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## *Workforce Development Project Guidelines and Application for Funds*

This Workforce Development Project Guidelines and Application for Funds has been approved by the Alabama Workforce Training Council, and is current as of November 3, 2011, and shall remain in effect until amended, revoked, or rescinded. This document supersedes the Workforce Development Project Guidelines and Application for Funds, dated March 2, 2011, which is no longer approved for use. Applicants should check the Office of Workforce Development website ([www.owd.alabama.gov](http://www.owd.alabama.gov)) to ensure currency of document in use.

A handwritten signature in blue ink that reads "Freida Hill".

Dr. Freida Hill, Chair  
Alabama Workforce Training Council  
Department of Postsecondary Education

**education works.**

Governor Robert Bentley  
President

Randy McKinney  
District 1

Betty Peters  
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District 6

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District 7

Mary Scott Hunter  
District 8

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## Introduction

The Office of Workforce Development (OWD) is accepting applications endorsed by regional workforce development councils to address local workforce development needs. Proposed activities must support the preparation of individuals to enter employment and/or advancement 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 the specific and immediate training needs. This document is to be used when submitting an application for workforce development funds the Alabama Department of Postsecondary Education (DPE). This document is applicable when requesting state 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. A grant is considered 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 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 contract and a budget approved by OWD (and its partner agencies, when applicable).

### 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. 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/](http://www.owd.alabama.gov/) (then select: Workforce Development Councils of Alabama); or 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 required 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, or 801.04 as appropriate, 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 OWD. 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) (see Appendix D) as often as monthly, in accordance with the grant agreement awarding the funds (report template available at [www.owd.alabama.gov/downloads.htm](http://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 OWD 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 OWD 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 an OWD representative for 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 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 committee chair) - ex-officio members may not sign certification statement. The certification verifies 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) and one photo copy of complete applications. **Faxed copies will not be accepted.** Mail complete applications to:

Mr. Roger Fortner, Workforce Development Coordinator  
Office of Workforce Development  
135 South Union Street (36104)  
P. O. Box 302130  
Montgomery, AL 36130-2130

#### II. Preliminary Review and Notification to Applicants

The 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 be resubmitted.
- D. Forward complete applications to the Proposal Review Committee (PRC).

### III. Proposal Review Committee

- A. The Proposal Review Committee (PRC) will typically meet two times a year – July and February 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 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 reviewed (appendix F).
- B. The PRC members will score each application 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 F):
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 a Request for Proposal (RFP) is issued by the 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. Based on past performance history of workforce development grants, the applicant possesses the capacity and ability to carry out planned activities effectively and efficiently. (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 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 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 Office of Workforce Development.

#### V. Review by Alabama Workforce Training Council

- A. Within seven days prior to the Alabama Workforce Training Council (AWTC) meeting, application summaries, budget / budget back-up, and notes from the Proposal Review Committee for applications favorably recommended will be forwarded by the Office of Workforce Development to the members of the AWTC.
- B. At its August and March meetings, the AWTC 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 AWTC meetings; regional council representation is optional.**
- C. Budgets of applications recommended for funding will be reviewed in detail by the AWTC 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 Office of Workforce Development may extend these time frames to accommodate AWTC members during holidays or other times when offices are closed.
- E. The Director of the 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, Negotiations, and Grant Management

- A. Upon being notified of funding approval, the awarding agency will submit to the applicant a Notification of Award and a Grant Agreement (contract) that provides details regarding appropriate accounting and compliance practices.
- B. **The awarding agency will establish a negotiation schedule with all applicants approved for funding by the AWTC.**
- C. **The final award of any grant is contingent upon successful negotiation to include any costs or technical changes that may be required by the awarding agency.**

**D. Notification of AWTC approval and invitation to participate in negotiations is not a guarantee that any agreement will be reached. Awarding agencies may stipulate that grants not be awarded unless applicants agree to certain technical or cost/price changes. Accordingly, OWD reserves the right to:**

- 1. Negotiate program costs, equipment purchases and/or prices so as to enhance cost effectiveness. The dollar amount of any resulting contract will not necessarily match the dollar amount of the original budget. Any and all costs are subject to negotiations.**
  - 2. Negotiate the technical aspects of an application in order to fulfill workforce development needs, goals and objectives within a region. Technical aspects subject to negotiation include, but are not limited to: services to be provided, program design, target groups, service levels, requisition / delivery schedules, and performance goals.**
- E. The awarding agency will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.**
- F. Grant agreements and project modifications, including negotiated budget modifications, must be approved by the Director of the Office of Workforce Development.**
- G. 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 Application 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 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)

