

South Carolina ASE AP-33510 Annual Report

July 1, 2019 – June 30, 2020

SC ASE AP-33510 2020 Annual Report

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### Executive Summary

Apprenticeship Carolina™ (AC), a division of the South Carolina Technical College System, serves as the statewide apprenticeship intermediary to advance the development and registration of quality Registered Apprenticeship Programs (RAPs) statewide. In South Carolina, there are currently over 1,058 RAPs (youth and adult) and 14,815 active apprentices. Of those apprentices, there are 328 active in-school youth apprentices aged 16-18. To continue to advance RAPs in S.C., AC was awarded \$1,186,725.22 in Apprenticeship State Expansion (ASE) grant funds. The period of performance for this grant began on July 1, 2019 and ends on June 30, 2022. The ASE grant funds are designed to be used to fulfill three objectives: 1) expanding the number of apprentices in RAPs nationwide; 2) supporting and encouraging RAP diversification and; 3) supporting the integration of RAPs into state workforce development, education and economic development strategies and programs.

To administer and manage the ASE grant, Chip Fallaw, was hired as the ASE Grant Administrator and began on November 4<sup>th</sup>, 2019. The second staff member, Samira Shahid, was hired as the IT Applications Specialist and began on December 2<sup>nd</sup>, 2019. She is responsible for the development, implementation, and on-going maintenance of the grants management system (GMS), as well as ensuring that the data collection and reporting requirements are met. The third, and final member of the ASE team, Debbie Miles, the Administrative Coordinator, began on May 26<sup>th</sup>, 2020. Debbie will be participating in several new initiatives, including assisting Samira with data collection and reporting, and performing day-to-day administrative tasks.

On March 1, 2020, AC awarded \$524,651.00 in ASE grant funds to nine (9) of the states' 16 technical colleges. These grant funds will be used to support tuition (academic and continuing education), books, supplies and fees for related-technical instruction (RTI) for pre-apprentices and registered apprentices. While 100% of the funds budgeted for scholarships have been allocated to the technical colleges, presently zero of the funds have been expended. This is due to the impact that COVID-19 has had on employers and the technical colleges. However, the technical colleges remain confident in their ability to expend the funds prior to the end of the grant's period of performance.

To ensure the ASE team is knowledgeable and prepared to meet the grant requirement of reaching under-represented and under-employed populations, the team is participating in several initiatives. Of significance is the recently completed Diversity Cohort program provided by Maher & Maher that was centered around the importance of providing equitable access to apprenticeship programs. The cohort also focused on the importance of creating and providing marketing and outreach materials in a positive and impactful manner. The materials provided during the cohort trainings have been shared with the AC team to help communicate the importance of reaching under-represented and under-employed group in South Carolina.

The ASE team and select AC staff members have also been working diligently to establish a new process and the associated policies and procedures for registering pre-apprenticeship programs with AC. As the ASE grant allows funding to be allocated to pre-apprentices, it is increasingly important that a solidified process be implemented to register,

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track, and certify grant-funded and non-grant funded pre-apprentices. Once implemented, AC will serve as the registration agency for pre-apprenticeship programs in South Carolina.

The ASE grant team continues to undertake efforts and initiatives to ensure that the ASE grant team can carry out the requirements of the ASE grant. Even amidst the COVID-19 outbreak, AC is confident that we will that we are uniquely positioned to carry out all the ASE required activities and meet the required participant counts.

### **ASE Grant Award**

After receiving notification of award by the United States Department of Labor (USDOL), recently hired Vice President of AC, posted the Grant Administrator and IT Application Specialist positions. A selection committee was formed and hired the following individuals, based upon their education and experience.

Chip Fallaw was hired in November of 2019 as the ASE Grant Administrator. He is a graduate of the University of South Carolina, where he received both a bachelor's degree in Political Science and a master's degree in Public Administration.

Samira Shahid was hired in December 2019 as the Information Technology Applications Specialist for the ASE grant. Prior to working in this role, she served for 4 years as the IT Applications Specialist with the South Carolina Technical College System's (SCTCS) USDOL American Apprenticeship Initiative (AAI) grant. Samira holds a bachelor's degree in Engineering along with a postgraduate diploma in Information Systems. Samira has over 18 years of experience in the implementation and development of in-house applications, customer support services and data management. She has worked across various platforms in different agencies.

Debbie Miles was hired in May 2020 as the Administrative Coordinator for the ASE grant. She is a graduate of Limestone College, where she received a bachelor's degree in Business Administration with an accounting concentration. Debbie joins the SCTCS after a 32-year career with SCANA Corp/Dominion Energy, where her duties included administration of contracts, data management, and collection and management of approximately \$15 million per year in revenue from federal, state and local assistance agencies. She served as treasurer for two (2) programs dedicated to serving underprivileged customers. She provided administrative support to her team and excellent customer service to both internal and external stakeholders.

### **Call for Proposals, Proposal Review and Distribution of Funds**

The first announcement regarding the availability of ASE grant funds was made at a statewide apprenticeship conference hosted by AC and Trident Technical College on November 19<sup>th</sup>, 2019. The Call for Proposals document, Grant Application, and Evaluation Rubric were distributed to all 16 technical colleges on November 25<sup>th</sup>, 2019. Technical colleges were instructed that they were to submit completed applications by no later than February 3<sup>rd</sup>, 2020.

Of primary importance was ensuring equitable access to information, so several opportunities for FAQs were offered for all technical colleges, as well as a webinar. The webinar was attended by more than 75% of the colleges.

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The establishment of a five (5)-person application review committee took place in January 2020. To ensure impartiality, this committee was made up of the SCTCS staff members not associated with the ASE grant. The committee received the appropriate trainings to ensure that they understood the purpose and intentions of the ASE grant. They were also provided copies of the ASE Evaluation Rubric prior to convening to ensure that they understood how proposals were supposed to be evaluated.

After careful consideration and to allow additional time for applications to be completed, the application deadline was extended until February 10<sup>th</sup>, 2020. At close of business on February 10, 2020, 13 of the 16 technical colleges had submitted applications. Cumulatively, the total amount of funds requested by the 13 applicants was \$1,611,841.00. The total amount of funds available for award was \$524,651.00.

The remaining funding recommendations were sent to the ASE Grant Administrator and the Vice President of AC for final approval. The Grant Administrator announced the awards to the technical college applicants prior to the end of February 2020. (See Appendix I)

### **ASE Grant-Funded Apprenticeship Programs**

The ASE Grant Administrator organized kick-off meetings with the technical colleges' staff who will be responsible for administering the ASE grant funds and their assigned Apprenticeship Consultant to discuss the grant period of performance, grant rules and regulations and grant terms. The period of performance for ASE grant-funded RAPs is March 1, 2020 and ends on May 31, 2022.

Based upon the information provided by the technical colleges in their applications, it is tentatively anticipated that the ASE grant funds will be used in **8** unique industries and provide scholarship funds to **319** registered apprentices and **20** pre-apprentices. These funds will be used to serve youth and adults in **25** of South Carolina's 46 counties.

