

Governor's Office of Workforce Development

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



STATE OF ALABAMA

OFFICE OF WORKFORCE DEVELOPMENT

DR. MATTHEW HUGHES
DIRECTOR

Workforce Development Project Guidelines and Application for Funds

The Workforce Development Project Guidelines and Applications for Funds have been approved by the State Workforce Planning Council, and are current as of **April 7, 2010, and remain in effect until amended, revoked, or rescinded.** This document supersedes the FY10 Application for Workforce Development Funds and Project Guidelines dated **December 2, 2009**, which is revoked and is no longer approved for use. Applicants should check the Governor's Office of Workforce Development website (www.owd.alabama.gov) to ensure currency of document in use.

A handwritten signature in cursive script that reads "Freida Hill".

Dr. Freida Hill, Chair
State Workforce Planning Council
Department of Postsecondary Education

A handwritten signature in cursive script that reads "G. Thomas Surtees".

G. Thomas Surtees, Co-Chair
State Workforce Planning Council
Department of Industrial Relations

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Introduction

The Governor's Office of Workforce Development (GOWD) is accepting applications from regional workforce development councils to address local workforce development needs. Proposed activities must support the preparation of individuals to enter employment and/or advance in high-wage, high-demand occupations and must align with regional workforce development strategies, priorities and targeted occupations. Priority will be given to proposed projects that address specific and immediate training needs. This document is to be used when submitting an application for workforce development funds to GOWD directly or through other state agencies including, but not limited to the Alabama Department of Economic and Community Affairs (ADECA) and the Alabama Department of Postsecondary Education (DPE). This document is applicable to state and federal workforce development funds that are not designated for specific populations or purposes by legislative or policy language or by fund formula.

Goals to be supported by workforce development projects include:

1. Addressing current and future skill needs in high-demand, high-wage occupations. (Current list in Appendix C)
2. Developing cooperative solutions to address regional workforce development needs for new and existing business and industry and to support project sustainability.
3. Building institutional partnerships for effective response to regional training needs.
4. Developing career pathways for youth, adults, dislocated workers, and incumbent workers.

Part I: Project Specifications

Funding Period and Project Sustainability (*funding is based on FY period Oct 1-Sep 30*)

Grant recipients progressing toward achieving agreed-upon project outcomes will typically receive the entire allocation in the current fiscal year. It is understood that projects started later in a fiscal year may require continuation beyond the end of the fiscal year. Expenditure and performance reporting will continue until the grant is closed out. A grant is to be closed when one of the following occurs: 1) the funding is entirely expended; 2) the need for which the grant was awarded is met; 3) changes have occurred and the project has been deactivated (rescission applies); or 4) performance was unfavorable and rescission is directed by the Governor's Office of Workforce Development. **There is no implication for continued funding beyond the grant closeout date. All efforts must be made to ensure that the project is sustainable, if applicable, beyond the grant closeout date.** No projects are authorized to begin incurring costs without a signed Grant Agreement letter and an approved budget from GOWD and its applicable partner agencies.

Applicant and Service Provider Requirements

Applications must be endorsed by the regional workforce development council(s) and must support workforce development priorities identified by the regional council(s) in its strategic plan. The service provider (e.g., training institution) shall serve as fiscal agent and grant recipient. The service provider shall be responsible for administering the grant, reporting performance, submitting invoices with supporting documents for reimbursement, and for ensuring that funds are used appropriately. The regional workforce development council shall bear no responsibility for use of funds. Service providers of training or educational activities must be certified as a Workforce Investment Act (WIA) eligible training provider. Only institutions of the Alabama Community College System (ACCS) may be recipients of Department Postsecondary Education state workforce development of funds;

non-ACCS entities may be eligible for funding from other sources. Non-ACCS service providers may also partner with ACCS entities as co-applicants.

Proposed Activities

Activities proposed for funding must be justified by documented needs. Documentation may be provided by analyzing the statewide and regional data in the Alabama State of the Workforce Report available at www.owd.alabama.gov/downloads.htm, demographic and labor market information from <http://www2.dir.state.al.us/vlmi/>, and by stated needs of business and industry. Proposed activities must be developed in partnership between the regional workforce development council and the service provider. Typically, construction and building modifications are not eligible for funding unless modifications are required to install training equipment (e.g. ventilation for welding training).

Coordination and Collaboration

Proposed projects must be part of a coordinated approach to workforce development led by the regional workforce development council. If applicable, proposed projects must demonstrate collaboration with the local Alabama Career Center as well as other community partners (e.g., service providers such as colleges and schools, businesses, community organizations, faith-based organizations) so that resources are used efficiently and effectively to address workforce development needs.

NOTE: Include letters of support from involved businesses, legislators, agencies or organizations in connection with the proposed activities. Dual enrollment applications must have a valid dual enrollment/dual credit agreement(s) with the participating high school(s) and must be for “credit” courses only. Short-term / non-credit courses are not allowable for dual credit under agreement between DPE and the State Department of Education (SDE). (See Appendix B for letter of agreement format.) In addition, dual enrollment applications must meet requirements of State Board of Education policies and guidelines 801.01, 801.03, and/or 801.04 available at <http://www.accs.cc/BoardPolicies.aspx#800>.