List of Appendices to this Application:

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

Appendix D: Invoice for Reimbursement and Performance Report (IRPR)

Appendix E: Budget / Budget Amendment

Appendix F: Proposal Review Committee – Score Sheet

**PART II**

**FORM I**

**Application for Workforce Development Funding Checklist**

Date: \_\_\_\_\_ Brief Description of Project: \_\_\_\_\_

Requesting Organization: \_\_\_\_\_

**PART A:** The application package must be submitted in original and one photo copy and will 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 Council Certification Statement (Signed by the Chairperson for each Region)
- \_\_\_\_\_ 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 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:

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## FORM IIA: WORKFORCE DEVELOPMENT COUNCIL 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 (**limited to 2 applications per funding cycle**) 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 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: \$ \_\_\_\_\_ (Projects are funded on FY basis, Oct1 – Sep30)
- IV. Estimated start date of training (based on start of semester, receipt of equipment, etc.) and length of course(s):
- V. Identify the industry sector(s) and targeted occupation(s) and how this project will address each: (Must meet the strategies identified in the regional council's strategic plan)
- 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 (based on start date & ending 30Sep):  
State the applicable outcomes (Respond with NA where appropriate):
  - a. Total number of participants to be served \_\_\_\_\_ #
  - b. Of those in a. above, Completers \_\_\_\_\_ # \_\_\_\_\_ % of those participating
  - c. Of those in b. above, Completers earning college credits \_\_\_\_\_ #
  - e. Of those in a. and b. above, Entered related employment \_\_\_\_\_ # \_\_\_\_\_ % of completers
  - f. Of those in e. above, Retained related employment \_\_\_\_\_ # \_\_\_\_\_ % of completers
  - g. Of those in b. thru f. above, Continuing education or training \_\_\_\_\_ # \_\_\_\_\_ % of completers
  - h. Of those in b. above, Currently employed - Skills upgrade only \_\_\_\_\_ # \_\_\_\_\_ % of completers
  - i. Equipment installed or upgraded \_\_\_\_\_ date(s) (Only if critical to this project.)
  - j. Credential(s) to be earned by completers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- IX. Is there expressed legislative interest in this specific 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 (i.e. Perkins funds, line item or earmark in ETF, etc)? 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	
<b>TOTAL</b>	\$	\$

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. Cost of Individual Training (Scholarships, tuition, training fees; and other costs related to training of individuals. Indicate the projected cost of the course(s), regardless if requesting funding)
- 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 (If applicable, attach a vendor price & specifications sheet for proposed equipment purchases for use during negotiation phase and indicate the intent for reusing durable items in subsequent classes.)
- 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](http://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. Currently the lab has 12 welding booths, adding these 12 additional booths will double our training capacity; Propose to add a night 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 the Department of Postsecondary Education or otherwise through the 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	Fire Science
Air Conditioning/Refrigeration Technology	Flight Technology (commercial)
Architectural Engineering Technology	Geographic Information Systems Technology
Automated Manufacturing	Graphics and Printing
Automotive Manufacturing Tech (CARCAM)	Hazardous Materials Technology
Automotive Body Repair	Health Information Technology
Automotive Mechanics	Heating and Air Conditioning
Automotive Technology	Heavy Equipment Operator
Aviation Maintenance - Airframe	Highway Construction Technology
Aviation Maintenance – Power Plant	Hospitality Services Management
Aviation Systems/Avionics Technology	Hotel and Motel Management
Aviation Technology (Aircraft Pilot-Private)	Industrial Electronics Technology
Biomedical Equipment Technology	Industrial Engineering Technology
Building Maintenance	Industrial Maintenance Technology
Building Construction	Instrumentation Technology
Carpentry	Machine Shop Technology
Chemical Technology	Machine Tool Technology
Child Development	Masonry
Civil Design Technology	Mechanical Engineering Technology
Clinical Laboratory Technology	Mechanical Design Technology
Communications Electronics	Medical Assistant
Computer and Information Sciences	Medical Transcription
Computer Numerical Control	Mental Health Technology
Computer Maintenance Technology	Mine Maintenance Technology
Construction Management Technology	Mining Technology
Consumer Electronics	Non-Destructive Testing Technology
Criminal Justice	Nuclear Power Operations Technology
Culinary Arts	Nursing Assistant
Diesel Mechanics	Occupational Health Safety
Drafting and Design Technology	Office Administration
Electrical Technology	Optical Technology
Electro Optics	Paralegal
Electromechanical Technology	Phlebotomy
Electromechanical/Instrumentation Technology	Physical Therapy Assistant
Electronic Machine Repair	Plastics Technician
Electronic Engineering Technology	Plumbing
Electronics Core	Practical Nursing (LPN) – ECEP Only
Emergency Medical Services I (Basic)	Quality Control Safety
Engineering Technology Technician	Quality Control Technology
Environmental Technology	

