



TEMPORARY AEROSPACE APPRENTICESHIP FTE FUNDING

2021-22 GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
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Olympia, WA 98504
SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications released in OGMS	April 8, 2021
Applications due in OGMS	May 6, 2021
Applicants notified of approval status	Prior to July 1, 2021
Final Approval Given	Prior to July 1, 2021
Allocations Begin	July 1, 2021

Program Contacts

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Overview

The 2008 Washington State Legislature designated funding for the design, development, training, and related expenses associated with registered apprenticeship programs, approved by the Washington State Apprenticeship Training Council and operated by a joint labor/management aerospace apprenticeship program.

Applicant Guidelines

Who May Apply

Any community or technical college in Washington State who is working in conjunction with registered apprenticeship programs operated by a joint labor/management aerospace apprenticeship program may apply for these funds. This funding is open to community and technical colleges in Washington State as defined under [RCW 28B.50.030](#).

Washington community and technical colleges partner with a joint labor/management aerospace apprenticeship program to provide student enrollment and support services, college credit for the Related Supplemental Instruction (RSI)/classroom training, and facilities to conduct RSI training.

To receive funding you need:

- A partnership with a registered apprenticeship program operated by a joint labor/management aerospace apprenticeship program.
- Sufficient local aerospace and/or advanced manufacturing industry demand to participate in an apprenticeship program at your college; and
- Establish a consistently applied policy for processing apprentice (student) registration, providing a verified enrollment count, and applying tuition and fee payments received from either the apprentice (student) or sponsoring employer.

Note: If your college receives funding through the permanent portion of Aerospace Apprenticeship funding any funding through this proposal will be in addition to the target you are responsible for annually.

How Does the Provider Apply

Access the 2021-22 Application through the Online Grant Management System ([OGMS](#)).

If you do not have an account, contact your organization's [Security Contact](#) for access; you will also need your Security Contact to give you permission for FY22.

Submit completed grant applications for continuation of funding to the SBCTC through OGMS no later than May 6, 2021 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on May 6, 2021.

Applications submitted after the deadline will not be accepted.

Application Process

- Colleges applying for Aerospace Apprenticeship FTE funding upload a signed original “Attachment A” document. Funding (number of FTE’s) is determined by agreement with the college, previous performance, and identified industry demand.
- Submit responses to the questions found in OGMS.

Proposal Requirements

The following is a list of areas that need to be addressed in the proposal:

1. Confirm your partnership with a registered apprenticeship program(s) operated by a joint labor/management aerospace apprenticeship program), local industry demand and delivery of this apprenticeship program. Certified through having all required signatures on “Attachment A”. Attachment A must be uploaded into OGMS as an attachment. ***Failure to upload Attachment A will result in an incomplete proposal.***
2. Program approval: Is the program currently on the college’s inventory? If not, what process would the college use to review registered apprenticeship curriculum and award credit for RSI training?
3. Describe whether the instruction is contracted (trust provided) or college provided in “Attachment A”.
4. Employer Engagement: Identify approved and potential employers in the college local area and describe strategies to promote and expand apprenticeship over the current fiscal year in partnership with the registered apprenticeship program(s) operated by a joint labor/management aerospace apprenticeship program.
5. Student success: Describe what strategies will be used to make available existing student resources and ensure successful completion (apprentice/student retention strategies).

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant’s ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Application Review Process

Applications meeting minimum criteria (see Attachment B) will be reviewed by SBCTC and a review committee designated by SBCTC. If needed, an in-person or telephone conversation between the panel and college personnel will occur to more fully explore the strengths of the application or assist in the overall prioritization of projects.

Funding

Funding Available and Allowable Costs

In total, 130 FTES are allocated and are available to support related and supplemental instruction and/or related administrative expenses at community and technical colleges who are working with registered apprenticeship programs operated by a joint labor/management aerospace apprenticeship program.

Of the 130 FTES 55 have been permanently allocated. The remaining 75 FTES are temporary FTES. The 75 temporary FTES are valued at \$6,021 each and allocated on an annual basis. Quarterly enrollment data and industry demand will be considered in determining FY21 allocations. Based on an agreement reached with the apprenticeship community, the temporary FTES funding will be split as follows:

Contracted (trust provided instruction): 30% (or \$1,806) may be used by the college; 70% (or \$4,215) goes to the trust.

On-campus (college provided instruction): 90% (or \$5,419) may be used by the college; 10% (or \$602) goes to the trust.

Allocation of Funds

Funding for approved applications will be allocated to colleges. Funding becomes available July 1, 2021 and expires June 30, 2022. Funds do not extend beyond the end of the fiscal year (June 30, 2022). Work with your college's business office to access these funds.

Coding

Legacy Coding

Students are coded with INTENT of "H".