It is important to note that the number of industries in which ASE grant funds are being used is anticipated to increase. Also, several of the proposed projects include a specific focus on under-represented or under-employed populations.

*\* NOTE: this indicates that the registered apprenticeship program is being provided by multiple employers in the same industry.*

#### Overview of ASE grant awards:

##### **Florence-Darlington Technical College**

\*Upward Bound:

- Youth Apprentice: 10 students @ \$300.00 per student = \$3,000.00

\*Corporate Education & Workforce Development:

- Adult Apprentice: 35 students @ \$2,500.00 per student = \$87,500.00  
**\$90,500.00**

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**Greenville Technical College:**

Lockheed Martin Pre-Apprenticeship Program:

- *Tuition: 20 students @ \$514.00 per student =* *\$10,280.00*
- *Exam Fees: 18 students @29.95 per student =* *\$539.00*
- \$10,819.00**

**Horry-Georgetown Technical College:**

Envirosep Advanced Manufacturing:

- *Youth Apprentice: 1 student @ \$2,500 per student =* *\$2,500.00*
- *Adult Apprentice: 2 students @ \$2,500.00 per student =* *\$5,000.00*

Mercom Information Technology:

- *Youth Apprentice: 1 student @ \$2,500 per student =* *\$2,500.00*
- *Adult Apprentice: 1 students @ \$2,500.00 per student =* *\$2,500.00*

Brittain Resorts & Hotels Tourism and Hospitality:

- *Youth Apprentice: 2 student @ \$2,500 per student =* *\$5,000.00*
- *Adult Apprentice: 2 students @ \$2,500.00 per student =* *\$5,000.00*

Lakes of Litchfield Healthcare:

- *Adult Apprentice: 8 students @ \$2,500.00 per student =* *\$20,000.00*
- \$42,500.00**

**Midlands Technical College:**

\*Auto Body:

- *Youth Apprentice: 6 student @ \$2,500 per student =* *\$15,000.00*
- *Adult Apprentice: 14 students @ \$2,500.00 per student =* *\$35,000.00*

\*HVAC:

- *Adult Apprentices: 20 students @ \$2,500.00 per student =* *\$50,000.00*
- \$100,000.00**

**Orangeburg-Calhoun Technical College:**

\*Advanced Manufacturing:

- *Youth Apprentice: 1 student @ \$2,086.00 per student =* *\$2,086.00*
- *Adult Apprentices: 11 students @ \$2,500.00 per student =* *\$27,500.00*

\*Architecture, Construction & Engineering:

- *Youth Apprentice: 1 student @ \$2,086.00 per student =* *\$2,086.00*
- *Adult Apprentices: 7 students @ \$2,500.00 per student =* *\$17,500.00*

\*Transportation, Distribution and Logistics:

- *Youth Apprentice: 1 student @ \$2,500.00 per student =* *\$2,500.00*
- \$51,672.00**

**Technical College of the Lowcountry:**

\*Certified Nursing Assistant:

- *Adult Apprentices: 40 students @ \$1,400.00 per student =* ***\$40,000.00***

**Tri-County Technical College:**

Medshore Ambulance Service - EMT Program:

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- *Adult Apprentice: 5 students @ \$2,332.00 per student = \$11,660.00*

**Trident Technical College:**

\*Charleston Regional Apprenticeship Program:

- *Youth Apprentice: 120 students @ \$833.33 per student = \$100,000.00*

**Williamsburg Technical College:**

Palmetto Synthetics:

- *15 Youth Apprentices @ \$2,500.00 per student = \$37,500.00*
- *3 Adult Apprentices @ \$2,500.00 per student = \$7,500.00*

Embroidery Solutions:

- *8 Apprentices @ \$2,500.00 per student = \$20,000.00*

Solmax:

- *2 Youth Apprentices @ \$2,500.00 per student = \$5,000.00*
- *3 Adult Apprentices @ \$2,500.00 per student = \$7,500.00*

TOTAL BUDGETED AMOUNT:	\$524,651.00
TOTAL ALLOCATION AMOUNT:	\$524,651.00
TOTAL APPRENTICES:	319
Youth Apprentices	160
Adult Apprentices	159
Pre-Apprentices	20

**Technical College Project Modifications**

When the announcement of awards was first made, the impact that COVID-19 would have was not expected to be as significant. However, within 60 days of the announcement of funding awards, the impact it would have on employers, the technical colleges, and ultimately, the expenditure of ASE grant funds had become clear. The ASE grant team developed a modification process so that the colleges could request changes to their approved scope of work, budget, or both.

The ASE team developed a comprehensive form for all colleges to request modifications. The colleges were instructed to fill out the form and submit to the ASE Grant Administrator for review and final approval. To ensure impartiality, a three (3) person modification review committee was established to review all modification requests. Two (2) of the three (3) members of this committee had previously served on the ASE grant application committee and were

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familiar with the ASE grant and applicable rules, regulations, and overall grant goals. The third received an in-depth briefing on the ASE grant, copies of ASE rules and regulations and goals.

To date, AC has received four (4) requests for modifications. They are listed below.

1. Florence-Darlington Technical College requested an amendment to a portion of their approved healthcare project. This amendment requests that 32 previously approved medical surgical technician (MST) apprenticeship slots be altered to fund an MST pre-apprenticeship program. The funding will be used to ensure that pre-apprentices have received the necessary training to enter an MST apprenticeship program. Individuals entering the MST pre-apprentice program have been vetted by the employer and extended job offers for this program. Per TEGL 17-18, pre-apprentices cannot be counted towards the minimum participant numbers until they enter a RAP. As all ASE funded pre-apprentices have been offered placement into RAPs by the employer, ASE grant staff feel confident that this will allow these individuals to be counted at the conclusion of their pre-apprenticeship program. At the recommendation of the modification review committee, this amendment was approved.
2. Florence-Darlington Technical College also requested the amendment of language regarding the populations that they intend to serve with ASE grant funds. In their initial application, they restricted the use of grant funds to students in any of the three TRIO grant programs (U.S. Department of Education funded academic services for disadvantaged/low income, under-represented students); (2) low-income or under-employed immediate family members of students participating in the TRIO Programs or individuals that are WIOA eligible; and (3) students at FDTC who are parents and low income. Due to the impacts of COVID-19, they requested that this language restricting the use of ASE grant funds for specific populations be removed, allowing them the opportunity to use ASE grant funds on any eligible individual. At the recommendation of the modification review committee, this amendment was approved.
3. Trident Technical College (TTC) has requested to amend its previously approved project by reducing the total number of apprentices served and creating a pre-apprenticeship project to supplement their previously approved projects. Due to the impacts of COVID-19, TTC has submitted a request designed to accommodate the changing needs of employers and to ensure that all allocated ASE grant funds will be spent. This amendment proposes that TTC be allowed to expand the definition of eligible youths to match the USDOL definition that includes individuals up to 24 years of age. It requests to reduce the number of apprentices served from 120 to 110 and to create a pre-apprenticeship program that is expected to prepare up to 40 pre-apprentices to enter a diverse set of apprenticeship programs. At the time of the submission of this report, the modification review committee is reviewing the requesting. Therefore, the status of this modification is pending.