**APPENDIX C, November 3, 2011  
(Continued)**

Realtime Reporting  
Sheet Metal 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.**

## Invoice for Reimbursement &amp; Performance Report (IRPR)

## Department of Postsecondary Education

CONTROL #: \_\_\_\_\_

INDICATE TYPE OF REPORT:

REGULAR / FINAL  
(select one)

COLLEGE/RECIPIENT: \_\_\_\_\_ PROJECT TITLE: \_\_\_\_\_

Period Covered:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Current  
Approved  
Budget  
1Expenditures  
YTD Prior  
to This Invoice  
2Expenditures  
for This  
Period  
3Expenditures  
YTD  
4Funding  
Currently  
Encumbered  
5Unexpended  
Balance  
6

## PERSONNEL COMPENSATION SALARIES &amp; WAGES

	1	2	3	4	5	6
501 INSTRUCTIONAL-REGULAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502 INSTRUCTIONAL-TEMP/PART-TIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
503 ADMINISTRATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
504 OTHER PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
505 SUPPORT PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
506 HOURLY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## EMPLOYEE BENEFITS

	1	2	3	4	5	6
572 FICA MATCHING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
573 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
575 RETIREMENT MATCHING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
583 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
591 EMPLOYEE PERQUISITES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
592 COMPENSATED ABSENCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
593 ANNUAL LEAVE-TERMINATION/RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
594 OTHER STAFF BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL COMPENSATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## SERVICES, SUPPLIES &amp; OTHER CURRENT EXPENDITURES (COMMON)

	1	2	3	4	5	6
601 IN-STATE TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
602 OUT-OF-STATE TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
605 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
606 MAINTENANCE AND REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
613 RENT - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
614 RENT - FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
619 PRINTING, REPRODUCTION AND BINDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
627 ENGINEERING AND ARCHITECTURAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
628 OTHER PROFESSIONAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
639 OTHER CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
641 MATERIALS AND SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
641a NON-CAPITALIZED EQUIPMENT (<\$5000)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
642 COMPUTER SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
643 COMPUTER HARDWARE - NONCAPITALIZED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
644 INTERNAL PURCHASES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
664 SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
667 ADVERTISING AND PROMOTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
675 INSTITUTIONAL ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
677 INDIRECT COST EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
678 INSTITUTIONAL USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 OTHER (DESCRIBE)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 OTHER (DESCRIBE)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL SERVICES, SUPPLIES, &amp; OTHER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## CAPITAL EXPENDITURES (COMMON)

	1	2	3	4	5	6
701 BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
702 AUDIOVISUALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
710 FURNITURE & EQUIPMENT \$25,000 OR LESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711 FURNITURE & EQUIPMENT EXCEEDING \$25,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
740 TRANSPORTATION EQUIPMENT \$25,000 OR LESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
781 ALTERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
782 COMPUTER TECHNOLOGY \$25,000 OR LESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 OTHER (DESCRIBE)						
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Invoice for Reimbursement & Performance Report (IRPR)

CONTROL #: \_\_\_\_\_

**INSTRUCTIONS (PERFORMANCE REPORTING):** An update on project performance must be provided to be eligible for reimbursement on allowable expenses. Limit performance reporting to the categories below. Enter NA for categories that do not apply. Actual performance will be compared to the outcomes and performance measures as estimated on the application for funds.

