

Subject: New submission ALBANY Workforce Development Application

Date: Friday, August 25, 2023 at 5:49:15 PM Eastern Daylight Time

From: jnytko@govsol.org

To: jnytko@govsol.org

General Information
Date of application
08/25/2023
Entity name
Hudson Valley Community College Capital District Educational Opportunity Center
Entity TIN, EIN or Social Security Number
14-6009464
Entity physical address
431 River Street Troy, New York 12180 United States Map It
Is the entity's mailing address different from the physical address?
Yes
If "Yes" above, what is the mailing address?
80 Vandenberg Avenue, EOC Troy, NY 12180-6096 United States Map It
Contact Information
Primary contact name
Allison Collins-Schroeder
Primary contact title
Director of Grants and Contracts Administration
Primary contact phone
(518) 629-8007
Primary contact email
grants@hvcc.edu
What is the preferred method of contact?
Email
Website (if available)
https://www.hvcc.edu/programs/eoc/index.html
Entity Info and Structure
Which legal structure best describes the entity?

Educational Facility

What was the date of the entity's establishment?

01/01/1953

If a business, what is the primary function (select best option)

Child Care, Education, Instruction

Have you or the entity ever received any form of COVID-19 relief funds?

Yes

If "Yes" above, please specify type and amount.

HVCC received institutional funding in the amount of \$21,058,056. These funds were strategically utilized to enhance the experiences of HVCC students, through expanded mental health supports, student services, and updated academic equipment and technology, as well as personal protective equipment.

Emergency grants to students, in the amount of \$14,456,199 were awarded to offset the disruption of campus operations due to COVID-19.

Project Information

Please provide a short summary of your proposed project including a project name, general description, total cost, reason(s) why you are pursuing the project and anticipated impact:

To raise awareness about achievable career aspirations, deliver a training program that yields "good jobs" for individuals with barriers to education, and to close a severe industry skills gap in the electrical trades, the Capital District Educational Opportunity Center (CDEOC) will create a Mobile Electrical Lab (MEL).

The MEL will demonstrate and provide job skills training for a broad range of in-demand careers in the electrical trades. Working in collaboration with project partners, the CDEOC will transport the MEL to low-income communities throughout Albany County, taking a targeted approach to help raise socioeconomically disenfranchised communities out of poverty and contribute to their long-term growth and sustainability.

According to Lightcast Data, a global leader in real-time labor market analytics, at the time of this writing, the medium hourly salary for an electrician in Albany County is \$34.00 per hour with 94 current job openings and 944 electricians currently employed. The projected outlook for job growth in this field in Albany County is 19%.

Concurrently, the MEL will serve as a means of promoting another CDEOC career program that is equally in high demand, Class B Commercial Driver's License Training, which will begin in the Fall of 2023 in partnership with the CDL School in Albany. Class B Commercial Drivers starting salaries currently range from \$30,000 to \$50,000 per year.

What amount of funding is being requested?

500,000

Does the project budget have any additional sources of funds?

Yes

If "Yes" above, please specify the additional sources below.

- SUNY University Center for Academic and Workforce Development (UCAWD) operating budget
- Administrative staff salary and benefits for those providing programmatic oversight.
- Wraparound support services including clinically licensed counselors, daily meals and food pantry access, and professional child care.

I certify that if awarded, ARPA funding will not displace any other project funding

Yes, I certify

Project Description

Identify and describe whether funds will be used in any of the following areas. Check all that apply.

- 1. Establishment of a new training program
- 2. Expanding an existing program – investment in outreach/ community engagement
- 3. Expanding an existing program – providing tuition or stipends for County residents or /expanding program seats the number of individuals a program can serve
- 4. Expanding an existing program – investment in wraparound services connected to a workforce development program (i.e. childcare, transportation, etc.)
- 5. Expanding an existing program – purchase of equipment

If "1. Establishment of a new training program" above, describe the purpose of the program in detail including approach, industry focus proposed use of funds, program need, target population

The CDEOC requests ARPA funds to establish a new training program in Albany County. This program will specifically focus on training Electrical Technicians for skills including assembling, evaluating, testing, and maintaining electrical or electronic wiring, equipment, appliances, and apparatus, one of the highest-needed "good jobs" in the residential, commercial, and industrial construction sectors across New York State.