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4. Williamsburg Technical College requested to amend its previously approved project to serve only adults rather than youth. All other components of the project remain unchanged. At the time of submission, the modification review committee is reviewing the requesting. Therefore, the status of this modification is pending.

### **Grant Management System and Data Collection**

To consolidate data collection, data reporting and grant reimbursements into one system, AC utilized ASE and 2016 SAE grant funds to procure the design, development, and implementation of a custom Grants Management System (GMS). This system is designed to serve as the central system for all current and future grants. Presently, the system is designed to be used by both SCTCS and AC staff and technical college staff. As more grant funds become available, it is anticipated that the system will be expanded to provide access to employers. Expanding the current system also has the added benefit of significantly reducing the transmission of the sensitive or personally identifiable information (PII) on apprentices and pre-apprentices.

At present, AC is utilizing the following process to collect the necessary and required information on ASE grant participants:

1. Technical colleges are contacted by employers interested in developing and/or expanding RAPs. Technical colleges mention the availability of ASE grant funds for new apprentices enrolled in RAPs or pre-apprentices. Technical colleges and AC Consultants confirm the apprentices' or pre-apprentices' eligibility, determine the appropriate training needs and assist in enrollment.
2. The technical college requires the completion of the 'Apprentice Registration Form' by both the employer and the apprentice. Technical colleges provide the employer with a fillable .PDF version of the form.
3. The employer and apprentice each complete the required sections. Once completed and signed, the employer returns the completed form back to the technical college. Documents containing sensitive or PII must be transmitted in compliance with USDOL TEGL 13-19.
4. Once in receipt of the completed form, the technical college will then access the GMS and select the appropriate company. They will then select 'Create Student for Program.' Using the information provided on the completed form, the technical college will enter the information in the appropriate boxes in each section.
5. Then, the technical college will upload the completed form into the GMS for review and approval. It is then review by the ASE grant staff and approved by the Grant Administrator.

ASE grant staff provided training to the technical colleges on the data collection and reimbursement process . As additional changes to data collection and reporting requirements are announced, and as the GMS is used more frequently, the ASE grant staff may recommend changes to the data collection process. And, to the benefit of AC and the ASE grant staff, the GMS was designed to be easily modified to accommodate the need to add, modify or remove

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data points. With the release of the updated guidance on data collection requirements, the ability to easily add data points will make modifying the system much easier.

### ASE Grant Activities

It is of primary importance to ASE grant staff that the activities being carried out align with the ASE Work Plan approved by USDOL. An update to each of the activities expected to be completed in year one (1) is located below.

Goal #1, Milestone #1: Staff hired – Per TEGL 17-18, three (3) individuals must be hired and 100% dedicated to the administration of the ASE grant. Presently, the ASE grant employees three individuals that are 100% dedicated to the administration of the ASE grant. This goal is listed as complete.

Goal #1, Milestone #2: Program plans and guidelines published – The Call for Proposals document outlining the ASE grant guidelines was distributed to the technical colleges on November 25, 2019. This goal is listed as complete.

Goal #1, Milestone #3: Project policies and procedures finalized – The Policies and Procedures document was distributed to technical colleges that received funding from the ASE grant on or before March 1, 2020. This goal is listed as complete.

Goal #1, Milestone #4: Outreach Plan launched: The ASE and SAE Grant Administrators participated in the Diversity Cohort program sponsored by Maher & Maher. After the conclusion of the program, the grant administrators presented to AC staff on the materials presented during the cohort program. To continue to promote inclusion and equitable access to apprenticeships and pre-apprenticeships, ASE and SAE grant staff will meet with the Communications division to discuss the material and encourage them to be reviewing the marketing and outreach materials to ensure that it adheres to the recommendations made in the diversity cohort. This goal is listed as in progress.

Goal #2, Milestone #1: Scholarships are provided to apprentices for the cost of RTI: The technical colleges are in receipt of funds and may award scholarships to eligible participants at any time. However, the technical colleges have indicated that the approved projects have had delayed start dates due to COVID-19. Most of the proposed projects are with employers that were deemed non-essential, and all programs that had proposed to employ youth have indicated that they would not do so until they can implement proper safety measures as outlined by the Center for Disease Control and the S.C. Department of Health and Environmental Control. At the time of submission, several technical colleges have indicated that hiring and trainings have resumed and requests for reimbursements would be forthcoming. This goal is listed as in progress.

Goal #2, Milestone #2: Apprentice recruiting increases diversity: A significant number of the approved projects had strong focuses on recruiting individuals from under-represented and under-employed populations. As more and more companies return to normal work post-COVID

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19, recruiting efforts will continue to be focused on these populations. Additionally, materials from the Diversity Cohort program are being distributed to SCTSC staff and to the technical colleges. It is anticipated that these materials will also be distributed to employers and stakeholders interested in new or expanding apprenticeship and pre-apprenticeship program. This goal is listed as in progress.

Goal #2, Milestone #3: Recruiting efforts results in 800 new apprentices: See Goal #2, Milestone #1 above. This goal is listed as in progress.

The Vice President of AC established a pre-apprenticeship work group of all the ASE grant staff and two (2) of AC's consultant. The purpose of the group is to establish a process by which AC will serve as the registration agency for all pre-apprenticeship programs in South Carolina. It is the intention of AC to mirror the role and process that USDOL has established with RAPs. By registering pre-apprenticeships, AC will be better equipped to report to USDOL and stakeholders on the benefits and successes of pre-apprentice programs and pre-apprentices. Additionally, AC can use this data to determine a program's success by tracking the number of pre-apprentices that complete the program and enroll in RAPs.

As this is a new process, it is the responsibility of the pre-apprenticeship group to develop documents similar to RAP Standards, determine all the data that will need to be collected, identify ways to promote and market pre-apprenticeship programs, and determine who within AC will be responsible for the creation and on-going support of pre-apprenticeship programs. It is anticipated that the official launch of this initiative will take place in mid-August 2020. This launch is expected to be accompanied by an updated website, social media announcement and an announcement to the appropriate technical college personnel and stakeholders.

The ASE and SAE Grant Administrators applied to participate in the Diversity Cohort program provided by Maher & Maher. Upon being selected, the grant administrators participated in the four (4)-month program that was largely focused on the different ways that apprenticeships could focus on recruiting under-represented and under-employed populations. In collaboration with eight (8) other states around the country, the cohort reviewed materials, listened to speakers, and prepared activities and assignments centered around topics, such as micro-messaging, equality versus equity, professional biases, and gender roles. The materials presented in the cohort were impactful, and have all been shared with AC staff members, who have been strongly encouraged to share the materials with technical college staff, employers, and stakeholders.