**CUMULATIVE Number of Individuals Enrolled in Training this Fiscal Year:** \_\_\_\_\_

**CUMULATIVE Number of Individuals that Completed Training this Fiscal Year:** \_\_\_\_\_

**CUMULATIVE Number of Students Enrolled Earning College Credits:** \_\_\_\_\_

**CUMULATIVE Number of Completers Entering Employment:** \_\_\_\_\_

**CUMULATIVE Number of Individuals Continuing their Postsecondary Education:** \_\_\_\_\_

**CUMULATIVE Number of Completers Retaining Related Employment:** \_\_\_\_\_

**CUMULATIVE Number Enrolled in Continued Education or Training:** \_\_\_\_\_

**CUMULATIVE Number Acquiring Skills Upgrade Training in Current Employment:** \_\_\_\_\_

**If Equipment was Purchased Indicate the Date of Installation:** \_\_\_\_\_

**Credential(s) Earned by Completers:** \_\_\_\_\_

**AMOUNT of Revenue Generated from Non-Grant Sources to Date this fiscal year: \$** \_\_\_\_\_  
(e.g. Pell Grant, ITAs, Paid Tuition, etc.)

**Other Performance data Pertinent to this Grant:** \_\_\_\_\_

Final reports should address both weaknesses and strengths; what did the public like/dislike; long term impact (spin-off programs, etc.); was dual enrollment used; are there plans to continue the project after grant period has ended; were new collaborative partnerships formed; was the project marketed - if so how; etc.

*Please Sign this Document in Blue Ink to Indicate Original Signatures*

Printed Name & Signature Chief Financial Officer	Date		
Signature College President or CEO / Director of Non-College Entity	Date	Roger Fortner (Signature) Office of Workforce Development Coordinator	Date

**Instructions:**

- Control #: Enter DPE assigned control number for this individual grant.
- College: Self Explanatory
- Project Title: A general name for the allocation (i.e. Dual Enrollment, Smithville High School)
- Period Covered:  
(Initial Report) Enter the award date of the allocation through the end of the current month that reimbursement is being claimed.  
(Subsequent - IRPRs) First day of the month that follows the last IRPR to last day of the current month that reimbursement is being claimed.
- Current approved budget (Column 1): Enter the information from the latest approved DPE budget/budget amendment form.
- Expenditures YTD Prior to this IRPR Period (Column 2):  
(Initial Report) Leave Blank.  
(Subsequent Reports) Copy Column 4 (values only) into this column.
- Expenditures for which reimbursement is being claimed for the current period (Column 3):  
Enter allowable expenditures incurred during the reported quarter. Attach copies of receipts, invoices, contracts, etc. as supporting documentation.
- Expenditures Year-to-date (Column 4): Automatically calculated
- Encumbered Funding (Column 5): Account for all funding that is encumbered for this allocation.
- Unexpended Balance (Column 6): Automatically calculated
- (Page 2) Enter DPE assigned control number for this grant.
- Printed name, date, contact information, and signature of CFO
- Signature and date of President
- (FOR DPE USE ONLY) Approval Signature of DPE
- Do not include monies used for this project obtained from other sources.

**OPTIONAL COST CODES (FILL IN ON PAGE ONE WHEN APPROPRIATE)**

- |                                       |   |
|---------------------------------------|---|
| 603 FREIGHT                           | 618 MEMBERSHIPS                             |
| 604 COMMUNICATIONS                    | 620 INSURANCE DEDUCTIBLE                    |
| 607 SERVICE CONTRACTS ON EQUIPMENT    | 621 EMPLOYEE TAXABLE NON-OVERNIGHT PER DIEM |
| 608 ELECTRICITY                       | 626 ACCOUNTING AND AUDITING SERVICES        |
| 609 GAS AND HEATING FUEL              | 712 LEASE PURCHASES                         |
| 610 WATER AND SEWER                   | 746 TRANSPORTATION EQUIP EXCEEDING \$25,000 |
| 611 GASOLINE AND OIL - MOTOR VEHICLES | 770 BUILDINGS & FIXED EQUIPMENT             |
| 612 OPERATING LEASE PAYMENTS          | 777 CONSTRUCTION IN PROGRESS                |
| 615 ATTNEY COMMUNICATIONS             | 780 IMP OTHER THAN BLDGS/INFRASTRUCTURE     |
| 616 INSURANCE AND BONDING             | 783 TECHNOLOGY EXCEEDING \$25,000           |
| 617 SUBSCRIPTIONS                     |   |