Performance Reporting

Applications must include anticipated outcomes and performance targets appropriate for the proposed activities. The final outcomes and performance targets will be negotiated between the applicant and GOWD. Reporting requirements specific to the project will be clearly outlined in the Grant Agreement. Final performance data for all non-credit and/or customized training provided by two-year colleges are to be reported by the appropriate workforce development staff at the institutions through the *Workforce Development Activity Report*.

Fiscal & Performance Accountability

Projects funded with State Workforce Development funds from DPE will typically receive grant funds through reimbursement by submitting an Invoice for Reimbursement and Performance Reports (IRPR) as often as monthly, in accordance with the grant agreement awarding the funds (report template available at www.owd.alabama.gov/downloads.htm). The IRPR must be accompanied with supporting documentation and a report of performance to receive reimbursement for allowable expenditures. At a minimum, an IRPR will be submitted at the end of each quarter to update GOWD on the status of the project, whether funds have been expended or not. A copy of all expenditure documents and a report of project performance are furnished to the GOWD regardless of which agency actually awards the grant funding. Detailed procedures related to allowable expenses will be stated in Notification of Grant Award letters.

An on-site visit to review project performance and provide assistance, as needed, will typically be conducted by a GOWD representative on all projects during the fiscal year for which the grant was awarded. Funds will be rescinded from projects not making adequate progress.

Proposal Submission, Review, and Approval

I. Application Process

- A. Applications for funds may be submitted unsolicited or in response to a request for proposals.
- B. Applications for funds must be received by the Governor's Office of Workforce Development in the prescribed format using the most current *Workforce Development Project Guidelines and Application for Funds* (**hereinafter called application**) document.
- C. Applications must be submitted through the regional workforce development council(s) of the region(s) within which the proposed grant recipient is headquartered or operates. All applications must be certified by the chair(s) of the council(s) or a member designated by the chair (i.e., grant chair - ex-officio members may not sign certification statement) verifying that the proposed activities align with the workforce development priorities of the region(s) and that, in the opinion of the regional workforce development council, the grant recipient has the capacity to conduct the proposed activities in a manner that maximizes the use of grant resources and that effectively addresses the identified workforce development need.
- D. Applications for projects that impact workforce development on a state-wide basis will require certification from only one regional council. This will typically be the regional council where the state-wide project is headquartered.
- E. Applicants must submit one hard copy (with original signatures), one photo copy, and one electronic (PDF with signatures) copy of complete applications. **Faxed copies will not be accepted.** Electronic and hard copies must be submitted to:

Mr. Roger Fortner, Project Manager
Governor's Office of Workforce Development
135 South Union Street (36104)
P. O. Box 302130
Montgomery, AL 36130-2130
rfortner@dpe.edu

II. Preliminary Review and Notification to Applicants

The Governor's Office of Workforce Development staff will:

- A. Send a notification of receipt of the application to the contact person's e-mail address on the cover sheet.
- B. Conduct a preliminary review of applications for completeness.
- C. Return incomplete or incorrectly submitted applications to the applicant without action. After taking corrective measures applications may resubmitted.
- D. Forward complete applications to the Governor's Office of Workforce Development Proposal Review Committee.

III. Proposal Review Committee

- A. The Proposal Review Committee (PRC) will typically meet two times a year – July and January – and shall be comprised of one voting member from each of the regional workforce development councils for a total of ten. An appointee of the Director of the Governor’s Office of Workforce Development shall chair the Committee, but will not be a voting member, except for the purpose of deciding a tie vote. PRC members shall not participate in reviewing applications for funding that affect their individual region except in the case of proposed state-wide projects. PRC members shall sign a statement of non-disclosure and conflict of interest for each application for funding that is reviewed (appendix G).
- B. The PRC members will score each application item and assign an overall score. The overall score is based on the percentage of the total maximum points applicable to the application as assigned by the Proposal Review Committee. Evaluation criteria and the maximum points possible per subcategory are listed below (score sheet is at appendix G):
1. The relationship of proposed actions to regional workforce development priorities identified by regional workforce development council strategic planning process. (15 points)
 2. The relationship of proposed actions and outcomes to the solicitation for grant applications. Applicable only if RFP is issued by the Governor’s Office of Workforce Development. (25 points)
 3. The proposed actions address documented immediate hiring or training needs in the workforce development region. (15 points)
 4. Evidence that the stated need is based on objective and current data and will impact training for high wage, high demand jobs. (10 points)
 5. The capacity and willingness of grant recipient to carry out planned activities with maximum efficiency and effectiveness as demonstrated by past performance on workforce development projects/grants. (10 points)
 6. Evidence of availability or non-availability of community resource leveraging to maximize impact of grant funds on proposed activities. (5 points)
 7. Evidence of collaboration with regional and community service providers and stakeholders to ensure that the project is part of an overall workforce development plan. (5 points)
 8. Evidence that the activities can be sustained by the grant recipient beyond the grant period. (10 points)
 9. Evidence of support for the proposed activities from area employers, economic developers, and elected officials. (5 points)
 10. Evidence that the proposed activities and outcomes are practical and will effectively address the stated needs. (15 points)
 11. Proposed performance measures and target levels of performance are meaningful and realistic. (10 points)

Maximum possible score is 100 percent.

