel;
 - b. Equipment;
 - c. Professional or administrative services; and/or
 - d. Instructional supplies.

Cost Reimbursable Grants - Grants awarded under the AKCCAP are cost reimbursable grants. Funds expended on a project prior to the execution of a grant agreement will not be reimbursed. Reimbursement payments will occur upon completion of the tasks or project and submission of reimbursement request(s) for actual costs. ***No advance payments will occur.***

Application Requirements

In order to be considered for funding, an application must be submitted by an eligible entity as described in this guide and follow the required format. The application must include:

1. A descriptive project narrative that responds to all required questions; and
2. A detailed budget identifying the associated costs of the project, the matching contributions and the additional financing sources that will support the project.

Size and formatting requirements:

1. Page limit is 10 pages, not including the cover page (page i), the certification page (page ii), the screening and approval page (page iv) or optional appendices. (Additional pages and appendices are informational only for reviewers, and may not be used in scoring the applications.);
2. Document must be formatted using Garamond size 12 font, 1” margins, and single-spaced paragraphs with double space between paragraphs; and
3. The Application form must be used.

III. Application Review and Award

Preliminary Application Screening

The AWIB will conduct a preliminary screening of each application submitted to ensure it meets the application requirements listed under Section II of this guide. Once the AWIB determines that the application meets the requirements, the application will be accepted, and forwarded for review, scoring and ranking by the Application Review Committee (Committee). Applications that are determined to be incomplete will not be considered for funding.

Application Review Committee

The Committee will consist of AWIB members and DCCED staff. The recommendations from the Committee will be submitted to the commissioners of DOLWD and DCCED for review and final approval.

Application Scoring Process

The Committee shall use the published criteria to individually score project applications based on a total of 100 points. The Committee will independently review and score each application, and then conference to clarify understanding, develop a ranked list of applications and any additional recommendations for consideration to improvement of the project(s).

Applications will be ranked based on the Committee’s scoring and submitted for approval to the commissioners of DOLWD and DCCED. The commissioners’ decision to approve or disapprove the Committee’s recommendations will not be subject to protest or reconsideration.

Application Scoring Criteria

The following criteria will be used to score project applications for a maximum total of 100 points:

Project Alignment with one or more AKCCAP Priorities *(Maximum Score: 40 points)*

Each application must provide a narrative identifying the strategic importance of the proposed project in providing a quality training program for Alaskans to attain employment in the film and television industries in Alaska. The application will address the following four areas:

A. Career Plans and Industry Based Curriculum:

To be eligible for a grant under this program, proposed projects and activities must plan to implement: the use of Personal Learning and Career Plans (PLCP) for all participants; and must

align curricula at all training institutions to meet current industry standards and needs – including academic, professional, and technical skills.

- B. Individual Training Accounts (ITAs) may be awarded outside of this competitive grant process and those participants will be set up with PLCPs upon admittance from case managers at the Alaska Job Centers, located throughout the state. Demonstration will need to be shown on how to incorporate and utilize these PLCPs.
- C. Meet the need and provide a lasting benefit to the industry and participants. Demonstrate how this is more than just a one-time training opportunity and will affect the industry and participants in the long term.
- D. Implement one or more of the AKCCAP priorities:
 - 1. Internet Movie Data Base (IMDB) credits and or Certificates that lead to a job in the film or television industry.
 - 2. Identify and promote delivery models that ensure that rural and urban Alaskans have the opportunity to attain the knowledge and skills needed for further training and careers.
 - 3. Recruit, develop, support, and retain high-quality film and television industry training professionals.
 - 4. Establish and maintain sustainable funding mechanisms for successful training programs.

Higher scores will be given in this category to applications that:

- A. Clearly explain how an Alaskan with a career plan will be assisted in implementing the career plan to attain the necessary training which will lead to employment in the film and television industry;
- B. Demonstrate how the project curricula is aligned to meet current industry standards and needs – including academic, professional, and technical skills objectives will be successfully met within the specified timeframe and budget;
- C. Demonstrate how this is more than just a one-time training opportunity and will affect the industry and participants in the long term; and
- D. Identify at least one of the four AKCCAP priorities and explain in detail the objectives, methods, and anticipated results in implementing the selected priorities.

Project Implementation and Impact

(Maximum Score: 25 points)

Each application must describe its project management plan and identify the projected impact of the project on the trainees. The impact needs to be measurable and important to preparing Alaskans for careers in the film and television industry in Alaska.

