

# Arkansas Motor Vehicle Commission

## EDUCATION & TRAINING GRANT PROGRAM

### APPLICATION PACKET FISCAL YEAR 2018

**DEADLINE: January 31, 2018**

For Questions Contact:  
Arkansas Motor Vehicle Commission  
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## EDUCATION AND TRAINING GRANT SUMMARY

- In Act 258 of 2015, the Legislature gave the Motor Vehicle Commission the authority to award up to one hundred and fifty thousand dollars (\$150,000.00) in grants to secondary and post-secondary institutions in Arkansas.
- The maximum amount awarded per proposal is thirty thousand dollars (\$30,000.00). This amount may be less at the discretion of the Commission.
- The purpose of this grant is to provide funds to assist institutions that offer education and training, primarily in the field of vehicle service and maintenance, in improving their training programs with the goal of growing the available workforce for the future.
- Only motor vehicle related programs and coalitions of such programs will be approved for grant funding. The list of programs includes but is not limited to the following:
  - Automotive
  - Diesel
  - Alternative Fuels
  - Damage Analysis and Estimation
  - Engine Machinist
  - Parts Specialist
- Submission proposal deadline is **January 31, 2018**. All incomplete applications will be returned to the program contact person and must be resubmitted before the deadline date.
- Grant recipients must agree to provide a complete accounting of all grant funds expended by the following deadlines: 1) The first accounting report is due **September 7, 2018**; and, 2) The second accounting report is due **January 11, 2019**. The Commission may request additional accounting reports as it deems necessary.

## Arkansas Motor Vehicle Commission

The Arkansas Motor Vehicle Commission was created by ACT 388 of 1975 for the purpose of licensing and regulation of the New Motor Vehicle industry in Arkansas. This Act encompasses the Manufacturers, Distributors, Manufacturer and Distributor Representatives, New Motor Vehicle Dealers, Lessors as well as Management, Finance and Sales Personnel. The Commission's primary and legislative functions are as follows: To prevent unfair practices, discrimination and impositions upon citizens of Arkansas; Avoid undue control of the independent motor vehicle dealer by manufacturing and distributing organizations; Foster and keep alive vigorous and healthy competition; Prevent monopolies; Prevent the practice of requiring special features; Prevent false and misleading advertising; To promote a sound system of distribution of motor vehicles to the public, and; to Promote public safety and welfare.

## Grant Program General Information

Through the Education & Training Grant Program (ETGP), the Arkansas Motor Vehicle Commission will enhance the number of available trained technicians in the motor vehicle industry throughout the state by providing grants to secondary and post-secondary institutions in Arkansas on an annual basis. The purpose of the Education & Training Grant Program is to provide funds to assist institutions that offer education and training, primarily in the field of vehicle service and maintenance, in improving their training programs with the goal of growing the available workforce for the future.

## Grant Eligibility Criteria

To be eligible to receive an Education and Training Grant, a secondary or post-secondary Institution must meet the following requirements:

- The program must be offered by an Arkansas public secondary or post-secondary institution.
- Only motor vehicle related programs and coalitions of such programs will be approved for grant funding. The list of programs includes but is not limited to the following: Automotive, Diesel, Alternative Fuels, Damage Analysis and Estimation, Engine Machinist, and Parts Specialist.
- In determining whether to issue a grant to a qualified public secondary or post-secondary institute, the Commission will consider the following factors:
  - What is the proposal for which they are applying?
  - Will the proposal attract secondary or post-secondary students to careers in the motor vehicle industry?
  - Will the proposal give useful training to the students?
  - Will there be any matching federal/state/local/private funds to further achieve the goals of the grant request?
  - Will the grant serve as "seed money" or will there be a perceived need for ongoing funding from the Commission in future years?
  - Does the detailed itemization of funds clearly indicate intended expenditures of the grant?
  - Other factors not listed may be considered based on the Commission's discretion.

## Funding Availability

In Act 258 of 2015, the Arkansas Legislature gave the Motor Vehicle Commission the authority to award up to one hundred and fifty thousand dollars (\$150,000.00) in grants to secondary and post-secondary institutions in Arkansas offering motor vehicle education and training. The maximum amount awarded per proposal is thirty thousand dollars (\$30,000.00). This amount may be less at the discretion of the Commission.