- C. Proposals scoring below an average of 80% may not be recommended for funding; those scoring 80% and above may be recommended for funding at the Committee’s discretion.

IV. Proposal Review Committee Recommendations

- A. The Proposal Review Committee will make one of the following recommendations to the Director of the Governor's Office of Workforce Development:
 - 1. Fund the project as is.
 - 2. Fund the project as is – with an adjusted funding amount.
 - 3. Fund the project with modifications as identified by the Committee.
 - 4. Deny funding for the project.
- B. The Governor's Office of Workforce Development will confer with applicants for activities recommended for approval with modifications.
- C. The Committee will identify reasons for recommending that a project not be funded; applicants, service providers, and regional council Chair will be notified by the Governor's Office of Workforce Development.

V. Review by State Workforce Planning Council

- A. Within seven days of the monthly State Workforce Planning Council (SWPC) meeting, application summaries, Budget and Budget Back-up, and notes from the Proposal Review Committee for applications favorably recommended will be forwarded via electronic mail by the Governor's Office of Workforce Development to the voting members of the SWPC.
- B. At its August and February meetings, the SWPC will approve or reject, by simple majority, the recommendation that an application be funded. The Council Chair is a non-voting member except in the event of a tie vote. **Representatives of applications being considered are required to attend the SWPC meetings; regional council representation is optional.**
- C. Budgets of applications recommended for funding will be reviewed in detail by the SWPC to identify agency resources available to fund various components of the projects. (Note: Final obligations of resources of a particular agency may require action of a board, e.g., State Board of Education.)
- D. The Director of the Governor's Office of Workforce Development may extend these time frames to accommodate SWPC members during holidays or other times when offices are closed.
- E. The Director of the Governor's Office of Workforce Development or the appropriate state agency representative will present the funding request to applicable boards (e.g., State Board of Education) and notify regional workforce development councils and service providers of results.

VI. Notification of Grant Award, Grant Management

- A. Upon being notified of approval by the State Workforce Planning Council, the awarding agency will submit to the grant recipient a Notification of Grant Award letter and details regarding appropriate accounting and compliance practices. A copy of this letter will be submitted to the Governor's Office of Workforce Development.
- B. The awarding agency will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.
- C. Grant award letters and project modifications, including budget modifications, must be approved by the Director of the Governor's Office of Workforce Development.

- D. Modifications to the specific usage of grant funding may be requested by applicant. Modifications to grants awarded with Department of Postsecondary Education State Workforce Development funds may require State Board of Education authorization.

Applicants must complete the forms and respond to the application questions as specified in *Part II: Application Forms and Narrative*. The application package must include each completed form, the project narrative, and attachments (if applicable) in the order indicated below.

- Form I: Checklist (form provided)
Part A - place a check (✓) indicating Forms included
Part B – indicate Y (yes) or N (no) for each item
- Form II: Project Proposal Cover Page, Authorization, and Signatures (form provided)
- Form IIA: Regional Workforce Development Council Certification, with signatures and rating (form provided)
- Form III: Project Summary (form provided)
- Form IV: Project Budget (form provided)
- Form IVA: Project Budget Backup (form provided)
- Form V: Project Narrative (form provided) must not to exceed ten (10) pages. The font size must be no smaller than 11 point, and all pages must be numbered.

Attachments, if applicable (clearly labeled and pages numbered)

Appendix A: Dual Enrollment Guidelines

Appendix B: Dual Enrollment Agreement

Appendix C: High-Wage, High-Demand Career and Technical Education Programs Eligible for Workforce Development Dual Enrollment Funding

PART II

FORM I

Application for Workforce Development Funding Checklist

Date: _____ Brief Description of Project: _____

Requesting Organization: _____

PART A: The application package must include each completed form, the project narrative, and attachments (if applicable) in the order listed below:

_____ Form I: This Checklist

_____ Form II: Project Proposal Cover Page and Signatures

_____ Form IIA: Regional Workforce Development Councils of Alabama Certification (Signed by the Chairperson **for each** Region affected except in the case of state-wide projects)

_____ Form III: Project Summary (**Not to exceed 3 pages**)

_____ Form IV: Project Budget

_____ Form IVA: Project Budget Backup

_____ Form V: Project Narrative (**Not to exceed 10 pages**)

PART B: The application should specifically address the following criteria:

