

AKCCAP Questions and Answers

NOTE for anyone looking to receive training; The Department of Labor and Workforce Development/Alaska Workforce Investment Board with coordination from the Department of Commerce, Community and Economic Development are working to establish the guidelines of the Individual Training Accounts or ITAs. Once these guidelines are established, they will be posted at <http://labor.alaska.gov/awib/akccap.htm>.

ELIGIBILITY

- 1. How many applications can one entity submit? And can those applications be coupled together to establish a larger program?**

Answer: Application submittal is not limited to a single entry. However, each application will be reviewed as a standalone program. If the applications are distinct enough, they may be considered individually, but there are no assurances that any or all submissions will be awarded the grant. Each application must stand on its own merit.

- 2. If the development of a program costs more than the \$40,000 grant amount, can two or more organizations join together in order to provide training for different parts of a program and submit multiple applications in order to attain the funding needed?**

Answer: Each application will be reviewed as a standalone program. If the applications are distinct enough, they may be considered individually, but there are no assurances that any or all submissions will be awarded the grant. Each application must stand on its own merit.

- 3. Are we expected to submit individual grants for per workshop/career path or one large training program to cover everything under one proposal?**

Answer: This would be up to the applicant and how they structure their program.

- 4. Can partnerships be with out of state organizations?**

Answer: Yes, as long as the lead organization is Alaska based.

- 5. According to the “Application Scoring Process” on p. 6, the “Commissioner’s decision to approve or disapprove the Committee’s recommendations will not be subject to protest or reconsideration.” The verbiage on p. 9 under the “Appeal Process,” however, clearly defines a remedy process for declined applications, including noting a “10 working days” rule, of sorts. Please explain.**

Answer: The Commissioner’s decision to approve or disapprove the Committee’s recommendations will not be subject to protest or reconsideration by the Committee. The Applicant, however, has 10 working days from the date of notice as outlined in the Reconsideration and Appeals section of the guide, may file a written request for reconsideration.

- 6. Is there any Veteran preference?**

Answer: There is no veteran preference.

OVERVIEW

1. Who is defining the “current industry standards and needs”?

Answer: Acting as an advisor to the RFP review committee, the film office will provide advice about film industry specific components of proposals. Because there is a broad array of equipment and skills used in the industry, there will be flexibility in evaluating how proposed training programs meet the industry’s needs.

2. Is the “Amount Not to exceed” of \$40,000 (p. 5) an ANNUAL amount awarded, or is this the total monies being granted to a given (approved) application for the entire grant period?

Answer: This is not an annually awarded grant. This is the first round of solicitation. If needed, another round may occur and may be different depending on the results of the current process.

3. What does it mean; these funds are not to support ongoing operations?

Answer: These funds are intended to support new training programs, not existing programs in your organization. In addition, the sustainability of programs should be based on tuition/fees charged, not be reliant on future grant money.

4. As these are development grants only for new programs and curriculum, will there be an implementation grant in the future to administer these programs?

Answer: This is an implementation grant to develop new programs and curriculum.

5. Please provide clarification on what portion of an RFP could/would be incorporated and published as general information with or without an applicant’s permission.

Answer: Only the Abstract on Page iv, in the AKCCAP Application Form may be published as general information.

6. Is there a limit to the number of individuals an organization can send for training under the Individual Training Account portion of funds?

Answer: The Department of Labor and Workforce Development/Alaska Workforce Investment Board with coordination from the Department of Commerce, Community and Economic Development are working to establish the guidelines of the Individual Training Accounts or ITAs. Once these guidelines are established, they will be posted at <http://labor.alaska.gov/awib/akccap.htm>

7. Were there any Alaska vendors that assisted in developing this grant process?

Answer: Yes, we held an open forum on Dec. 28, 2011 that had about 50 participants in person and 50 participants on teleconference that were in some way connected to the film and television industry that gave input on how they would like the legislative appropriations used.

8. On Page 8 of the Guide, it states that an initial start-up report will be do on March 15 2012, does that mean that the project cannot occur prior to that time?

Answer: No, as indicated in the schedule set on Page 5 of the Guide, the review committee will read through applications on February 14-16 then submit their recommendations to both Department Commissioners. Upon their approval we aim to provide a notice of intent by February 23 with a contract agreement to follow shortly. Only expenses that occurred after the contract agreement that has been signed by all involved parties will be allowed for

reimbursement. The initial start-up report is in place to describe where you are in the process and your first steps in moving forward on the project. Further details of the reporting guidelines will be established in the contract agreement.

9. Is this tied in any way with the Tax Incentive?

Answer: No, these are two separate programs and sets of funding.

10. Are these grants going to be awarded at the max, or is there a selection process on how many grants will be awarded?

Answer: The funding levels for the AKCCAP Grant and ITAs have not been established. The idea is to allow maximum flexibility to achieve the most funding in the area of need.

11. Does the program we develop then become public domain through this grant?

Answer: No, a grant is a give-away. Money is granted to an entity for their use. If this was a service with the state then it would be done for the state and reside in the public domain.

12. Do we submit an application for the program development portion and the materials portion separately?

Answer: No, this is one grant with two different portions of funding amounts that have a total maximum allowable amount of \$40,000.

