**Advanced Manufacturing Talent Investment Program and Fund**

*FY23-24 Information*

The Advanced Manufacturing Talent Investment Program and Fund, established pursuant to section 23.1-1244 of the Code of Virginia, was created to increase the number of trained individuals entering advanced manufacturing careers and to improve the readiness of graduates to be employed in identified advanced manufacturing fields. Funds will be allocated to existing programs that serve the Hampton Roads and Southwest Virginia regions (GO Virginia Regions 1 and 5) and other named institutions.

Funding was approved by the 2022 General Assembly through Budget Amendments – HB30 (Conference Report), [Item 487.50 #1c](https://budget.lis.virginia.gov/amendment/2022/2/HB30/Introduced/CR/487.50/1c/). $2,500,000 was designated for a pilot fund in FY23-24. Individual programs may apply for grants between $100,000 and $500,000. Programs that received awards in the previous round of funding may apply for an additional $100,000 - $250,000. The Virginia Economic Development Partnership will distribute the funds.

**Program Eligibility**

Funds will be awarded to *existing* programs that serve advanced manufacturing needs. Funds may not be used to develop new programs. Advanced manufacturing includes some but not all occupations in the following occupational subgroups, as defined by the Virginia Office of Education Economics (VOEE):

* Manufacturing
  + Management and Operations
  + Production
    - Assembly and Fabrication
    - Engineering Technician
    - Food
    - General
    - Machining
    - Metal and Plastic Working
    - Process Development
    - Textiles, Apparel, and Furnishings
    - Welding
    - Woodworking
  + Quality Assurance
* Architecture and Construction
  + Carpentry and Woodworking Trades
  + Electrical Trades
  + Plumbing Trades

A complete list of advanced manufacturing occupations is available [here](https://vedp.org/incentive/education-workforce-grants). Programs must be aligned with one or more of the included occupations.

Programs must serve the Hampton Roads or Southwest Virginia region. They should be operated by one or more of the following:

1. A comprehensive community college
2. A high school career and technical education (CTE) program operated by a local school board or a group of school boards[[1]](#footnote-1)
3. The Institute of Advanced Learning and Research
4. The New College Institute
5. Richard Bland College
6. The Roanoke Higher Education Center
7. The Southern Virginia Higher Education Center
8. The Southwest Virginia Higher Education Center

Applicant programs should not duplicate underutilized programs in the same region.

**Use of Funds**

Funds will be awarded for projects that meet at least one of the two Advanced Manufacturing Talent Investment Program objectives.

* Objective 1: Increase the number of trained individuals entering advanced manufacturing careers.
* Objective 2: Improve the readiness of graduates to be employed in identified advanced manufacturing fields.

Projects that meet Objective 1 could:

* Increase the capacity of programs. Programs must demonstrate that there is demand for additional spaces.
* Improve student retention and/or completion.
* Enhance interest in the program through marketing, outreach, advising, etc.
* Attract and hire qualified instructors.
* Expand or develop online and technology-enabled learning.
* Purchase equipment to enhance the capacity of programs.

Projects that meet Objective 2 could:

* Better align the program to meet demonstrated industry and/or employer demand.
* Refine and/or expand curricula (e.g., through the development of competency-based education).
* Develop new or enhance work-based learning opportunities.
* Provide Professional Development for faculty to enhance the skills and competencies taught in the program.
* Purchase equipment to enhance the skills and competencies taught in the program.

All projects must include a sustainability plan beyond the grant.

**Application Process**

Interested institutions must submit the Advanced Manufacturing Talent Investment Program and Fund grant application. Applications will be accepted from March 1, 2024, through April 15, 2024.

Applications will be submitted via email to the Virginia Office of Education Economics (VOEE).

VOEE will convene a selection committee to review proposals and select recipients. The committee will include representatives from VEDP/VOEE, employers and/or associations, and educators from regions and/or institutions ineligible to receive funds.

Grant recipients will be notified via an award letter.

**Memorandums of Understanding and Disbursement of Funds**

Grant recipients will receive Memorandums of Understanding (MOUs) with their award letters. Applicants are expected to execute the MOUs within 30 days of receipt.

Funds will be disbursed as reimbursements in two installments. Grantees will submit documentation for reimbursement with their interim and final reports (see below).

**Interim and Final Reports**

Grant recipients will be required to submit interim and final reports on their progress towards meeting the selected objective(s) and providing deliverables, as well as their expenditures to date.

Interim report: October 31, 2024

Final report: January 31, 2024

**Advanced Manufacturing Talent Investment Program and Fund**

*FY23-24 Application*

To be considered for Advanced Manufacturing Talent Investment Program funding, each institution will complete the following application for FY23-24.

**Timeline**

Applications for funding will be accepted between March 1, 2024, and April 15, 2024. Applications will not be considered after April 15, 2024.

Applications should be submitted via email to Rachel O’Brien with the Virginia Office of Education Economics, [robrien@vedp.org](mailto:robrien@vedp.org). Please indicate in the subject line of the email both the institution name and “Advanced Manufacturing Talent Investment Program and Fund”. Please save your electronic application file with the abbreviated name. For example, the application file name for Richard Bland College would read: RBC.AMTIPF.

**Application Rubric**

Grant recipients will be selected based on the following criteria. Applications that do not meet the basic institution, program, and project eligibility requirements (1a-c) will not be considered. Applications are competitive, and not all applicants will receive funding. Some projects may be awarded partial funding.

