

Subject: New submission ALBANY Workforce Development Application**Date:** Friday, June 30, 2023 at 3:27:31 PM Eastern Daylight Time**From:** jnytko@govsol.org**To:** jnytko@govsol.org

General Information
Date of application
06/30/2023
Entity name
Albany-Schoharie-Schenectady-Saratoga Board of Cooperative Educational Services (Capital Region BOCES)
Entity TIN, EIN or Social Security Number
14-6009582
Entity physical address
900 Watervliet-Shaker Road Albany, New York 12205-1016 United States Map It
Is the entity's mailing address different from the physical address?
No
Contact Information
Primary contact name
Joseph Dragone
Primary contact title
Senior Executive Officer
Primary contact phone
(518) 462-4901
Primary contact email
joseph.dragone@neric.org
What is the preferred method of contact?
Either
Website (if available)
https://capitalregionboces.org
Entity Info and Structure
Which legal structure best describes the entity?
Educational Facility
What was the date of the entity's establishment?
05/13/1953

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

No

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:**

The New York State Department of Labor projects a 43.5% growth in healthcare support job openings in the Albany County area between 2018 and 2028. Capital Region BOCES Health Science Program will train adults in the skills they need to fill these high-demand positions as Certified Nursing Assistants, Home Health Aides, Personal Care Assistants, Sterile Processing Technicians, and Licensed Practicing Nurses. However, many potential students face obstacles to program enrollment and completion. The Removing Barriers to Success project will provide 60 low-income adults with financial assistance to complete a healthcare training program. BOCES' adult education programming routinely serves many students who fall into one or more of the following categories: low-income; those with no high school diploma; people with disabilities; veterans; English language learners; and those who have aged out of the school system but need job training. Because of their personal financial constraints, many potential students are unable to enroll in the program because they cannot afford the tuition and fees. They are forced to continue to work low-paying jobs, depriving their families of financial stability and progress. Of the students who do enroll, many need to leave the program before completion due to unexpected financial obstacles like loss of a job or a car needing repair.

Capital Region BOCES requests \$433,600 in ARPA funds to provide 60 Albany County residents with financial support, including full tuition, to complete a course of study leading to certification and employment as Certified Nursing Assistants, Home Health Aides, Personal Care Assistants, Sterile Processing Technicians, and Licensed Practicing Nurses. Removing the financial barrier will allow 60 low-income adults to pursue training and certification that will lead to higher-paying, in-demand positions they would not otherwise have access to. The impact of this project is twofold: (1) The students who complete the program will be gainfully employed in a fulfilling job leading to a higher quality of life for themselves and their families and (2) these 60 adults will meet the demand for these positions in hospitals, nursing homes, and other healthcare facilities in Albany County, directly impacting the healthcare thousands of county residents receive.

What amount of funding is being requested?

\$433,600

Does the project budget have any additional sources of funds?

Yes

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

Workforce Development Board Funding (WIOA)
Pell Grants

Capital Region BOCES considers ARPA funding to be last dollar funding, which will be used after other forms of financial assistance for students (Pell Grants, Workforce Development Board funding) have been exhausted.

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.**

- 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.)

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.

According to the U.S. Census, 12% of Albany County residents live below the federal poverty line. Many applicants for Capital Region BOCES' Health Science Program fall into this category. ARPA funding will remove the financial barriers for 60 Albany County residents who may otherwise not be able to afford the tuition. Eligible applicants who

demonstrate both financial hardship and the ability to persevere through the training will be provided with tuition for the Certified Nursing Assistant (CNA)/Home Health Aide (HHA)/Personal Care Assistant (PCA) program, the Sterile Processing Technician (SPT) program, and the Licensed Practicing Nurse (LPN) program through Capital Region BOCES.