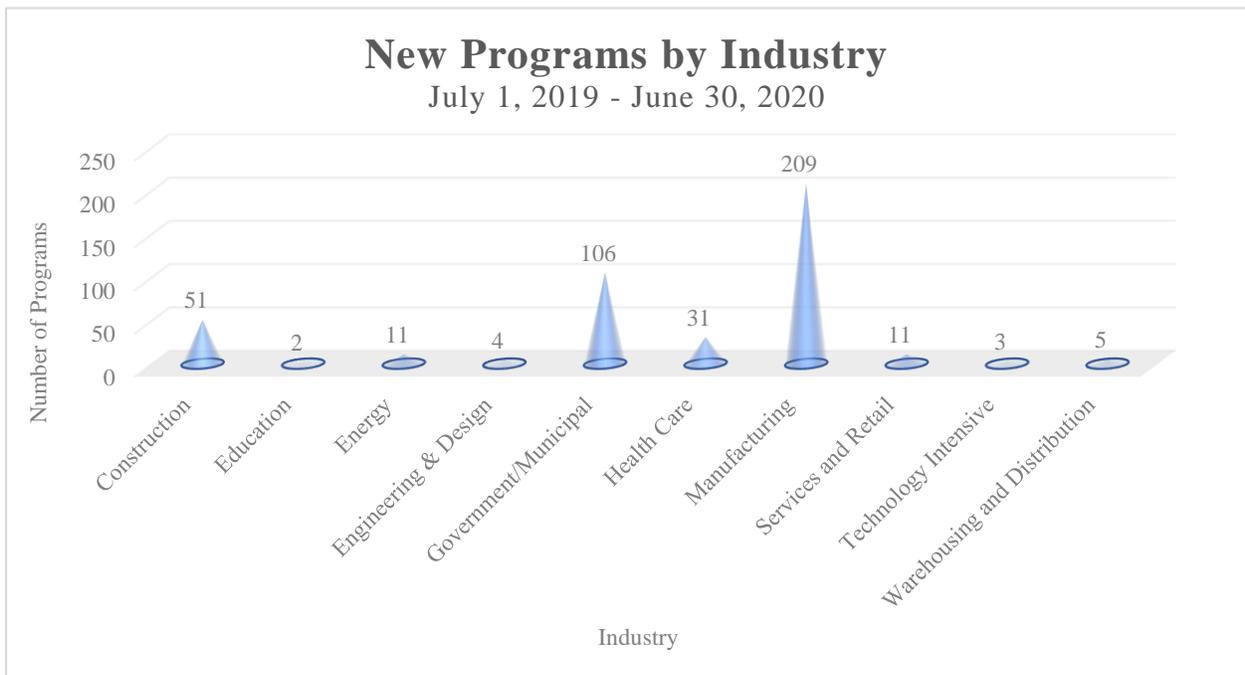
To assist AC in their effort to expand apprenticeships throughout South Carolina, the ASE Grant Administrator has been working with AC staff to assist in the development of apprenticeship programs in the Hilton Head region of Beaufort county. Presently, there are no youth apprenticeship opportunities available in this area, so developing new programs is a key priority that will provide many new opportunities for youth. AC is working with six (6) companies, the Beaufort school district, the Hilton Head Chamber of Commerce, and the Technical College of the Lowcountry to create programs that are centered around the hospitality

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and tourism and other professional services industries. Due to COVID-19, both industries have been hit particularly hard, and most hiring for apprentices has been pushed back until late Fall 2020 and early 2021.

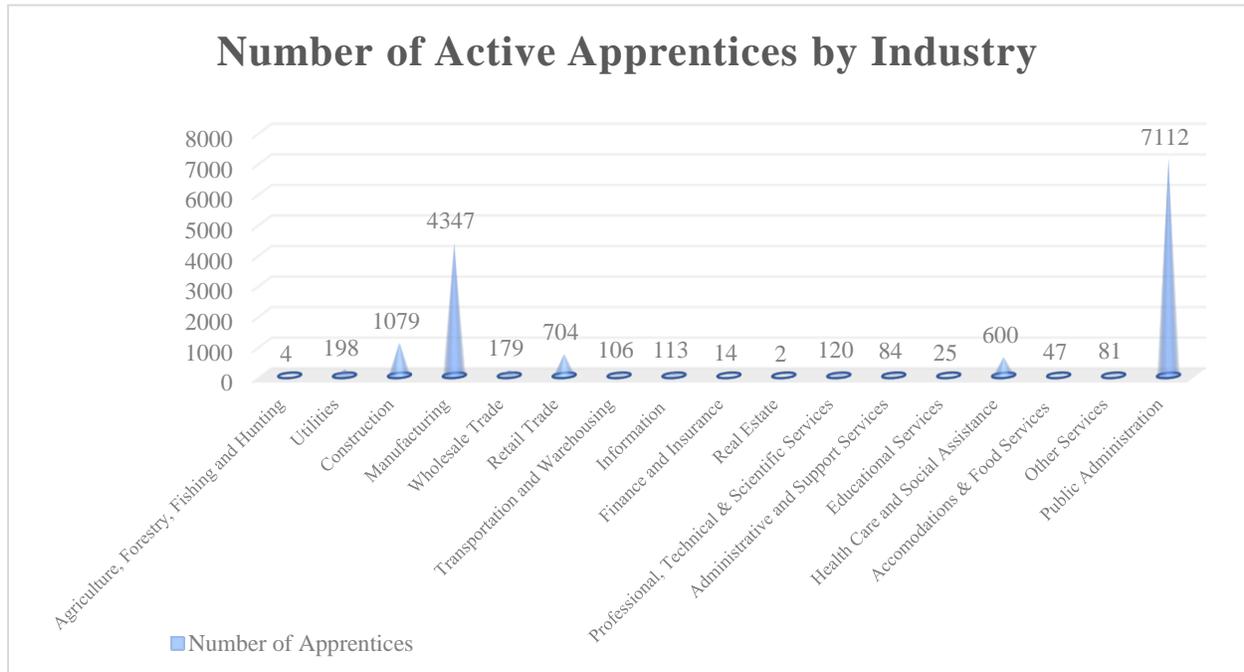
### Apprenticeship Carolina™ Activities

AC staff worked diligently between July 1, 2019 and June 30, 2020 to help register RAPs for an impressive **89** new companies. Many companies, realizing the benefits of apprenticeships, registered multiple occupations throughout this period, resulting in **124** occupations being registered with these 89 companies. Those 89 companies enrolled a total of **264** grant-funded apprentices and **176** individuals impacted by the grants, totaling **440** new apprentices. Of those 440 new apprentices, 16 are youth and 424 are adults. Of importance to note is that this number does not include new apprentices enrolled with companies that registered programs prior to July 1, 2019.