1. Y/N/NA Does this application address priorities identified by regional WFD council strategic plan (Attach a signed certificate from each regional council affected; cite the strategy or strategies in the regional council strategic plan addressed by the proposed activities)
2. Y/N/NA Does the relationship of proposed actions and outcomes directly address the solicitation for grant proposals (Applicable only if RFP was issued in solicitation by the Governor's Office of Workforce Development)
3. Y/N/NA Evidence is attached or otherwise declared that the stated need is based on objective and current data
4. Y/N/NA Evidence is attached or otherwise stated that the applicant is capable and willing to carry out planned activities with maximum efficiency and effectiveness. (Use past performance on WFD projects/grants, if applicable.)
5. Y/N/NA Evidence is attached or otherwise declared that community resource leveraging is available to maximize impact of grant funds on application
6. Y/N/NA Evidence is attached or otherwise acknowledged that the project is part of an overall workforce development plan and that there is collaboration with regional and community service providers and stakeholders

7. Y/N/NA Evidence is attached or otherwise declared that the activities can be sustained by the grant recipient beyond the grant period. Not applicable for dual enrollment applications.

8. Y/N/NA Evidence is attached demonstrating support for the application from area employers, economic developers, and elected officials

9. Y/N/NA Evidence is attached or otherwise declared that the proposed activities are practical and will effectively address the stated needs

10. Y/N/NA Anticipated outcomes align with stated needs

11. Y/N/NA Do proposed performance measures and target levels of performance address meaningful and realistic goals (e.g., number obtaining employment, number retaining employment, average wage increases).

Remarks:

Part 2: Application Forms and Narrative

The project application must include each of the following forms and the project narrative.

FORM II: COVER PAGE

This Application for Funding is for the following (please check all categories that apply):

- Dual Enrollment (For “Credit” Courses Only)**
- Short-Term / Non-Credit Training**
- Customized Training / Incumbent Worker Training**
- Other Workforce Development Initiatives**

I. Project and Contact Information

Project Title:

Amount of Funds Requested:

Service Provider/Fiscal Agent:

Mailing Address:

Name and Title of Project Contact:

FAX:

Email:

Phone:

Physical Address(s) of Training / Equipment:

Name of Fiscal Contact (if different from above):

Title:

FAX:

Email:

Phone:

II. Authorization

As the person authorized to act on behalf of the service provider/fiscal agent, I certify that the information submitted in this application is accurate. I also certify that the service provider will carry out the proposed activities as stated and will follow accountability and reporting requirements.

Printed or Typed Name
Authorized Official

Title

Signature
Authorized Official

Date

GOWD Form II (Version – April 7, 2010)

FORM IIA: WORKFORCE DEVELOPMENT COUNCILS OF ALABAMA CERTIFICATION

NOTE: If project covers multiple workforce development regions, certification must be provided by all regional councils. The exception is for a state-wide project application, which requires certification from one regional council - typically the council where the project is headquartered.

I certify that the _____ (name of project) proposed by _____ (service provider/fiscal agent) addresses workforce development priorities, strategies, and targeted occupations identified by the Region ____ Workforce Development Council or addresses immediate priority training needs not initially identified through the strategic planning process. I also certify that the Region ____ Workforce Development Council or its applicable committee has reviewed the project application and recommends funding the proposed activities.

This project directly addresses workforce development in the following industry and targeted occupations identified as priorities in the regional council’s strategic plan:

Industry or industries:

Target occupation(s):

This project directly addresses the following strategy or strategies identified in the regional workforce development strategic plan:

The Regional Council assigns this application a priority rating of _____ (ranging from 0-5, using the ranking system below):

- 5 – Meets strategies and targeted occupations identified as critical (top 2 needs) for this Fiscal Year (FY) and has excellent projected outcomes to address our WFD needs.
- 4 - Meets strategies and targeted occupations identified as very important for this FY and has very good projected outcomes to address our WFD needs.
- 3 – Meets strategies and targeted occupations identified as important for this FY and has good projected outcomes to address our WFD needs.
- 2 – Meets strategies and targeted occupations identified but is less important for this FY.
- 1 – Meets strategies and targeted occupations identified but is not important for this FY.
- 0 – Does not meet strategies or targeted occupations identified for this FY.

NOTE: Regardless of whether the application is not approved and/or receives a 0 rating, please send this statement to the Governor’s Office of Workforce Development for documentation purposes.

Proposal recommended in the amount of \$_____ by Region _____ Council.

Printed or Typed Name & Date

Signature *Regional workforce development council chair or designee (must be voting member of the regional council)*

FORM III: PROJECT SUMMARY

Provide a brief overview of the project, responding to each item listed below. Summary must be **no more than three (3) pages** and must provide a **clear, concise, well-constructed, and to-the-point description** of the project in areas indicated.