1. Demonstration of institution, program, and project eligibility.
   1. Programs must be operated by institutions that serve selected regions.
   2. Programs must be related to advanced manufacturing as defined on page 1.
   3. Projects must expand or enhance an existing program. Funds may not be used to develop new programs.
   4. Project deliverables must be completed in a timely manner, with approved funding expended by the project end date of December 31, 2024.
   5. Project efforts should not duplicate an underutilized existing program in the same region.
2. Demonstration that project is in line with the Advanced Manufacturing Talent Investment Program objectives.
   * Project increases the number of trained individuals entering advanced manufacturing careers.
   * And/or project improves the readiness of graduates to be employed in advanced manufacturing fields.
3. Demonstration that the existing program cannot meet industry and/or employer demand because of capacity constraints and/or inadequate/misaligned resources.
4. Use of labor market data to document the need for the project.
5. Demonstration of employer demand for the project.
6. Description of project deliverables and timeline.
7. The reasonableness of the proposed costs for personnel, equipment, materials/supplies, outreach, and other costs.
8. Involvement of advisory boards and/or regional businesses and industries on project development and implementation.
9. Sustainability of the project beyond the duration of the grant.

**Please direct inquiries to:**

Rachel O’Brien

Research Project Manager

Virginia Office of Education Economics (VOEE)

Virginia Economic Development Partnership

Email: [robrien@vedp.org](mailto:robrien@vedp.org)

Mobile: 804.839.2917

**Section A: General Information**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Submitting Institution/s** |  |
| **Contact Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **Email** |  |

**Section B: Project Description**

1. Provide a description of the proposed project. Please include the purpose, goals, and the primary uses of the Advanced Manufacturing Talent Investment Program funds. (400 words max)

**Section C:** **Demonstration of Eligibility**

1. List which eligible institution/s the program is operated by and demonstrate that the institution serves an approved region.
2. Describe the existing advanced manufacturing program that funds will enhance or expand. Include a list of the advanced manufacturing occupations aligned to the program. (200 words max)
3. Describe how the proposed project will enhance or expand the existing program. If the project will expand an existing program, include information about the program’s current enrollment and justify the need and demand for additional capacity. (200 words max)
4. Explain why this program does not duplicate other underutilized programs in the same region. (200 words max)
5. AMTIP projects must demonstrate a clear effect on the advanced manufacturing workforce. Describe how this project will increase the number of trained individuals entering advanced manufacturing careers and/or improve the readiness of graduates for advanced manufacturing careers. When possible, use numbers to quantify the expected effect of the proposed project. (200 words max)
6. Use the Virginia 2024 High Demand Occupations List Dashboard available [here](https://voee.org/virginia-2024-high-demand-occupations-dashboard/) to document the education and labor market need for the project. A brief video is available [here](https://vimeo.com/912688526?share=copy) with instructions on how to use the dashboard. Projects should expand or enhance programs aligned with advanced manufacturing occupations that are in high demand for the state or region. Some eligible occupations may not appear on the High Demand Occupations List. Additional data are available for all occupations through VOEE’s Education and Workforce Alignment Dashboard available [here](https://voee.org/education-and-workforce-alignment-dashboard/). If you would like further assistance using the dashboards, please contact Rachel O’Brien, [robrien@vedp.org](mailto:robrien@vedp.org). (200 words max)
7. Provide evidence that there is demand by employers for the project. Letters of support will be considered but are not required. Include any letters as an appendix to the application.
8. Describe how advisory boards and/or regional businesses and industries have been involved or will be involved in project development and implementation. (200 words max)
9. Describe how the project will be sustained beyond the duration of the grant. For example, an application to fund a faculty member should include information about how the faculty member will be funded after grant funds are exhausted.
10. Describe the risk to the program, industry, employers, and/or other stakeholders if the project is not funded.

**Section D: Project Deliverables and Timeline**

Select and describe one or more project deliverables that align with at least one of the Advanced Manufacturing Talent Investment Program objectives. Deliverables should be clear, measurable, and include an expected completion date. Institutions will include deliverables as part of their interim and final reports. For example, a project that purchases equipment for instruction could report the actual or anticipated number of students that will work with that equipment. (200 words max)

**Section E: Budget**

Use the Excel template available [here](https://vedp.org/incentive/education-workforce-grants) to create a budget and attach it with this application.

**Section F: Budget Narrative**

Describe how funds will be used. (200 words max)

**Interim and Final Report Template**

**Check one:**

□ Interim report

□ Final report

|  |  |
| --- | --- |
| **Project Title** |  |
| **Submitting Institution/s** |  |
| **Contact Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **Email** |  |

**Section A: Project Description (copied from grant application)**

**Section B: Project Update**

Provide an update on the status of the project and describe any obstacles to completing the project by the end of the grant period, December 31, 2024. (400 words max)

**Section C: Deliverables**

Describe the status of deliverables below, and/or attach completed deliverables as separate documents. (200 words max)

**Section D: Budget**

Attach the updated Excel budget to this report.

**Section E: Budget Narrative**

Describe how grant funds have been spent to date below (through September 30, 2024, for the interim report; through December 31, 2024, for the final report). (200 words max)

1. Middle school CTE programs are not eligible. [↑](#footnote-ref-1)