By creating a Mobile Electrical Lab (MEL), the CDEOC will expand access to an introductory program that will prepare Electrical Technicians for direct entry into the workforce but will also allow graduates to articulate into the Hudson Valley Community College Electrical Construction Maintenance Degree Program, having already earned three credits toward their degree.

If "2. Expanding an existing program – investment in outreach/ community engagement" above, describe in detail how funds will be used to support.

The MEL will offer two training program sessions in Albany County, Monday through Friday. Morning classes will run from 9:00 a.m. to 12:00 p.m. Evening classes will run from 5:00 p.m. to 8:00 p.m.

From 1:00 p.m. to 4:00 p.m., the MEL will travel to community events, secondary schools, housing authority community centers, and other partner locations to raise awareness about career opportunities in the industry and enroll new students.

The Capital District Educational Opportunity Center (CDEOC) will transport the MEL to low-income communities throughout Albany County, taking a targeted approach to help raise socioeconomically disenfranchised communities out of poverty and contribute to their long-term growth and sustainability.

If "3. Expanding an existing program – providing tuition or stipends for County residents/expand program seats" above, describe in detail how funds will be used to support.

The CDEOC will provide stipends for county residents that participate in and complete the training program. Stipends of \$1,500 will be paid to students upon completion of their program.

If "4. Expanding an existing program – investment in wraparound services connected to a workforce development program (i.e. childcare, transportation, etc.)" above, describe in detail how funds will be used to support.

In partnership with the Capital District YMCA, drop-in childcare will be provided for the children of enrolled daytime students at no charge. The staffing position for the childcare program will be funded through the ARPA Albany County Workforce Development Grant.

Childcare Salary \$55,000 + Fringe costs of \$19,250 = \$74,250

In addition, the CDEOC's operating funds will provide additional supports, which are offered to all enrolled students, at no cost:

- A go-anywhere, 24 hours/day-7 days/week, free CDTA bus pass;
- Free hot meals in our café run by our culinary students;
- Free groceries and produce from our food pantry;
- Free counseling provided by three licensed social workers who help students navigate the myriad challenges they face and make referrals to external services and programs as needed;
- A state-of-the-art ZenDen complete with a sleep pod, massage chairs, soft seating, and ambient lighting designed to support the mental health needs of all students.

If "5. Expanding an existing program – purchase of equipment" above, describe in detail how funds will be used to support..

Supplies and equipment that will be purchased for this program include:

- Commercial vehicle to tow trailer: \$75,000
- Trailer: \$30,000
- Carpentry supplies to build out bays: \$20,000
- Generator for power: \$25,000

Describe your organizations experience as a provider of workforce development/ training opportunities, including any experience in Albany County.

HVCC is the administering campus for the Capital Region Educational Opportunity Center (CDEOC). Since 1966, the CDEOC has served more than 45,500 individuals with more than 25,500 graduates and 14,000 placements. The State University of New York University Center for Academic and Workforce Development (SUNY UCAWD) provides strategic funding and facilitates collaborative efforts with state, municipal, and county agencies, secondary and post-secondary institutions, community-based organizations, business, and industry. In addition to covering the full costs of services provided to our students, SUNY UCAWD funds the cost of CDEOC's facilities, current administrative staff and faculty, and wraparound services.

The CDEOC delivers comprehensive career and technical education training for workforce development and college preparation programs to adult learners ages 16 and older who are socioeconomically and educationally disadvantaged. The CDEOC operates in the places where our students live so that accessibility is not a barrier. Because all CDEOC students are New York State residents and meet poverty social services guidelines, students attend the Capital District EOC tuition free and receive an array of wraparound services.

What differentiates the Capital District EOC from traditional training and educational programs is the degree of support that we provide our students. CDEOC students are treated with a level of respect, attention, nurturing, and care that many have never known, which in turn motivates and inspires them to reflect such qualities in themselves and build the confidence they need to succeed in their academic and career endeavors.

In addition to the CDEOC's main campus in downtown Troy, courses are also offered at the CDEOC at HVCC South, located at 20 Warren Street in Albany, NY. Both campuses are easily accessible via public transportation. As of November 2022, CDEOC enrollment is at 40% of its 2022-2023 goal of 1,000 students, with significantly higher retention and completion goals of 60% and 55%, respectively.

Working closely with a broad network of agencies, companies, and organizations that serve its target population, the CDEOC has developed many trusted relationships across the greater Capital Region. We engage these partners with our recruitment efforts, for job placement opportunities, and for guidance on program development.