- I. Project title:
- II. Service provider/fiscal agent:
- III. Total funds requested:
- IV. Project/training start and end dates (use fiscal years – October 1 – September 30):
- V. Identify the priority industry sector(s), targeted occupation(s) and strategies identified in the regional council's strategic plan and state how the project addresses each:
- VI. Target population(s) to be addressed by proposed activities (e.g. High School, Dislocated Worker, Adult, Youth, Other):
- VII. Proposed activities:
Summarize how this project addresses specific and immediate training needs in the service provider's area, documented demand data, hiring and expansion announcements, etc., if applicable.
- VIII. Anticipated outcomes and targeted levels of performance:
State the applicable outcomes:
 - a. Number of participants ____#
 - b. Completers ____# ____% of those participating
 - c. Completers earning college credits ____#
 - e. Entered related employment ____# ____% of completers
 - f. Retained related employment ____# ____% of completers
 - g. Continued education or training ____# ____% of completers
 - h. Advanced or applied acquired skills in current employment ____# ____% of completers
 - i. Equipment installed or upgraded _____ date(s)
- IX. Is there expressed legislative interest in this proposal? Yes / No (If answered Yes, please identify the legislator(s) and corresponding House and/or Senate district(s).)
- X. Has there been or will there be other funding solicited from other sources for this project? Yes / No (If answered Yes, please provide background to include the source, amount, date requested, outcome if known, etc.)
- XI. Identify all anticipated sources of revenue and estimated amounts (e.g. tuition/fees paid by Individual Training Accounts (ITA), Pell Grant, Scholarships, etc.)

FORM IV: PROJECT BUDGET

Provide a detailed project budget in the categories listed. Include requested grant funds and leveraged funds, and total funds by line item. Leave blank if no funds are budgeted for a particular line item. See Form IIIA for a description of each line item.

Budget Item	Cost (Requested)	Leveraged/Donated (Non-requested)
Salaries		
Benefits		
Individual Training (scholarships/tuition/fees)		
Staff Development/Training		
Travel In State		
Computers/Technology		
Public Relations/Outreach		
Materials/Supplies		
Renovation/Construction		
Equipment		
Books		
Other		
*Projected Revenue	XXXXXXXXXXXXXXXXXXXX	
TOTAL	\$	\$

NOTES: *List all sources of projected revenues (tuition, fees, other grants, etc.) – does not include funds requested in this application.

Unused budget lines and/or line item titles may be changed to reflect items unique to projects. Additional budget line Items may be added as needed.

FORM IVA: PROJECT BUDGET BACKUP

Each budget line item on Form III must be supported by a detailed description. This form explains what budget details are required for each line item. Complete the budget backup providing as much detail as possible. All staff costs listed should include title/function, salary/wage, and percentage of time charged to project. Other costs should be detailed by type of activity, unit cost, and total units.

- I. Program Staff Salaries (Position title/function of staff assigned to project-specific program services activities, salary/wage, percentage of time charged to project.)
- II. Program Staff Benefits (Type and cost of fringe benefits for each position included in project budget.)
- III. Individual Training (Scholarships, tuition, training fees; and other costs related to training of individuals.)
- IV. Staff Development/Training (Detail of consultants; tuition/fees, other costs related to providing and/or attending; staff members attending training for new equipment, etc.)
- V. In-State Travel (Costs and justification of mileage, lodging, meals and other travel-related expenses.)
- VI. Computers and Technology (Itemized listing of computer hardware & software and how it is used in relation to the proposed activities.)
- VII. Public Relations, Outreach (Details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.)
- VIII. Materials & Supplies (Office supplies, training supplies and materials, other supplies required to carry out project, detailed by type and costs, and the intent for retention/accountability of durable items.)
- IX. Renovation / construction costs (Itemized estimate of building expenses, if applicable.)
- X. Equipment (attach an itemized list if applicable, and the intent for retention/accountability of durable items.)
- XI. Books (attach itemized list if applicable).
- XII. Other (Other items and related costs not included in the above line items that are required to implement the project included as a grant funded item in the budget page.)
- XIII. Projected revenue (list all sources of projected or potential revenues, e.g., tuition, fees, other grants – does not include funds requested in this application)

FORM V: PROJECT NARRATIVE

Respond to each item as directed. Respond with NA if an item is not applicable to the proposed project. Responses must be in the order of the items listed and labeled as each item is labeled. The narrative **must be no more than ten (10) pages**. Attachments, including letters of support and data documentation, should follow the project narrative and be separately labeled. An index listing attachments and page numbers is recommended if attachments are referenced in the project narrative.

I. Statement of Need

- a. Describe the needs to be addressed by the proposed project; include applicable data and research-based information. (Recommend: Expansion and hiring announcements, regional workforce development council strategic plan, the Alabama State of the Workforce Report available at www.owd.alabama.gov/downloads.htm, and Labor Market Information available at <http://www2.dir.state.al.us/vlmi/>.)
- b. Describe how the proposed project will address the needs.
- c. Provide a list of businesses/organizations for prospective job placement and attach letters of support from area employers (letters are not counted against the 10 page maximum).

II. Project Activities

- a. Provide a timeline and description of project activities, including purchases, recommended training provider(s), start date of training, etc.
- b. Provide the Classification Instructional Program (CIP) codes for training activities involving “for credit” courses.
- c. Describe the skills, knowledge, and abilities that will be gained by the targeted group.