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If we expand our data outwards to see the total number of current active apprentices in existing occupations not created in the previous fiscal year, we find that there are currently 14,815 active apprentices as of June 30, 2020 in South Carolina. The chart below breaks down the number of apprentices within each industry.



South Carolina's two biggest employers of apprentices is the South Carolina National Guard and CVS.

A portion of AC's success in growing apprenticeships in South Carolina can be attributed to the grant funds that are provided by USDOL. These scholarship funds, coupled with the quality of training and recognition that RAPs provide, are major factors that attract both youth and adults. Recognizing and promoting the opportunities these funds provide is one of many tools that the consultants have in their toolbelt. With the continued influx of USDOL grant funds, it is expected that collaboration between consultants and grant staff will only strengthen and serve to further grow RAPs in South Carolina.

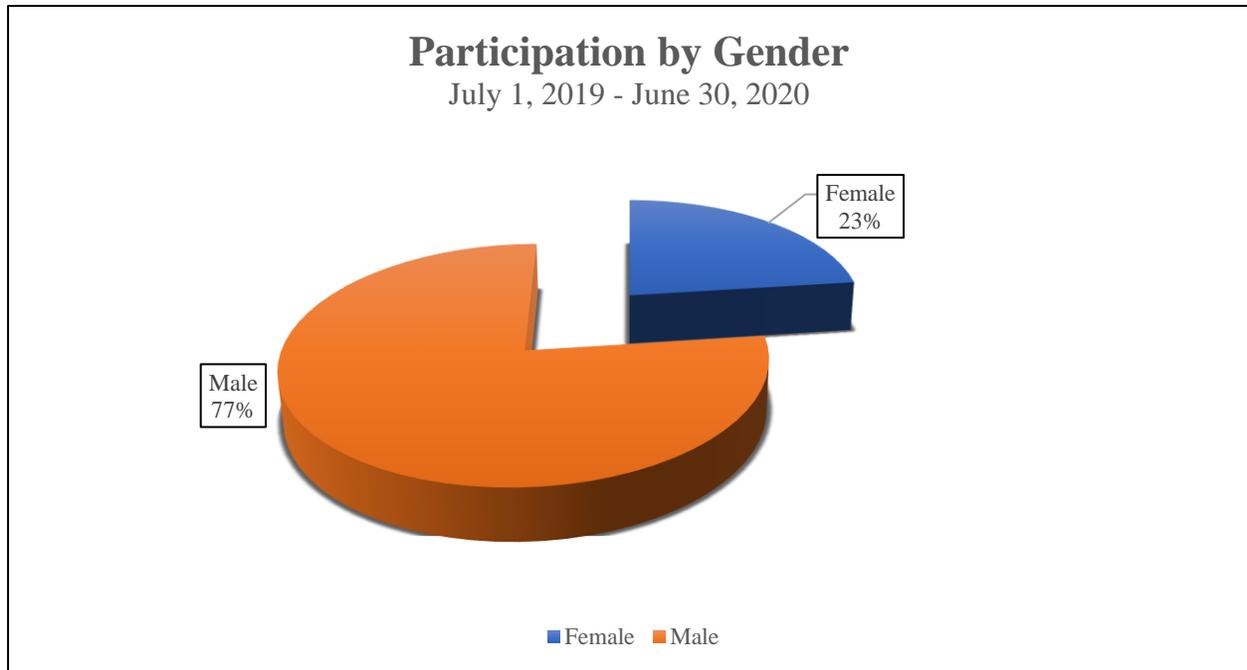
### State Apprenticeship Expansion (SAE) Grant Activities

AC, on behalf of the State of South Carolina, was the recipient of the USDOL 2016 SAE grant. The funding for this grant was delivered in two separate rounds. The first allocation was in the amount of \$900,000 and the second allocation was in the amount of \$1,089,990. The \$1,989,990 grant began on November 1, 2016 and ends on October 31, 2020. Based on the total allocation amount, it was expected that AC would serve at least 150 participants, which includes both registered apprentices and pre-apprentices. To date, the SAE grant has already served **1,216**

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participants and has funded **165** newly registered apprentices. Of the 165 grant-funded apprentices, 23% of those apprentices have been female.

Between July 1, 2019 and June 30, 2020, the SAE grant funded **75** new apprentices.



The SAE grant funded a return-on-investment study. This study is being conducted in partnership with the state's flagship university, the University of South Carolina (USC), and will be completed by September 30, 2020. It is anticipated that this will be used as a tool to educate prospective and current employers, apprentices, and parents on the benefits of participating in a RAP.

To supplement the ROI study, a contract with Thomas P. Miller has been established to develop an apprenticeship asset map and SWOT analysis. This asset map is being organized by each technical college's service area and will identify all the different types of resources available to employers and apprentices alike to support them throughout the RAP. This asset map will be a point-in-time resource that is expected to be used internally. For internal reference, Thomas P. Miller is also expected to develop and present a SWOT analysis to help guide AC's strategic planning for RAPs and pre-apprenticeship activities around the state. It is anticipated that these two projects will be completed by no later than September 30, 2020.

To promote the success of the SAE grant, SAE grant funds have been allocated to fund two marketing and outreach projects. The first project is the on-going development and creation of four (4) industry-specific videos. These videos will highlight high-performing apprentices and RAP completers and discuss the positive impacts that participating in a RAP has had. Due to the travel restrictions implemented because of COVID-19, the anticipated completion date of these video has been extended until September 30, 2020. It is anticipated that once completed, these videos will be publicly posted, promoted on all social media platforms and on AC's webpage

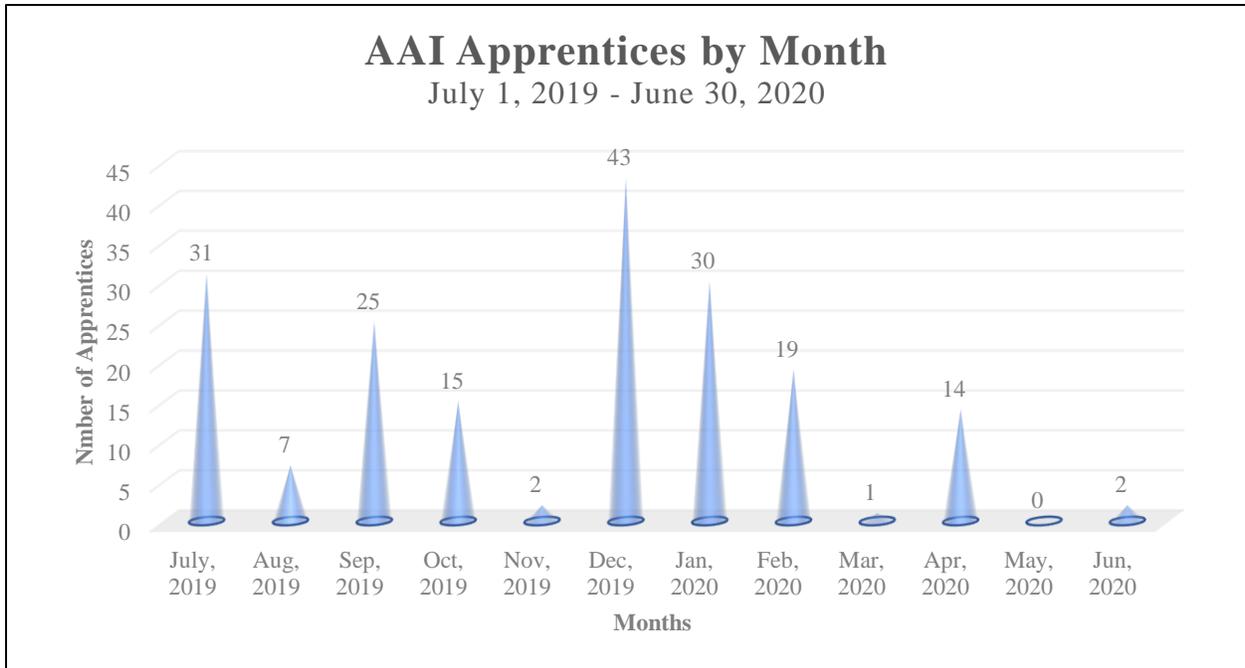
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and shared with employers and stakeholders. It is expected that these videos will also be shared with potential and current apprentices and pre-apprentices.