The CDEOC has also responded to requests from rural and urban high schools to reinforce opportunities for students at risk of dropping out, and has been proactive in personal outreach to administrators, transition coordinators, and counselors to raise awareness about CDEOC services and programs.

The NYS Department of Corrections and Community Supervision, as well as agencies supporting reintegration such as Pathstone, seek collaboration with the CDEOC to create constructive and achievable pathways to employment for justice-involved individuals.

On May 10, 2023, the CEDEOC's Coordinator for Institutional Advancement and Enrollment Services Recruitment Specialist attended the bi-annual Hale Creek Correctional Facility's Re-Entry Career Fair in Johnstown, NY. Hale Creek provides Phase 1 Comprehensive Alcohol and Substance Abuse Treatment to incarcerated individuals, as a means of preparing them for Phase 2, Work Release.

The majority of this facility's population hailing from over 40 counties in New York State, including Albany county, will be returning to their respective communities on Work Release, after completing 180 days of rehabilitative programming, including Transitional Services. The Re-Entry Fair is designed to enhance the population's awareness of programs and services available to them, including career and technical education workforce development and academic pursuits. Attending CDEOC staff had meaningful engagement opportunities with over 170 eligible work-release individuals and will attend the next fair on November 8, 2023.

On August 1, 2023, the CDEOC hosted New York State Division of Criminal Justice Services Director and Deputy Commissioner, the Assistant Director, Probation Directors from Albany County, Schenectady County, and Rensselaer County, and Community Corrections Representatives for a tour of the CDEOC and an overview of available services and programs.

List any project partners, their role, and any funding they will receive (please note project partners may also be subject to compliance and reporting requirements).

The CDEOC is partnering with the Capital District YMCA to oversee its drop-in childcare. Funding from the ARPA Albany County Workforce Development Grant will cover the cost of a professional childcare provider.

The CDEOC also will leverage strong partnerships with a variety of community-based organizations.

If an award is made, describe how Albany County residents will benefit. Use specific metrics where possible (e.g. number of individuals sectoral job training programs).

The programs at CDEOC are intended to benefit under-represented populations with multiple barriers to education. HVCC and CDEOC bring extensive experience delivering high-quality workforce training programs, with a strategy specific to non-traditional students. This specialized focus is critical to delivering impact to the Albany community where the need for intervention is significant.

Forty students will complete the electrical technician training program. Of these, thirty will enter careers related to the training they have received and ten will pursue additional education and training through HVCC's Electrical Construction and Maintenance Program or through the IBEW.

The CDEOC has established multiple Articulation Agreements to facilitate the transfer of credits for students who wish to continue their education, including eight agreements with HVCC, one with Maria College in Albany, and one with SUNY Schenectady. Wraparound supports include hot meals, bus transportation, mental health supports, and career counseling.

In order to be eligible for ARPA funding, programs must serve low-to-moderate income households/communities (classified as 350% of the Federal Poverty Level) or households that experienced unemployment during the COVID-19 pandemic. Please describe specifically how your proposal will benefit unemployed or underemployed individuals meet this requirement and how you will verify this to the County.

The CDEOC's main campus is located in downtown Troy, which is home to the highest rate of poverty in the Capital Region (24.4%). Of the individuals enrolled at the CDEOC, 13.5% receive social services funding, 22% receive social security, and 41% are head(s) of household.

The diverse composition of the CDEOC trainee population includes:

- 40% Black and African American;
- 37% White;
- 8.6% Hispanic and;
- 8.2% Asian.

The average age of CDEOC students is 30. At the point of enrollment at CDEOC, the average annual income is approximately \$15,000. Upon completion of short-term CDEOC training programs, eight to twelve weeks in length, the same individuals have reported salaries ranging from \$16,000 to \$34,000.

According to 2020 U.S. Census data:

- 41% of births in Albany are to single mothers;
- Of those, 66.4% are non-White and 21.5% have not completed high school;
- 69.5% are mothers living below the poverty level;
- Albany's teen birth rate (7%) is almost 4 times that of NYS (2%) and double the US (3%)
- 9% of adults aged 25 and above have less than a high school degree

Albany Public Schools reported:

- 64% of its students in public schools are economically disadvantaged, and 80% of the students are minorities
- The schools' dropout rate is 11%.

Individuals who do not qualify financially for EOC admission may pursue training through HVCC's Office of Workforce Development at reduced cost.