All applicants to the Health Science Program complete a Free Application for Federal Student Aid (FAFSA), where they disclose their income. Students whose income is under 350 percent of the Federal Poverty Level will be considered for this funding. These students must pass the Test of Essential Academic Skills (TEAS) and interview for the program to verify that they have the academic and personal fortitude to be successful. The full cost of tuition will be provided for 60 students across three programs. 20 students in the LPN program will receive tuition assistance after Pell funding has been applied. A total of 20 students in the CNA/HHA/PCA program and 20 students in the SPT program will receive full tuition funding and will also be provided funding for academic supplies and certification test fees.

All students must meet academic and attendance standards, and complete required classwork and clinical hours to acquire certification. When students have completed all coursework and passed their certification exams, they will be ready to seek employment in these in-demand fields.

Each program has different licensing requirements regarding classwork and clinical hours. Students in the CNA program must complete 144 hours of classwork and clinical experience; the HHA program requires 54 hours; and the PCA program requires 56 hours. Students may complete any combination of these three programs to attain multiple certifications.

Students must complete 400 hours of coursework and clinical practice to obtain SPT certification. This program runs from November to May. The LPN course requires 1,100 hours of study, including clinical work. Students in this program have the option of attending full-time for 10 months (September to June) or part-time for 18 months (January to June). If notification of award is received by September 1, students who enroll in the Fall 2023 semester will begin to receive funding.

Because of the ongoing nature of the Health Science Program, the 60 students who receive funding will be in different cohorts.

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.

Students in the Health Science Program come from all over Albany County. To fulfill requirements and become certified, students must attend classes at the Capital Region BOCES Career & Technical Education Center located on 925B Watervliet-Shaker Road, Albany and clinical practice sessions at healthcare facilities throughout the region. For many current and prospective students, reliable transportation between these locations and home is a barrier to entering or completing a course of study. Many students rely on Uber, which is unsustainable for people with low incomes. To ensure students meet minimum attendance requirements and clinical practice hours, Capital Region BOCES will provide Tech valley Shuttle and/or CDTA transportation to all students who qualify for this program. CDTA STAR Tripbooks, Pay As You Go cards and/or similar transportation vouchers from Tech Valley Shuttle will be purchased and supplied to students who do not have transportation or who lose access to a vehicle while enrolled in the program.

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

Since 1953, Capital Region BOCES has led the region in training thousands of students of all ages across a variety of sectors. This includes operating Albany County's largest healthcare training program for adults, many of whom represent disadvantaged populations, including single parents, low-income individuals, individuals with disabilities, and English language learners. In partnership with local healthcare providers, the health sciences program prepares students for in-demand careers as practical nurses, home health aides, personal care assistants, certified nursing assistants, and sterile processing technicians.

The increased demand for workforce development opportunities led Capital Region BOCES to open a new, state-of-the-art Career & Technical Education (CTE) Center in September 2022. This facility is home to 25 high school programs and several adult education programs that prepare students for in-demand careers, including those in the health science areas. This new facility is designed to accommodate today's programs and evolve to accommodate training for future in-demand careers. An integral part of all programs is work-based learning opportunities. The Capital Region BOCES CTE program has advisory boards comprised of local employers who provide guidance to ensure programs are meeting the needs of employers. In addition, the teaching staff are credentialed experts in their field and bring years of work-based experience to the program.

The COVID-19 pandemic impacted the number of students who entered and graduated from the healthcare support training programs. Despite this, as of 2022, the placement rate for graduates of the three-year-old Sterile Processing

Technician program is 100%. Enrollment in the Licensed Practical Nursing program increased by 22% in school year 2022-2023, approaching pre-pandemic levels.

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).

Capital Region BOCES provides students in the Health Science Program with access to hands-on training in various clinical settings in Albany County. This clinical experience fulfills the required hours students must complete to be certified as Licensed Practical Nurses (LPNs), Home Health Aides (HHAs), Certified Nurse Assistants (CNAs), Personal Care Assistants (PCAs), or Sterile Processing Technicians (SPTs). Often, these training experiences result in full-time employment for students upon program completion. Clinical training partners for this grant include Albany Medical Center, St. Peter's Hospital/St. Peter's Health Partners, Daughters of Sarah, Our Lady of Mercy Life Center, Shaker Place Rehabilitation and Nursing, and Teresian House. These partners will receive no funding through implementation of this project.