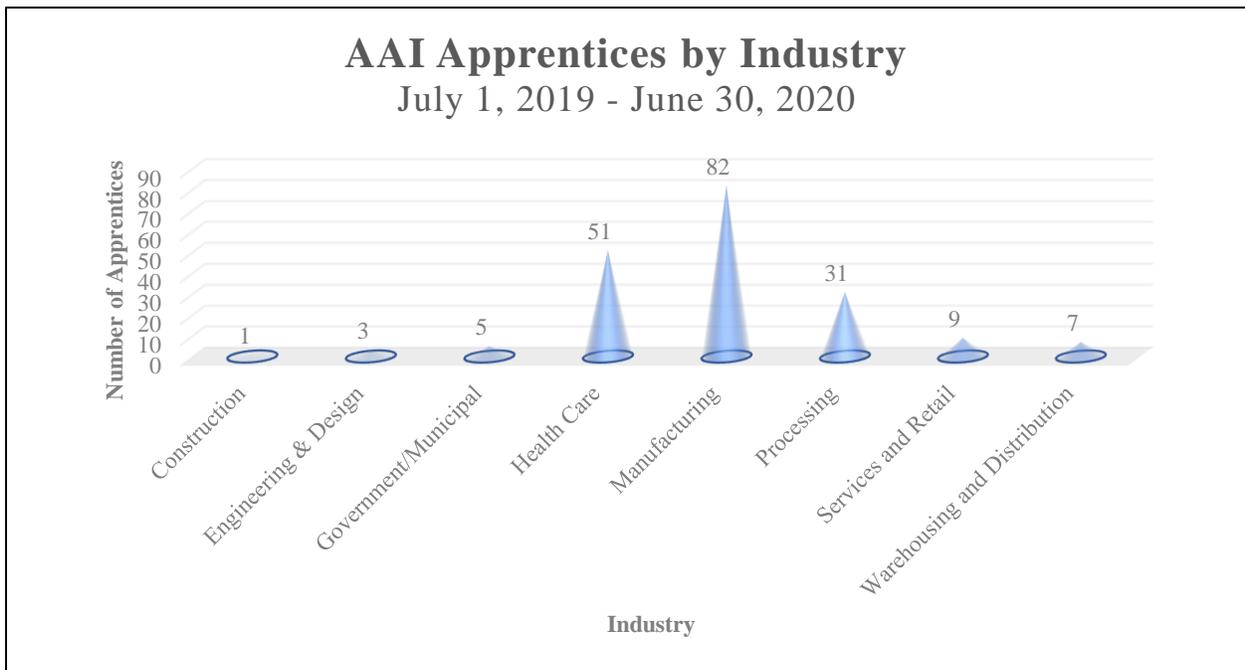
### **American Apprenticeship Initiative (AAI) Grant Activities**

AC, on behalf of the State of South Carolina, was the recipient of the 2015 USDOL American Apprenticeship Initiative (AAI) grant. This \$5,000,000 grant began on October 1, 2015 and ends on September 30, 2020. Based on the allocation amount, it was expected that AC would serve at least 1,000 new apprentices in only eight (8) industries. To date, the AAI grant has already served an impressive **2,084** apprentices and **142** program sponsors. With the approval of a six (6) month no-cost extension and the allocation of the remaining grant funds, it is anticipated that an additional 66 apprentices be served with AAI grant funds. The number of participants served, activities performed, and overall management of the grant has earned AC's AAI grant a spot as one of the top 15 grantees nationwide.

Between July 1, 2019 and June 30, 2020, the AAI grant recorded **189** new apprentices. Of those apprentices, 105 were males and 84 were females. The total number of participants added by month is broken down in the chart below.



The **189** new participants are broken down by industry in the chart below.



In addition to exceeding the required participant goals, the AAI grant has also funded two exciting and informative projects in the previous year. In partnership with USC, a return-on-investment study was completed and has been designed to serve as a tool to educate prospective and current employers on the benefits of apprenticeships. To complete the study, USC surveyed 200 companies in South Carolina with registered apprenticeship programs. Based on the information USC received, they determined that for every \$1.00 invested in apprenticeship

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generates a **\$1.26** return on investment after five (5) years. After seven (7) years, that number rises to **\$2.15**. The study also concluded that, on average, apprenticeship completers remain employed with their company 2.9 years longer than those who do not participate in apprenticeships. Overall, the survey concluded that all industries saw a net benefit from RAPs.

At the suggestion of employers, the AAI grant also funded the creation of a virtual mentor training tool that is available to all employers with a RAP. This tool features four (4) virtual modules centered around developing mentors and helping them to understand their importance to apprentices enrolled in RAPs. The modules cover the following topics: 1) mentor orientation; 2) what is a RAP; 3) the four (4) phases of mentoring; and 4) how to develop and implement goals and set expectations for apprentices. To date, modules have also been customized for a select number of industries. It is anticipated that AC will use new USDOL apprenticeship grant funds to expand the number of industries and topics covered in the online mentor training.

An important component of the AAI grant was tracking and reporting leveraged time and activities. Between July 1, 2019 and June 30, 2020, AAI grant staff tracked a total of 2,290 hours leveraged from non-grant staff at SCTCS and stakeholder. In dollar terms, this amounts to **\$78,165.00** in leveraged resources.

### **Challenges & Concerns**

COVID-19 continues to play a significant role in South Carolina. With the number of cases continuing to rise, it is not anticipated that a true return to 'normal' will happen anytime soon. Presently, the technical colleges have indicated that they do not foresee the virus having a significant impact on their approved projects nor on funding the number of apprentices and pre-apprentices that they originally projected. However, this is a very fluid situation that could change rapidly. The length of time and significance of the impact to employers will ultimately determine how many projects are completed in their entirety and the total number of individuals who receive ASE grant funds.