13. Does the program need to start in 2012 or can it begin at a later date?

Answer: While the appropriations are available through 2015, the intent is to get Alaskans trained in the present. Programs with a later start date will not be dismissed; however, programs that begin earlier may receive a higher priority based on the original intention of the grant.

14. Are there going to be networking opportunities?

Answer: Working professionals could use through the ITA process, to add to their resume. Also, we encourage organizations and individuals to partner to offer training services.

15. Is there as film specific PLCP guide?

Answer: There is not a film specific guide. However, examples of PLCPs are listed at www.labor.alaska/awib/cte.htm. Also, the use of PLCPs is to work with students to show them a career path. The idea of this is not to just give training on a specific skill, but how a student can take this skill and become employed in a field using this skill and turn it into a career.

16. Can an organization apply for the AKCCAP Grant to implement an apprenticeship program and select employees to receive training through the Individual Training Accounts?

Answer: There is nothing that prohibits an organization to do this. These are two separate functions and participating in one will not disqualify anyone from participating in the other.

IMPLEMENTATION AND IMPACT

1. In the AKCCAP Priorities, are the IMDB credits and or certificate to show the organizations value or the students value?

Answer: IMDB credits and/or a recognized certificate are examples of how students can showcase the attainment of knowledge, skills and abilities when applying for future jobs.

- 2. IMDB credits for cast and crew are up to the producers and directors and is out of our hands has trainers to give students the credentials, how would we incorporate this priority?**

Answer: The intent of this priority is for a project that uses on-the-job training on actual productions (whether full scale productions or “student” films) the students can receive credit in an industry standard database. Do keep in mind that on Page 7 of the AKCCAP Application Guide, Project Alignment with one or more AKCCAP Priorities D, that the 4 items outlined are a choose one or more option.

- 3. We have formed local partnerships, but our statewide representation is lacking. On Page 3, it states that consideration will be noted for programs that access all regions of the state. By not have this in place, will this hurt us?**

Answer: No, we want applications from all regions. The committee is looking at all regions and encourages partnerships.

- 4. For outreach in other parts of the state, can we offer airfare scholarships?**

Answer: Yes, this is eligible, but the review committee has final discretion.

- 5. Are training fees encourage or discouraged?**

Answer: We do envision that this is something that students will pay for.

- 6. Are we allowed to have prerequisites for potential students before taking the workshops?**

Answer: Non-discriminatory requirements for participation of workshops are allowable, but the review committee has final discretion.

BUDGET

- 1. What are the differences of Personnel Expenses and Contractual Expenses?**

Answer: Personnel expenses are attributed to current employee payment of services. Contractual expenses are agreements set up with independent organizations or individuals where services are paid through the terms of the agreement. The intent of the grant is to fund and achieve and organizations goals that would not otherwise be reachable through their immediate staff and or funding. Also, this is to discourage the use of funds to pay for a permanent employee position.

- 2. If personnel and administrative costs are not allowed, how do we achieve the AKCCAP priority of recruiting and retaining high-quality film and television industry professionals?**

Answer: Recruiting and retaining high-quality film and television industry professionals can be achieved through the contractual process. Since these individuals are not active employees, their services can be paid through a contractual agreement.

- 3. What are the matching fund requirements?**

Answer: A designated amount of matching funds has not been established. Matching funds are in place to show collaboration and commitment of the program.

4. Can administrative duties be contracted out?

Answer: As a general rule no. The intent of the AKCCAP Grant is to train Alaskans and establish Alaska workforce development programs in the film and television industry, not to provide funds for administrative duties of an organization. However, administrative duties may count towards the match component. In addition, ongoing administrative duties can be supported by tuition and fees.

5. Can funds be used to insure equipment?

Answer: As a general rule no. Insurance of equipment owned should be an ongoing cost of doing business. However, if renting equipment and the lender requires a general liability policy, that policy may be included in the contract. This would be assessed on an individual basis.

6. What are included in Program Development Expenses?

Answer: Program Development Expenses may include equipment rentals, facility rentals, travel, contractual agreements, etc. However, any expense listed will be evaluated for approval separately in each application as to its merit and tie with the curriculum, industry, and or Personal Learning and Career Plans.

7. What are included in Curriculum Material Expenses?

Answer: Curriculum Material Expenses may include textbooks, testing materials, various teaching tools, etc. However, any expense listed will be evaluated for approval separately in each application as to its merit and tie with the curriculum, industry, and or Personal Learning and Career Plans.

8. What is the funding split for the AKCCAP Grant and the Individual Training Accounts (ITAs)?

Answer: The funding levels for the AKCCAP Grant and ITAs have not been established. The idea is to allow maximum flexibility to achieve the most funding in the area of need.

9. What is the reimbursable funding procedure?

Answer: Expenses may need further approval prior to transaction. Steps will be negotiated and outlined in the final agreement for each grantee. A Request to Purchase/Reimbursement Authorization Expense Form will be included in final agreement. Once a transaction occurs, invoices, delivery receipts, and or other supporting documents will need to be sent to the Alaska Workforce Investment Board office within the guidelines of the final agreement for reimbursement.

10. If we spend money prior to the awarding of grants, can this be reimbursed?

Answer: No, grants are not retroactive. Only money spend after the signed contract is in place will be reimbursed in accordance to the contract. However, those funds could count towards matching funds.