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).

ARPA funding for the Capital Region BOCES Health Science Program will benefit the residents of Albany County in two ways: increased employability for 60 unemployed or underemployed adults and increased access to healthcare support professionals. The COVID-19 pandemic put a strain on the healthcare system, resulting in healthcare professionals leaving their positions and the healthcare support field. A report by the Duquesne University School of Nursing forecasts a shortage of more than 400,000 home health aides and 29,400 nurse practitioners by 2025, as the population continues to age. ARPA funding will provide 60 Albany County residents with financial assistance to become trained and certified healthcare support workers:

- 20 adult residents will enroll in and complete the LPN job training program at CR BOCES;
- 20 adult residents will enroll in and complete the SPT job training program at CR BOCES;
- 20 adults will enroll in and complete the CNA/HHA/PCA job training program at CR BOCES;
- 60 adults in these programs will receive access to transportation to support their enrollment.

Although we are projecting a balanced enrollment across programs, Capital Region BOCES reserves the right to adjust enrollment to support the 60 eligible students based on program demand (e.g.: 15 SPT and 25 CNA/HHA/PCA etc.)

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.

Most applicants to the Health Science Program currently meet the threshold of 350% of the Federal Poverty Level. This is verified during the application process where prospective students fill out a Free Application for Federal Student Aid (FAFSA), disclosing their income and wealth. As part of Capital Region BOCES' policies, the program's financial aid examiner will consult with Albany Career Central to ensure that recipients of ARPA funds meet the funding income requirements. The financial aid examiner maintains all records of student income status, determining who qualifies for financial aid or ARPA funding.

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).

Capital Region BOCES will track student enrollment and employment after graduation to define success during the reporting period. Utilizing the current application review process, program staff will identify eligible candidates to receive ARPA funding.

Performance Indicator - 20 students in the LPN program will receive free tuition based on financial need.
Outcome - The 20 students who receive financial assistance will complete the LPN program.

Performance Indicator- 20 students in the CNA/HHA/PCA program will receive free tuition, books, and uniforms based on financial need.
Outcome - The 20 students who receive financial assistance will complete the CNA/HHA/PCA program.

Performance Indicator- 20 students in the SPT program will receive free tuition and books based on financial need.
Outcome - The 20 students who receive financial assistance will complete the SPT program.

Performance Indicator - Students who receive ARPA funding will have a 90% employment rate within six months of program completion.
Outcome - Students who receive ARPA funding will be gainfully employed in in-demand healthcare positions.

What is the proposed project start date?

September 1, 2023

What is the anticipated date of completion?

June 30, 2025

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

Milestone	Anticipated Date	Task Description
Process applications (ongoing throughout project)	8/2023	Prospective students complete applications, FAFSA, interviews.
Full-time LPN program begins	9/2023	Full-time LPN students enroll in courses, including clinical practice hours.
SPT program begins	11/2023	Full-time SPT students enroll in courses, including clinical practice hours.
Part-time LPN, HHA, and PCA programs begin	1/2024	Part-time LPN, HHA, PCA students enroll in courses, including clinical practice hours.
Academic and clinical requirements for graduation met	5/2025	Staff ensures students have met academic, attendance, and clinical requirements for graduation.
Academic and clinical requirements for graduation met Graduates obtain employment	6/2025	Staff support students in job placement in local healthcare facilities.

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.

Capital Region BOCES will continue to offer health careers training to Albany County residents after ARPA funds have been exhausted. The healthcare support field, which includes Licensed Practical Nurses (LPN), Home Health Aides (HHA), Certified Nurse Assistants (CNA), Personal Care Assistants (PCA), and Sterile Processing Technicians (SPT), is expected to continue to grow as the population ages. Capital Region BOCES has a successful record of securing NYS Department of Labor funding for its workforce training programs and will continue to pursue grant opportunities to sustain its workforce development initiative, as well as form and maintain partnerships with organizations in the healthcare field.

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?