### **Appendix I: Call for Proposals**

A copy of the ASE Call for Proposals document is available below. The official Apprentice Registration Form is a fillable PDF document.

## **CALL FOR PROPOSALS**

### **Apprenticeship Carolina Expansion (ACE) Grant**

#### **BACKGROUND**

Apprenticeships provide an industry-driven, high-quality career pathway for which employers can develop and prepare their future workforce. At the same time, individuals can obtain paid work experience, classroom instruction, and receive a portable, nationally recognized credential. Building on national support to expand apprenticeships, the United States Department of Labor has awarded expansion funding to Apprenticeship Carolina to continue efforts towards three primary goals:

1. To expand the number of apprentices in Registered Apprenticeship Programs (RAP);

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2. To support and encourage RAP diversification, including increasing the diversity of apprentices and growing apprenticeship across industry sectors; and
3. To support the integration of RAPs into state workforce development, education, and economic development strategies and programs, ensuring that apprenticeship is a viable career path for youth, adults, career seekers as well as a valuable workforce development strategy for businesses.

### OVERVIEW:

Apprenticeship Carolina is pleased to announce the availability of this expansion funding to the South Carolina Technical Colleges. The total amount of money available to colleges for funding through the **ACE** grant is \$526,959.26. Technical Colleges shall submit proposals detailing projects that will scale and diversify RAPs within their service areas. Funding will be awarded to Technical Colleges for project proposal(s) that demonstrate activities such as:

- Recruitment and enrollment of registered apprentices from underrepresented populations, such as women, youth, communities of color, Native Americans, Veterans, persons with disabilities, and returning citizens;
- Recruitment and enrollment of registered apprentices from unemployed and underemployed populations;
- Support for apprenticeship job-related education costs;
- The development of pre-apprenticeship programs\* and other on-ramps to apprenticeships that help support the enrollment of apprentices through direct entry from a pre-apprenticeship into a RAP.

**NOTE: Eligible participants are persons 16 years of age and older who are not enrolled in a RAPs at the time of participation. While expenditures may be made on pre-apprenticeship programs as outlined, pre-apprentices shall not be considered participants for the purposes of this grant.**

\*For pre-apprenticeship program expenditures to be allowable, they must meet the definition and criteria provided by in the United States Department of Labor's Training and Employment Notice (TEN) Defining a Quality Pre-Apprenticeship Program & Related Tools & Resources ([https://wdr.doleta.gov/directives/attach/TEN/TEN\\_13-12.pdf](https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12.pdf)).

### CRITERIA:

Funding provided to Technical Colleges under the **ACE** Grant may be used in the form of tuition scholarships for training (continuing education) and education (academic) programs on a reimbursement basis. Scholarships may include tuition, books, examinations, assessment, or other educational fees and supplies as deemed appropriate for targeted occupations. The maximum allowable reimbursement amount per individual is \$2,500.00. Reimbursement requests submitted for other expenses are considered disallowable and will be denied.

Funding received by the Technical College under the **ACE** Grant must be spent on the aforementioned items in the following allowable industry clusters:

- Advanced Manufacturing
- Architecture, Construction & Engineering
- Transportation, Distribution & Logistics
- Healthcare
- Information Technology

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- Tourism, Hospitality & Service
- Energy
- Professional
- Agriculture
- Business Administration
- Education

### ELIGIBILITY:

South Carolina Technical Colleges may apply for funding through the ACE Grant. No limitations are placed on the anticipated number of new apprenticeships created, number of new apprentices enrolled, or total funds that the applicant may request. However, applicants are strongly encouraged to only request funds that they can reasonably spend within the grant period.

### APPLICATION INFORMATION:

The applicant will be asked to elaborate on the following topics on their application. To supplement any answers provided, the applicant is encouraged to also attach supporting materials with their submission packet.

#### *PROJECT OVERVIEW & NEED:*

Provide a high-level overview of the project, including but not limited to, the overall goal and desired outcomes. Include information such as location, targeted population, overall number of persons to be served, service delivery method and estimated number of new/or pre-apprentices expected to enroll in RAPs during the grant period.

#### *REGISTERED APPRENTICESHIP PROGRAM EXPANSION:*

Provide a detailed explanation about how your proposed project(s) will increase the number of RAPs.

#### *SERVICE TO UNDER-REPRESENTED POPULATIONS:*

Provide a detailed explanation about how your proposed project(s) will increase enrollment and participation among under-represented populations.

#### *SERVICE TO UNEMPLOYED AND UNDER-EMPLOYED POPULATIONS:*

Provide a detailed explanation about how your proposed project(s) will increase enrollment and participation among unemployed and under-employed populations.

#### *BUSINESS & INDUSTRY COOPERATION (INCLUDE LETTERS OF SUPPORT):*

Provide a detailed description of all current or proposed business and/or industry partnerships that will assist the applicant in meeting all of the success criteria. Include letters of support from business and/or industry partners that demonstrate a commitment to working with the applicant in successfully completing your proposed project(s).

#### *YOUTH & PRE-APPRENTICESHIP INFRASTRUCTURE*

Provide a detailed description of how the proposed project(s) will incorporate education, programs and funding into registered youth apprenticeships and pre-apprenticeships that meet the criteria outlined by the U.S. Department of Labor.

#### *COOPERATION WITH K-12 SYSTEM*

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Provide a detailed description of how the proposed project(s) will collaborate with the K-12 System to achieve programmatic outcomes and objectives.

### *SUSTAINABILITY:*

Provide a detailed description of a sustainability plan for the proposed project once the grant period has concluded.

### *BUDGET NARRATIVE:*

Provide a detailed budget narrative that clearly describes how costs are identified and determined. The budget narrative should be submitted as a separate document in either a Microsoft Word or Excel format. **Only costs that are reasonable, allowable, and allocable to the project will be considered.**

Please note the following allowable and disallowable cost identified below. Include only allowable costs in the budget narrative.

#### Allowable:

- Tuition Scholarships (academic & continuing education);
- Books (relevant to the class/training);
- Examination/Assessment Fees;
- Educational Fees;
- Materials and Supplies (required by the employer to successfully complete the training).

#### Disallowable:

- Personnel costs;
- Payment of apprentice wages;
- Equipment costs;
- Building rental, lease and/or construction;
- Lobbying services.

**NOTE:** This grant is issued through Federal funding made available by the United States Department of Labor. This funding must be used in accordance with all Federal statutes, regulations, and the terms and conditions of this grant, including the OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

### APPLICATION SUBMISSION:

Completed applications and supporting materials must be submitted to: [FALLAWC@sctechsystem.edu](mailto:FALLAWC@sctechsystem.edu) by no later than 5:00 PM on February 10, 2020. Late applications and/or supporting material will not be accepted.