Apprenticeship FTES are identified through the approved EPC and CIP Code on the course. For additional information, please refer to the [SBCTC Coding and Reporting Guidelines](#).

ctcLink Coding

Students must have a term-activated active plan stack with the Student Attribute "SAPR" with a value of SAPRAAJAC. The plan stack must be term-activated during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For additional information, please refer to the [SBCTC Coding and Reporting Guidelines](#).

Attachment A – Cover Page

College Name _____

Name of Contact Person _____

Phone _____ Email _____

Annual Number of Students Expected to Serve _____

Annual Number of Temporary FTES Requested _____

Please note that for colleges who have permanent Aerospace Apprenticeship FTES the number above would be an addition to the permanent target.

Programs

Enter each program below. If you offer multiple programs, list each separately.

Program Title	Associated CIP(s)*	Contracted Instruction? (Y/N)	On-campus Instruction? (Y/N)

*Must ensure that associated CIP(s) are accurate for reporting and enrollment tracking. For target attained only state-funded FTES for students with "H" INTENT and PROGRAM_CIP identified for your college will count toward the college target. For ctcLink: Students must have a term-activated active plan stack with the Student Attribute "SAPR" with a value of SAPRAAJAC. The plan stack must be term-activated during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For additional information, please refer to the [SBCTC Coding and Reporting Guidelines](#).

FY22 Temporary Aerospace Apprenticeship FTES Assurances

The college agreed to comply with all applicable federal, state, and local requirements, application guidelines, and the following:

Based on an agreement reached with the apprenticeship community, the funds will be split as follows:

1. Contracted (trust provided instruction): 30% (or \$1,806) may be used by the college; 70% (or \$4,215) goes to the trust
2. On-campus (college provided instruction): 90% (or \$5,419) may be used by the college; 10% trust (or \$602) goes to the trust.

To receive funding, we agree to have:

1. A partnership with registered apprenticeship program(s) operated by a joint labor/management aerospace apprenticeship program
2. Local aerospace and/or advanced manufacturing employers interested in participating in an apprenticeship program at your college;
3. Establish a consistently applied policy for processing apprentice (student) registration, providing a verified enrollment count, and applying tuition and fee payments received from either the apprentice (student) or sponsoring employer;
4. Established a strategy for employer engagement in partnership with the joint labor/management aerospace apprenticeship program;
5. College commitment to strategies to ensure successful student completion (student retention strategies) including methods supporting success for students of color, students with disabilities, and non-traditional students.

Name of College Administrator _____

Signature _____ Date _____

Name of College President _____

Signature _____ Date _____

Name of Joint Labor/Management Aerospace Apprenticeship Program Representative

Signature _____ Date _____

Attachment B:

Review Criteria 2021-22 Temporary Aerospace Apprenticeship FTE Funding

Criteria	Meets Criteria	Description
College's registered apprenticeship program(s) meets SBCTC approval processes prior to submission of the grant.	College registered apprenticeship program identified in this proposal is on the college's inventory, or describe the college process which will be used to approve the awarding of college credit for RSI classes.	Program is on the colleges inventory (Y/N)? Program has been submitted to and/or approved by the college Instruction Council (Y/N)? If "No," when will the curriculum be submitted?
Describe your partnership with a joint labor/management aerospace apprenticeship program in developing this program.	Proposal provides evidence of partnership with a joint labor/management aerospace apprenticeship program in developing the registered apprenticeship program.	Do you have a current registered apprenticeship agreement with the joint labor/management aerospace apprenticeship program (Y/N)?
Describe your partnership with participating and potential employers.	Proposal identifies the participating employers and provides evidence that they are on record as training agents with L&I's Apprenticeship Division. Proposal also identifies a strategy describing employer outreach and engagement in partnership with the joint labor/management aerospace apprenticeship program.	Proposal narrative provides list of employer names that are partnering for apprenticeship positions. Provide a strategy for current employer engagement and a strategy for outreach in partnership with the joint labor/management aerospace apprenticeship program to employers.

Criteria	Meets Criteria	Description
<p>Proposal identifies whether the instruction is contracted (trust provided) or on-campus (college provided).</p>	<p>Proposal provides evidence of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Whether the instruction is contracted (trust provided) or on-campus (college provided). <input type="checkbox"/> The location of instruction. <input type="checkbox"/> Who the instructors are, and the instructor qualifications. (Instructors must meet Washington professional-technical certification requirements.) 	<p>Provide on Attachment A: Cover Page & Assurances</p>
<p>Proposal addresses efforts to advance apprentice (student) achievement and success throughout the duration of the program.</p>	<p>College affirms commitment to strategies to ensure successful apprentice (student) completion (student retention strategies) including methods addressing success for students of color, students with disabilities, and non-traditional students.</p>	<p>Assurance document and project narrative describe the activities related to addressing apprentice (student) needs and supports.</p>



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Washington State Board for Community and Technical Colleges