How Will You Track Performance Goals And Define Success? Include at least two Key Performance Indicators and expected annual outcomes/impact during the reporting period (September 2023 - December 2026).

Just as we measure progress, results, impact, and outcomes for each of the programs we currently offer at the CDEOC based on SUNY UCAWD benchmarks, so we will for the Electrical Technician Training. The CDEOC's goal is to train 40 students per year each year ('24, '25, and '26), for a total of 120 students trained.

What is the proposed project start date?

We anticipate launching in the Spring of 2024, assuming we can secure the funding in time to build out the MEL.

What is the anticipated date of completion?

Continuous enrollment through December, 2026.

Please provide key project milestones inclusive of the anticipated timelines and descriptions

Milestone	Anticipated Date	Task Description
40 students enrolled	December 2024	Electrical Technician Training
40 students enrolled	December 2025	Electrical Technician Training
40 students enrolled	December 2026	Electrical Technician Training

Describe how the funding will support a sustainable workforce development initiative that will continue to serve Albany County residents after ARPA funds have been exhausted.

The CDEOC will build into its operating budget operational and maintenance costs for the MEL and the salaries and benefits for faculty and staff. The MEL will be fully built out and integrated into the curriculum offerings and operations of the CDEOC educational program.

Explain why arpa funds are needed to complete the project. Would the project be possible either without arpa assistance or assistance to a lesser degree?

The State University of New York University Center for Academic and Workforce Development (SUNY UCAWD) sets the budget for the Capital District EOC, and all EOCs across the state. For fiscal year 2023-24, the CDEOC received no increase in its budget allocation. Among other programs that had to be deferred was the Electrical Technician Training and its associated upfront costs to build out the MEL.

The following expenses are proposed:

Staffing costs include:

- Faculty: Electrical Technician Salary \$65,000 + Fringe costs of \$22,750 (35%) = \$87,750
- Faculty: Childcare Salary \$55,000 + Fringe costs of \$19,250 = \$74,250
- Stipends: \$60,000 based on 40 completions per year

Supplies and Equipment:

- Commercial vehicle to tow trailer: \$75,000
- Trailer: \$30,000
- Carpentry supplies to build out bays: \$20,000
- Generator for power: \$25,000

It is difficult to assess the impact of having fewer grant proceeds without knowledge of how significant the reduction in funding would be, but without funding for the MEL itself and professional faculty to conduct the Electrical Technician Training, the program would not be able to move forward. If the CDEOC received reduced funding, we would likely proceed with the program but without the ability to offer drop-in day care for the children of enrolled students in partnership with the Capital District YMCA.

Both the Bronx EOC in New York City and the Syracuse EOC are also applying for ARPA grant funding to build and staff MELs.

Are you a Workforce Development/Training Provider?

Yes

If "Yes" above, describe the industry or industries served by this program. List any specific companies who you will be partnering with.

The most common industries for electrician technicians are manufacturing, technology and professional. Here are the top 10 industries hiring Electrical Technicians, according to www.zippia.com, which cites an analysis of Bureau of Labor Statistics, Census, and current job openings data:

- Manufacturing 24%
- Fortune 500 14%
- Professional 8%
- Technology 8%
- Construction 7%
- Energy 6%
- Retail 5%
- Transportation 4%
- Automotive 4%
- Finance 3%

Are you a company?

No

At the top of this page is a downloadable project budget. Please download the budget form and upload it here.

- [HVCC-CDEOC-ARPA-Budget-Request.pdf](#)

If you are funding a multi-year initiative, please provide a breakdown of funding level per year below:

2023	2024	2025	2026
	380,000	60,000	60,000

Is any upfront funding needed to successfully implement your proposed project?

Yes

If "Yes" above, please explain how much and why

\$150,000 is requested as upfront funding to cover the costs of purchasing and building out the Mobile Electric Lab (MEL). ARPA funds will provide the startup costs to prove the concept is viable and effective. This includes cost for the following:

- Commercial vehicle to tow trailer \$75,000
- Trailer \$30,000
- Carpentry supplies to build out bays \$20,000
- Generator for power \$25,000

Explain why ARPA Funds Are Needed to Complete the proposed program/project. Would the proposal be Possible Without ARPA Assistance? Describe how your proposal would be impacted if you are awarded a smaller grant than requested?

For fiscal year 2023-24, the CDEOC received no increase in its budget allocation. Among other programs that had to be deferred was the Electrical Technician Training and its associated upfront costs to build out the MEL.