Apprenticeship Carolina and the South Carolina Technical College System reserve the right to clarify or request additional information from applicants at any time.

### SELECTION CRITERIA:

A neutral review committee will be made up of representatives from the South Carolina Technical College's system office. Applications will be reviewed and scored using the attached Evaluation Rubric.

### AWARD:

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Final Awards will be made to Technical Colleges that demonstrate the strongest ability to develop and implement a project that satisfies all grant criteria.

All funds awarded through the ASE Grant must be expended between March 1, 2020 and May 31, 2022. Funds not expended by May 31, 2022 must be returned to the South Carolina Technical College System. Colleges will be reviewed on a semi-annual basis to ensure that funds are being expended. Colleges that fail to expend their funds may have their funds reallocated.

**NOTE:** Apprenticeship Carolina is not obligated to award the full amount requested by the applicant. Apprenticeship Carolina reserves the right to partially fund a project. The final determination will be made based upon the competitiveness of the applications received.

### NOTIFICATION OF AWARD:

Apprenticeship Carolina and the South Carolina Technical College System tentatively anticipate notifying applicants selected for award in late February 2020.

### REPORTING:

Applicants awarded funding will be required to complete and submit monthly narratives outlining current grant activity, which includes, but is not limited to: services provided, outcomes, challenges/concerns, and strategies to address those challenges/concerns.

Recipients will be required to submit monthly programmatic reports and reimbursements forms.

Recipients will be required to submit all required apprenticeship documentation upon completion.

Further instructions on reporting policies and procedures and reporting forms will be provided to the college recipients' in their award packets.

### QUESTIONS:

All questions regarding this funding opportunity shall be submitted in writing to both [FALLAWC@sctechsystem.edu](mailto:FALLAWC@sctechsystem.edu).

## **Appendix II: Apprentice Registration Form**

A copy of the ASE Apprentice Registration Form is available below. The official Apprentice Registration Form is a fillable PDF document.

## **APPRENTICE REGISTRATION FORM** **Apprenticeship Carolina Expansion (ACE) Grant**

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### **TO BE COMPLETED BY THE EMPLOYER**

The information requested below is required to be completed by you, the employer. To be eligible for ACE grant funds, the Apprentice must be registered by the employer with the United States Department of Labor in the RAPIDS system. Successful registration in RAPIDS generates a unique ApprenticeshipID for each Apprentice. When completing this form, please use the ApprenticeshipID provided to you. If you are completing this form for a Pre-Apprentice, you do not need to provide an ApprenticeshipID.

This form may be completed and signed electronically. Should an Apprentice or Pre-Apprentice be under the age of 18, a parent or guardian's signature is required. Once the form has been completed and

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signed by the Apprentice and, if applicable, a parent/guardian, please save the file using the following format (LAST NAME, FIRST NAME) and submit it back to the Technical College.

Please note, failure to complete all required fields may result in your request being denied or delayed.

\*Employer's Name: \_\_\_\_\_

\*Apprentice's Name: \_\_\_\_\_

\* Pre-Apprentice

\* Registered Apprentice \*\*ApprenticeshipID: \_\_\_\_\_

\*RAPIDS Registration Date: (mm/dd/yyyy): \_\_\_\_\_

\*Training Start Date (mm/dd/yyyy): \_\_\_\_\_

\*Anticipated Completed Date (mm/dd/yyyy): \_\_\_\_\_

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### TO BE COMPLETED BY THE APPRENTICE

Congratulations on being selected as an Apprenticeship Carolina Expansion (**ACE**) grant Pre-Apprentice or Registered Apprentice! The academic or continuing education classes you are taking are being provided through funding made available by the United States Department of Labor ("USDOL") and are being administered by Apprenticeship Carolina™, a division of the South Carolina Technical College System ("SCTCS").

Apprenticeship Carolina™ is required or otherwise authorized by 29 Code of Federal Regulations Part 29 and the Terms and Conditions of the **ACE** grant to collect the following information on each Pre-Apprentice or Registered Apprentice for which a reimbursement will be requested. The information below will always be kept strictly confidential and used solely for the purposes of data collection and reporting as required by this grant.

At no time will any of the information you provide on this form be shared with anyone other than your employer, the applicable technical college, and Apprenticeship Carolina™/SCTCS and USDOL employees involved with the ACE grant.

*Step #1: Please complete the applicant details below.*

\*\*Technical College: \_\_\_\_\_

\*Apprentice's Name: \_\_\_\_\_

\*Apprentice's Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number (xxx-xx-xxxx): \_\_\_\_\_

\*Email Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

*Step #2: Please complete the information below about the applicant's background and demographics.*

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\*Gender:  Male   Female Prefer Not to Answer

\*Ethnicity:  Hispanic/Latino  Non-Hispanic/Latino  Prefer Not to Answer

\*Race: American Indian or Alaskan Native  Asian  Black or African American   
Native Hawaiian or Other Pacific Islander  White  Prefer Not to Answer \*Education Level:

In Secondary School or Equivalency Program  Secondary School Graduate or Equivalent

Completed 1 or More Years of Postsecondary Education

Postsecondary Certification, License, or Non-Degree Educational Certificate

Completed Associate Degree  Completed Bachelor's Degree or Equivalent

Completed Advanced Degree Beyond Bachelor's Degree

\*Veteran Status:  Non-Veteran  Veteran Prefer  Not to Answer

\*Disability: Yes No  Prefer Not to Answer

\*Employment Status at Participation (select all that apply):

Unemployed Long-  Term Unemployment (27 + Consecutive Weeks)

Incumbent Worker  Incarcerated or Previously Incarcerated

\*\*Received Supportive Services Between July 1, 2019 and Present (select all that apply):

Childcare  Tools/Equipment  Transportation  Uniform(s)

\*\*Funding Source of Supportive Services (select all that apply):

Grant Funds WIOA  Title I WIOA (not Title I)

State Funding Sources  GI Bill PELL Grant

Step #3: Please sign the Release of Information below.

By signing below, you verify that all information provided herein is both true and accurate. Your signature (1) authorizes your employer and the applicable technical college to provide this information to Apprenticeship Carolina™/SCTCS and (2) permits Apprenticeship Carolina™/SCTCS to use such information for purposes consistent with the ACE grant. Failure to complete this form in its entirety may result in the delay or denial of USDOL funding for your coursework.

To sign this form electronically while using Adobe Reader or Adobe Acrobat, you may either type your name in the signature box below, or you may select the 'Sign Document by Typing or Drawing a Signature' button in the toolbar above.

\*Apprentice's Signature: \_\_\_\_\_

\*Date (mm/dd/yyyy): \_\_\_\_\_

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\*\*Parent/Guardian's Signature: \_\_\_\_\_

\*\*Date (mm/dd/yyyy): \_\_\_\_\_

*\*form is required to be completed in its entirety.*

*\*\*if applicable*