III. Individuals and Industries Served

- a. Identify the population(s) to be served by the project.
- b. Identify the industry sectors and occupations to be served by the project.
- c. Describe how those businesses or industry sectors will benefit from the project.

IV. Project Outcomes and Performance Targets

- a. State the anticipated outcomes of the project in measurable terms. Include a target level of performance for each outcome.
- b. Describe how it will be known if the proposed project was an overall success.

V. Non-duplication

- a. Describe how the service provider and the regional workforce development council have ensured that the proposed activities do not unnecessarily duplicate activities in area. Evidence must be given that funds will be used efficiently and that duplication is avoided.
- b. Explain if this is a capacity building expansion of an existing program (describe current capacity, how much will this project expand current capabilities, how will the current class schedule change (e.g. add a night class, add a short-term/non-credit class).

- VI. Collaboration
 - a. Identify other stakeholders and workforce development partners and describe their roles in meeting the goals of this project.
 - b. Describe how this project was planned with active involvement from stakeholders, particularly the regional workforce development council(s).

- VII. Leveraged Resources
 - a. Describe other programs, organizations, and resources that will be supporting this project. State specifically what aspects of the project will be supported by these leveraged resources. Assign a monetary value to each resource.
 - b. Describe other funding sources that will support this project (e.g. DOL grants, corporate donations, Perkins funds, etc.)

- VIII. Sustainability
 - a. Describe how the benefits or activities of this project will be sustained beyond the funding period. NOTE: Funding is for current fiscal year only.

- IX. Capacity of Service Provider
 - a. If applicable, describe the outcomes that were realized with grant funds provided by ADECA and/or the Department of Postsecondary Education or otherwise through the Governor's Office of Workforce Development over the past three years. Describe the degree to which the goals of the funded projects were achieved.

- X. Marketing Strategy
 - a. Describe the public relations, promotion and outreach plan to meet enrollment goals, promote job placement for completers, ensure public awareness, etc.

- XI. Special Characteristics of Project
 - a. Describe any unique characteristics of the proposed project that are not addressed above. This may include characteristics such as:
 - 1. Measures of employer benefits or other exceptional levels of employer participation and commitment.
 - 2. Unique inter-program coordination relationships.
 - 3. Development of career pathways or more effective practices.
 - 4. Addresses an immediate hiring or training demand.

APPENDIX A

Dual Enrollment/Dual Credit Guidelines

Participating local boards of education and postsecondary institutions shall develop a Dual Enrollment Agreement that includes but is not limited to the following:

- A. Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the participating postsecondary institution(s) and the participating local board of education. Courses must be of Postsecondary level.
- B. Dual Credit/Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach in dual credit/dual enrollment will be designated as an adjunct faculty member of the College and therefore must meet the credentialing requirements of the State Board of Education and other accrediting agencies. Faculty must be under the ultimate control and supervision of the college. The college must provide for faculty orientation, supervision, and evaluation. Documentation of appropriate instructor credentials which meet or exceed accrediting agencies must be on file at the college. College faculty credentials shall be provided to the local school board of education as needed to meet credential standards of accrediting agencies.
- C. The college shall be responsible for the compensation of faculty, in accordance with State Board of Education and college policy. Faculty may not receive dual compensation for instructional time.
- D. Six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the College and the School Board. The State Board of Education Policy 705.01 defines a “credit hour” as not less than 50 minutes of instructor/student contact. A semester hour of credit is based upon the average number of hours of instruction taught weekly, the ratio of weekly contact hours to credit hour varies with the type of instruction being used. There are four general categories of instruction: theory, experimental laboratory, clinical practice/manipulative laboratory, and internship.
- E. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit.

- F. Payment of the current rate of tuition and fees per credit hour, textbooks and materials will be the responsibility of the student unless other resources are available. Full payment of tuition must be completed by the first day of class. School Boards will be notified of any unpaid tuition and fees prior to the start of classes.
- G. A plan for an annual evaluation of dual enrollment/dual credit shall be prepared and shall adhere to guidelines of the Department of Postsecondary Education. The college and the local School Board shall assume the responsibility for reporting required information in a timely manner.
- H. Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc.).
- I. Methods for addressing student related issues such as: admissions, procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and verification of student attendance must be addressed in the agreement.
- J. Transportation for any student receiving instruction at any facility other than a school campus of the local School Board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the college and the local School Board.
- K. Each party agrees to provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students. This must include the student's release of educational records as defined by FERPA for and between the college and the local School Board.
- L. A copy of Policy 801.03 and its guidelines must be included in the Dual Enrollment/Dual Credit agreement (Appendix B).