## Application Process

Education and Training Grants for secondary or post-secondary institutions are not automatically renewable. Programs must apply each year and the Commission has the discretion to determine which grants will be awarded, if any.

- Application
  - The application form may be obtained from the Commission staff or website. The deadline will be established by the Commission.
- Minimum Standards
  - Funds for this program are available to qualified motor vehicle education programs only, as determined by the Commission.
- Submission of Applications
  - All programs offering motor vehicle training in Arkansas public secondary or post-secondary institutes may apply for grant funding.
  - Applicants must submit an original application with original signatures.

## Application Review and Award Process

Applications are numbered and inspected for completeness and eligibility in the order received by the Commission. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well in advance of the cycle deadline to allow AMVC staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received via email or postmarked after the deadline date will not be eligible for consideration.

The Commission shall have the discretion to determine which programs will receive the grant funding based on the Commission's objectives to advance training and education in the motor vehicle industry.

The Commission shall have the discretion to determine which grant applications to fund and to set the specific amount of each grant.

The grant funds shall be used only for the advancement of motor vehicle related training and education. Grant funds shall only be used as set out in the applicants grant request, as approved by the Commission.

After staff review for completeness and eligibility, applications undergo Commission Subcommittee review process. Following final review and approval, the grants are awarded by the Governor at a ceremony scheduled by the Commission.

### **Reporting Requirements and Responsibilities**

In compliance with Rule 10, the Commission has the right to review and revisit its determination to distribute grant funds at any time. Grant recipients must agree to provide a complete accounting of all grant funds expended by the following deadlines: 1) The first accounting report is due **September 7, 2018**; and, 2) The second accounting report is due **January 11, 2019**. The Commission may request additional accounting reports as it deems necessary. See Appendix B for accounting form.

If the reporting requirement is not met, you will not be eligible to receive additional grant funds in subsequent years.

# Arkansas Motor Vehicle Commission

## Education & Training Education Grant Application DEADLINE: **January 31, 2018**

*Please Type or Print Clearly*

State of Arkansas Vendor Number: \_\_\_\_\_  
Institution Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Direct Line: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach additional sheets as needed to provide specific answers for all questions. \*All incomplete applications will be returned to the program contact person listed above, and are required to be resubmitted before the deadline date.

Type of Program: \_\_\_\_ Secondary \_\_\_\_ Post Secondary

Amount for which you are applying (up to \$30,000.00)    \$\_\_\_\_\_

- 1) Explain in detail the program or service in which you intend to use these funds?
  
  
  
  
  
  
  
  
  
  
- 2) Attach a detailed itemization of the usage of these funds.
  
  
  
  
  
  
  
  
  
  
- 3) Why is the grant needed? Please include discussion of any emergencies or urgent need.
  
  
  
  
  
  
  
  
  
  
- 4) How many students are or will be impacted by this program?

- 5) Give specific examples of how the proposal will provide useful training for the students.
- 6) How will the grant assist in the improvement and growth of the available workforce?
- 7) Have you discussed your program with industry representatives, such as dealerships or vehicle repair shops?  Yes  No If yes, what did you learn as it relates to your program?
- 8) List all motor vehicle related education and training that your organization offers?
- 9) Have you received grant funds from the Commission in previous years?  Yes  No  
If yes, will the current grant request supplement the previous grant purpose?

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**Read and certify by signing below**

I hereby certify that the statements made herein or attached hereto are true and correct to the best of my knowledge and belief and that I am familiar with the provisions of the laws under which this application is made. I have read, understand, and support the above application for grant funds through the Education & Training Grant Program. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

# Arkansas Motor Vehicle Commission

## Education & Training Education Grant Accounting Report

Select Deadline Reporting Date: \_\_\_ **September 7, 2018** \_\_\_ **January 11, 2019**

State of Arkansas Vendor Number: \_\_\_\_\_ Grant Amount Received: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reporting Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Line: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please use the box below to account grant funding and attach additional pages as necessary.

### Cerify by signing below

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_