Applicants to the Health Science Program face personal and financial obstacles to enrollment and completion. Capital Region BOCES' adult education programming routinely serves many students who are low-income, do not have a high school diploma, have disabilities, or are English language learners. Many are working low-income jobs and are looking for training to qualify for skilled positions in the workforce. Because of their personal financial constraints, many potential students are unable to enroll in the program. For some students, financial hardship occurs unexpectedly, and they are forced to withdraw from the program. ARPA funding will ensure that 60 financially eligible students enroll in and complete programming to become Licensed Practical Nurses, Home Health Aides, Certified Nurse Assistants, Personal Care Assistants, and Sterile Processing Technicians.

If a smaller amount of funding is awarded, the same assistance would be provided, but to fewer students. If no funding was received, the number of students financially able to enroll in the Health Science Program would result in fewer Albany County residents trained to meet the overwhelming need for certified healthcare professionals in the region.

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.

This program will serve the healthcare industry, which needs qualified candidates in several positions. According to the University of Albany School of Public Health, nursing homes report that CNAs and LPNs are difficult to recruit and retain, while home healthcare agencies struggle to recruit and retain HHAs and PCAs. The New York State Department of Labor projects a 43.5% increase in healthcare employment in the Capital Region through 2028 as the area's population continues to age. The students who complete the Health Science Program through Capital Region BOCES will fill this employment gap, addressing the healthcare needs of Albany County residents. Students who complete the program are highly trained, completing their clinical experience hours with the organizations that often offer Capital Region BOCES students employment upon graduation. Capital Region BOCES will partner with Albany Medical Center, St. Peter's Hospital/St. Peter's Health Partners, Daughters of Sarah, Our Lady of Mercy Life Center, Shaker Place Rehabilitation and Nursing, and Teresian House.

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.

- [ARPA-Workforce-Budget-FINAL.pdf](#)

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

2023	2024	2025	2026
\$108,400	\$216,800	\$108,400	

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

No

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?

Applicants to the Health Science Program face personal and financial obstacles to enrollment and completion. Capital Region BOCES' adult education programming routinely serves many students who are low-income, do not have a high school diploma, have disabilities, or are English language learners. Many are working low-income jobs and are looking for training to qualify for skilled positions in the workforce. Because of their personal financial constraints, many potential students are unable to enroll in the program. For some students, financial hardship occurs unexpectedly, and they are forced to withdraw from the program. ARPA funding will ensure that 60 financially eligible students enroll in and complete programming to become Licensed Practical Nurses, Home Health Aides, Certified Nurse Assistants, Personal Care Assistants, and Sterile Processing Technicians.

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Tax Information

Please upload Federal tax returns for 2019

- [ARPA-tax-return-statement.pdf](#)

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

EP6F8N4UUK8

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?

The Capital Region BOCES Board of Education has adopted, implemented, and posted to its website policies related to records retention (1120R and 1120 E1/E2), conflict of interest (9120.1), code of ethics (2160), and non-discrimination (0111, 0100, and 0110).

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

Yes

If "Yes" above, please provide additional information.

New York State Education Department; Middle States Association Commission on Elementary and Secondary Schools

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.

The Capital Region BOCES business office has a system in place to keep these funds separate from other funds. The project director will work with the business office to track budget and ensure expenditures are appropriate and happening in a timely manner. Capital Region BOCES has been awarded more than \$30 million in grant funding since 2010 and is experienced in handling grants according to funder requirements.

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

No

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.

Capital Region BOCES received and successfully managed several awards involving federal agencies or involving federal funds. These include a 2019 USDA Farm to School grant in the amount of \$98,176, as well as eight separate 2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program grants totaling \$7,032,185. These latter programs, using federal funds administrated through NYSED, were requested to support Adult Education programs.

2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$1,761,415)
2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$161,970)
2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$151,585)
2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$750,000) x2
2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$1,406,405)
2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$1,189,555)
2021 NYSED Workforce Innovation and Opportunity Act Title II and Welfare Education Program (\$861,255)

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

Joseph Dragone