APPENDIX B

Dual Enrollment/Dual Credit Agreement

THIS AGREEMENT is entered into by and between the _____ College, hereinafter referred to as the "College," and the _____ local School Board, hereinafter referred to as the "local School Board," on behalf of _____ High School(s). The purpose of this AGREEMENT is to implement Alabama State Board of Education Policy 801.03 which authorizes the establishment of dual enrollment/dual credit programs between public colleges and local boards of education. This policy allows qualified high school students to enroll in college level courses at postsecondary institutions in order to earn dual credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary institution.

The parties hereto believe that this Agreement will provide enhanced learning opportunities for qualified students during and after normal class hours through the effective use of the College's programs and resources. At no time will the College or the School Board apply pressure upon students or educational personnel to participate in dual enrollment/dual credit courses or programs.

The college and the local School Board do hereby agree to abide by Alabama State Board of Education Policy 801.03 and its guidelines. Other understandings and/or responsibilities will be agreed upon by the local School Board and the college. A detailed listing of courses and course equivalencies must be attached.

Terms of Agreement

The terms of this Agreement shall be effective for the _____ academic year. Thereafter, this agreement shall automatically renew for successive twelve month periods unless either party requests a change or termination of the agreement, which change or termination will be given in writing by either party at least 90 days prior to such termination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

_____ College _____ Local School
System

_____ President _____ Superintendent

_____ Date _____ Date

**High-Wage, High-Demand Career and Technical Education Programs Eligible for
Workforce Development Dual Enrollment Funding**

Colleges may request workforce development funds to cover costs of tuition and fees for credit dual enrollment students enrolling in the following programs. (Names are typical marketing names of programs.)

NOTE: IT IS THE RESPONSIBILITY OF THE SERVICE PROVIDER AND THE LOCAL EDUCATION AGENCY TO ENSURE THAT DUAL ENROLLMENT AGREEMENTS ARE IN ACCORDANCE WITH STATE BOARD OF EDUCATION POLICY AND MEET DPE AND SDE REQUIREMENTS.

Accounting Technology	Electro Optics
Air Conditioning/Refrigeration Technology	Electromechanical Technology
Architectural Engineering Technology	Electromechanical/Instrumentation Technology
Associate Degree Nursing (RN)	Electronic Machine Repair
Automated Manufacturing	Electronic Engineering Technology
Automotive Manufacturing Tech (CARCAM)	Electronics Core
Automotive Body Repair	Emergency Medical Technology
Automotive Mechanics	Engineering Technology Technician
Automotive Technology	Environmental Technology
Aviation Maintenance - Airframe	Fire Science
Aviation Maintenance – Power Plant	Flight Technology (commercial)
Avionics Technology	Geographic Information Systems Technology
Biomedical Equipment Technology	Graphics and Printing
Biotechnology	Hazardous Materials Technology
Building Maintenance	Health Information Technology
Building Construction	Heating and Air Conditioning
Carpentry	Home Health Aide
Certified Nursing Assistant	Hospitality Services Management
Chemical Technology	Hotel and Motel Management
Child Development	Industrial Electronics Technology
Civil Design Technology	Industrial Engineering Technology
Clinical Laboratory Technology	Industrial Maintenance Technology
Communications Electronics	Industrial Production
Computer Graphics Design	Instrumentation Technology
Computer Numerical Control	Machine Shop Technology
Computer Maintenance Technology	Machine Tool Technology
Computer Science	Marine Maintenance/Repairer
Computer Technology	Masonry
Construction Management Technology	Mechanical Engineering Technology
Construction Trades	Mechanical Design Technology
Consumer Electronics	Medical Assistant
Criminal Justice	Medical Coding
Culinary Arts	Medical Transcription
Dental Assisting	Mental Health Technology
Dental Lab Technology	Mine Maintenance Technology
Dental Hygienist	Mining Technology
Diagnostic Medical Sonography	Non-Destructive Testing Technology
Diesel Mechanics	Nuclear Power Operations Technology
Dietary Manager	Nursing Assistant
Drafting and Design Technology	Occupational Health Safety
Electrical Technology	Occupational Therapy Assistant

Office Administration/Administrative Assistant
Ophthalmic Assistant
Optical Technology
Paralegal
Pharmacy Technician
Phlebotomy
Physical Therapy Assistant
Plastics Technician
Plumbing
Polysomnographic Technology
Practical Nursing (LPN)
Pulp and Paper Technology
Quality Control Safety
Quality Control Technology
Radiologic Technology
Respiratory Therapist
Realtime Reporting
Robotics/Automated Controls Technology
Sheet Metal Technology
Surgical Operating Room Technology
Veterinary Technology
Visual Communications
Water and Wastewater Linkage
Welding

NOTE: It is the responsibility of the two-year college and local education authority (LEA) to ensure dual enrollment agreements are in accordance with Department of Postsecondary Education and State Department of Education requirements.

Appendix C (Cont'd) April 7, 2010

APPENDIX D

CAREER/TECHNICAL EDUCATION DUAL ENROLLMENT END-OF-COURSE STUDENT SURVEY

All dual enrollment students fill out one of these forms at the end of each semester. Student name is not required.
PLEASE PRINT.