If the CDEOC received an ARPA award less than the total requested, we would likely proceed with the program but without the ability to offer drop-in day care for the children of enrolled students in partnership with the Capital District YMCA.

Tax Information

Please upload Federal tax returns for 2019

- [HVCC-2019-Audited-Financial-Statements.pdf](#)

Please upload Federal tax returns for 2020

- [HVCC-2020-Audited-Financial-Statements.pdf](#)

Please upload Federal tax returns for 2021

- [HVCC-2021-Audited-Financial-Statements.pdf](#)

If available, please provide your Unique Entity Identifier (UEI) from SAM.gov

LELKBMKMW4

Risk Assessment

Has the entity adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies?

Yes

If "Yes" above, what policies have been adopted?

Hudson Valley Community College abides by the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. In general, the Web server logs of HVCC, comprising electronic files or automated logs created to monitor access and use of services provided through www.hvcc.edu, are retained for one year and then destroyed. Hudson Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, marital status, veteran status, or political affiliation. The EOC has a designated person to handle all inquiries, reports and requests for consultation and counseling or complaints. Consistent with Title IX of the Education Amendments of 1972, Hudson Valley Community College does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and the college. Hudson Valley Community College does not collect any personal information (as that term is defined under the New York State Internet Security and Privacy Act) about you unless you provide that information voluntarily by sending an email, completing online forms, or completing the online application. This policy is consistent with the provisions of the New York State Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law.

Is the entity properly licensed or certified by a recognized source ?

Yes

If "Yes" above, please provide additional information.

HVCC is accredited by the Commission on Higher Education and is a member of the Middle States Association of Colleges and Schools. The college's 85 degree and certificate programs are approved by the State University of New York (SUNY) and NYS Department of Education.

Does the entity have a financial management system?

Yes

If "Yes" above, please describe the financial system, its capabilities and how it will help to track the proposed project.

HVCC uses Banner Finance for financial management which is able to track projected, obligated, and expended funds to include electronic tracking of receipts and payments made in support of this project. All financial actions in support of this Grant will be consistent with HVCC and State University of New York fiscal policies and procedures that are in compliance with 2 CFR Part 200 and include both internal and external auditing of fiscal expenditures.

Has there been any change in the entity's key staffing positions in the last 2 years?

Yes

If "Yes" above, please provide additional information below.

Dr. Denise Fernandez-Palozzi was named the Executive Director of the Capital District Educational Opportunity Center in 2022.

Has the entity previously done work for or received funds from the Federal government (i.e. Is the entity experienced in managing Federal funds)?

Yes

If "Yes" above, please provide additional details below.

HVCC has an extensive grant portfolio, including several multi-million-dollar grants, with awards from the US Department of Education, US Department of Labor, US Department of Energy, National Science Foundation, New York State Energy Research and Development Authority (NYSERDA), and the Long Island Power Authority. The college's fiscal staff is also familiar with working with federal and state granting agencies and electronic billing.

The County is careful about identifying and avoiding conflicts of interest, especially with grants awarded through the County. A conflict of interest arises when a person's self-interest and professional interest or public interest intersect. In this situation, there is the potential for biased professional judgment and lack of objectivity which creates a serious conflict when one of the interests can benefit financially or personally from actions or decisions made in the official capacity. A conflict of interest exists whether or not decisions are affected by a personal interest; there only needs to be the possibility of bias for a conflict. If your organization knows of a possible conflict of interest with your application for funds please disclose that information here. Otherwise write "None."

None

Certifications

US Treasury Reporting & Compliance Acknowledgment 1

- I Have Been Provided a Copy and Understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link or PDF included at the top of page)

US Treasury Reporting & Compliance Acknowledgment 2

- Should the County Allocate ARPA Funds, I am Able to and Pledge to Adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

US Treasury Reporting & Compliance Acknowledgment 3

- I Understand the County Will Contact me if/when Additional Information is Needed and that Information will be Promptly Provided to the County to Support Reporting Requirements

US Treasury Reporting & Compliance Acknowledgment 4

- If for Any Reason I am Unable to Comply with the U.S. Treasury's Compliance and Reporting Requirements I will Immediately Notify the County in writing by email or letter

US Treasury Reporting & Compliance Acknowledgment 5

- All Information Submitted in this Application is True & Accurate

Electronic Signature Agreement

I agree

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Type Name Below

Allison Collins-Schroeder