Higher scores will be given in this category to applications that:

- A. Clearly define the objectives, methods, and anticipated results appropriate to the project;
- B. Demonstrate how the project objectives will be successfully met within the specified timeframe and budget;
- C. Include a mechanism to evaluate project success in meeting goals and objectives; and
- D. Demonstrate the ability to sustain or manage the project beyond the initial funding period to support the achieved project objectives.

Project Budget

(Maximum Score: 25 points)

The budget must be specific and the budget narrative must explain each amount and how it was computed. Please note that AKCCAP funds are not allowed to pay for Personnel, Administration, or Equipment costs. A project may contract with an individual to provide the industry expertise that is needed for the successful implementation of the project. Please indicate matching funds that will cover these expenses if they are part of the project.

Higher scores will be given in this category to applications that include:

- A. A budget that is clearly necessary to meet project objectives; and
- B. Project cost estimates that are explained and justified.

Project Staff Experience and Qualifications *(Maximum Score: 10 points)*

Provide documentation that demonstrates the applicant and any partners have the capacity and administrative expertise to successfully complete the project. Provide documentation that identifies staff, staff(s) tasks and qualifications in implementing the project.

Higher scores will be given to applications that the applicant and any partners:

- A. Demonstrate capacity and administrative expertise to successfully complete the project; and
- B. Provide qualifications of key staff, both internal and contracted, that are necessary for the success of the project and the role of each one in implementing the project.
- C. Demonstrate the collaborative process of the partnerships. What value do the partners bring to the project and their role in implementing the project?

Results of Evaluation

AWIB will contact each applicant's contact person following the Commissioners' of DOLWD and DCCED approval with either:

- 1. A Notice of Grant Award and recommended funding amount, or
- 2. Notification their project is not recommended for funding.

Submittal Information

Each completed application must be **submitted both electronically and mailed hardcopy** to the issuing office, AWIB, in order to be considered.

- 1. Via e-mail: All sections of the application required by this solicitation must be submitted via an emailed attachment by 4:00 PM on February 8, 2012, to jason.bluhm@alaska.gov, and
- 2. Via USPS or verifiable delivery service: The original cover page and certification page that have been signed by the applicant's highest elected official or other authorized certifying officer, and **postmarked** by February 8, 2012.

It is strongly recommended that applications be submitted early and use a method that can verify the date and time of submission if necessary. Late submissions will not be considered for award.

Applications must be submitted to the following address:

State of Alaska
Department of Labor and Workforce Development
Alaska Workforce Investment Board
Attn: Jason Bluhm, AWIB Program Coordinator
1016 West Sixth Avenue, Suite 105
Anchorage, Alaska 99501

IV. Project Reporting

Project Reports and Timelines

The Alaska Cast & Crew Advancement Program (AKCCAP) is a new program with a new source of funds. Timely and accurate reporting of each project's essential elements is an important accountability element of this grant program. Reporting requirements will be negotiated with each grantee.

- 1. A one-page initial start-up narrative report will be required by March 15, 2012.
- 2. Narrative and fiscal progress reports will be required at the end of each quarter. A final timeline will be established during the contract negotiation.

V. Appeal Process

8 AAC 87.220 Reconsideration and Appeals

- (a) A person that receives a notice of denial of award from the department may file a written request for reconsideration under this section to the commissioner within 10 working days from the date of the notice.
- (b) The notice of denial of award from the department will include information describing the reasons the proposal was denied by the department. The written request for reconsideration must address the reasons the proposal was not recommended for award by the department.
- (c) Within 10 working days of receipt of the request for reconsideration, the commissioner will make and issue a written decision on the request.
 - (1) The commissioner will, in the commissioner's discretion, reconsider a proposal for an award if the person requesting reconsideration under this section demonstrates one or more of the follow:
 - (A) Shows that there has been a substantial change in the circumstances that led to the denial;
 - (B) Provides relevant information to the department that was not available when the denial was made; or
 - (C) Shows that the department's decision contains a technical, legal, or administrative error or misinterpretation of data, the correction of which might reverse the decision.
 - (2) If a written decision is not issued within 10 days after a request for reconsideration is received, the request is considered denied.
 - (3) The commissioner's decision on a request for reconsideration constitutes the final determination of the department.
- (d) If the commissioner grants the request for reconsideration, the person making the request under this section will be contacted by the department to negotiate the terms of an award.
- (e) If the commissioner denies the request for reconsideration, his decision is the final determination of the department. This determination is subject to judicial review in accordance with Rule 602 of the Alaska Rules of Appellate Procedure.
- (f) If a person fails to request reconsideration within the time set out in (a) of this section, the department's decision constitutes the final determination of the department.