Semester in which I am currently enrolled: ___ Fall ___ Spring ___ Summer Year: 20___

Title of this Course: _____

My High School: _____

My Community College: _____

My current HS Grade:_____ My GPA is: _____ Male _____ Female _____

Location of this Course: ___ High School ___ College Campus ___ Other

If you checked other, where: _____

This Course is Being Paid for by: _____ Scholarship _____ Out-of- pocket _____ Other (explain) _____

1. My reason taking this course (check all that apply): ___ Jump start on 4 Yr degree ___ Jump start on 2 Yr degree for a good job after HS
___ Interested in this subject ___ Taking college courses is pretty cool ___ It's something different ___ Not sure

2. At the start of next semester, I plan to (check one – DOES NOT APPLY TO GRADUATING SENIORS):
___ Continue dual enrollment classes ___ Stop taking dual enrollment classes ___ Not sure

3. In my opinion, taking this course has helped me decide what my career plans are: ___ Yes ___ No ___ Unsure

4. I heard about these dual enrollment courses from:

___ HS Counselor ___ Facebook/MySpace ___ Posters/brochures ___ Parents ___ Friends
___ College Rep Other (describe: _____)

5. Some of my friends would like to take dual enrollment courses but aren't because: _____

6. I would also like to take dual enrollment courses in the following subjects: _____,
_____.

7. My two dream jobs are: 1) _____ 2) _____

8. People who work in my dream jobs earn a good living: ___ Yes ___ No ___ Unsure ___ Doesn't matter

9. To get a good paying job I need a: ___ 4 year degree ___ 2 year degree ___ No degree ___ Unsure

10. When I graduate high school, I want to:

___ Go to work ___ Go to a community college ___ Go to a 4-year college ___ Take a break

Thank you. Please return the completed form to your instructor.

APPENDIX G

Proposal Review Committee – Individual Committee Member Score Sheet

Admin Number: _____ Amount Requested: \$ _____

Brief Description of Proposal: _____

Requesting Organization: _____

The PRC members score each item by the maximum points possible per subcategory and assign an overall score. The overall score is based on the percentage of the total maximum points applicable to the application for funds.

- 1. _____ The relationship of proposed actions to regional WFD priorities identified by regional WFD council strategic planning process (15 Points)
 - ➔ The relationship of proposed actions and outcomes to the solicitation for grant applications. Applicable only if a RFP is issued by the Governor’s Office of Workforce Development. (25 Points)
- 2. _____ Evidence that the stated need is based on objective and current data and will impact training for high wage, high demand jobs (10 Points)
- 3. _____ The capacity and willingness of grant recipient to carry out planned activities with maximum efficiency and effectiveness. (Use past performance on WFD projects/grants, if applicable.) (10 Points)
- 4. _____ Evidence of availability or non-availability of community resource leveraging to maximize impact of grant funds on proposal (5 Points)
- 5. _____ Evidence of collaboration with regional and community service providers and stakeholders to ensure that the project is part of an overall workforce development plan (5 Points)
- 6. _____ Evidence that the activities can be sustained by the recipient beyond the grant period, if Applicable (10 Points)
- 7. _____ Evidence of support for the proposed activities from employers, economic developers, and elected officials (5 Points)
- 8. _____ Evidence that the proposed activities and outcomes are practical and will effectively address the stated needs (15 Points)
- 10. _____ Proposed performance measures and target levels of performance are meaningful and realistic (10 Points)
- 11. _____ Proposed actions address documented immediate hiring or training needs in the WFD region (15 points)

_____ **Total Score**

Proposals scoring below 80% (average) should not be recommended for funding; those scoring 80% or above may be recommended for funding at the PRC’s discretion.

PRC Recommendations (recommend one of the following to the Director of GOWD):

- _____ Fund the proposal as is
- _____ Fund the project as is - with an adjusted funding amount \$ _____ .00
- _____ Fund the proposal with modifications, as identified
- _____ Deny funding for the proposal

Remarks: (reference sub-category number): _____

Signature

Date

Governor's Office of Workforce Development
Conflict of Interest / Non-Disclosure Statement

Administrative Number: _____

I acknowledge that I have been appointed to conduct reviews of proposals received under the Application for Workforce Development Funds for the Governor's Office of Workforce Development for Fiscal Year 2011. I have been briefed about my responsibilities relating to conflict of interest and non-disclosure of information obtained during these reviews.

I do not have any conflict of interest, personal or organizational, real or apparent, in participating in this procurement. If during the course of review, I become aware of an actual or possible conflict of interest, I will notify the Director of the Governor's Office of Workforce Development, and seek his advice on withdrawing from participating in the review of an individual proposal or from the review group in its entirety.

Further, I will disclose no information obtained in reviewing proposals under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents to the solicitation; the names of individuals and organizations that respond; nor will I disclose any information from technical or cost/pricing submissions of these offerors; except to other reviewers officially assigned to this solicitation.

Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to the Director of the Governor's Office of Workforce Development.

Signature

Date