# Budget/Budget Amendment

Department of Postsecondary Education

Original Budget \_\_\_\_\_  
Budget Amendment No. \_\_\_\_\_

**CONTROL #:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

	Budget 1	Changes (+ or -) 2	Amended Budget 3
<b>PERSONNEL COMPENSATION SALARIES &amp; WAGES</b>			
501 INSTRUCTIONAL-REGULAR	\$0.00	\$0.00	\$0.00
502 INSTRUCTIONAL-TEMP/PART-TIME	\$0.00	\$0.00	\$0.00
503 ADMINISTRATIVE	\$0.00	\$0.00	\$0.00
504 OTHER PROFESSIONAL	\$0.00	\$0.00	\$0.00
505 SUPPORT PERSONNEL	\$0.00	\$0.00	\$0.00
506 HOURLY WAGES	\$0.00	\$0.00	\$0.00
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EMPLOYEE BENEFITS</b>			
572 FICA MATCHING	\$0.00	\$0.00	\$0.00
573 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00
575 RETIREMENT MATCHING	\$0.00	\$0.00	\$0.00
583 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00
591 EMPLOYEE PERQUISITES	\$0.00	\$0.00	\$0.00
592 COMPENSATED ABSENCES	\$0.00	\$0.00	\$0.00
593 ANNUAL LEAVE-TERMINATION/RETIREMENT	\$0.00	\$0.00	\$0.00
594 OTHER STAFF BENEFITS	\$0.00	\$0.00	\$0.00
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL COMPENSATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SERVICES, SUPPLIES &amp; OTHER CURRENT EXPENDITURES (COMMON)</b>			
601 IN-STATE TRAVEL	\$0.00	\$0.00	\$0.00
602 OUT-OF-STATE TRAVEL	\$0.00	\$0.00	\$0.00
605 POSTAGE	\$0.00	\$0.00	\$0.00
606 MAINTENANCE AND REPAIRS	\$0.00	\$0.00	\$0.00
613 RENT - EQUIPMENT	\$0.00	\$0.00	\$0.00
614 RENT - FACILITIES	\$0.00	\$0.00	\$0.00
619 PRINTING, REPRODUCTION AND BINDING	\$0.00	\$0.00	\$0.00
627 ENGINEERING AND ARCHITECTURAL SERVICES	\$0.00	\$0.00	\$0.00
628 OTHER PROFESSIONAL FEES	\$0.00	\$0.00	\$0.00
639 OTHER CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00
641 MATERIALS AND SUPPLIES	\$0.00	\$0.00	\$0.00
641a NON-CAPITALIZED EQUIPMENT (LESS THAN \$5000)	\$0.00	\$0.00	\$0.00
642 COMPUTER SOFTWARE	\$0.00	\$0.00	\$0.00
643 TECHNOLOGY - NONCAPITALIZED	\$0.00	\$0.00	\$0.00
644 INTERNAL PURCHASES	\$0.00	\$0.00	\$0.00
664 SCHOLARSHIPS	\$0.00	\$0.00	\$0.00
667 ADVERTISING AND PROMOTIONS	\$0.00	\$0.00	\$0.00
675 INSTITUTIONAL ALLOWANCE	\$0.00	\$0.00	\$0.00
677 INDIRECT COST EXPENSE	\$0.00	\$0.00	\$0.00
678 INSTITUTIONAL USE	\$0.00	\$0.00	\$0.00
6 OTHER (EXPLAIN)	\$0.00	\$0.00	\$0.00
6 OTHER (EXPLAIN)	\$0.00	\$0.00	\$0.00
<b>TOTAL SERVICES, SUPPLIES, &amp; OTHER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CAPITAL EXPENDITURES (COMMON)</b>			
701 BOOKS	\$0.00	\$0.00	\$0.00
702 AUDIOVISUALS	\$0.00	\$0.00	\$0.00
710 FURNITURE & EQUIPMENT \$25,000 OR LESS	\$0.00	\$0.00	\$0.00
711 FURNITURE & EQUIPMENT EXCEEDING \$25,000	\$0.00	\$0.00	\$0.00
740 TRANSPORTATION EQUIPMENT \$25,000 OR LESS	\$0.00	\$0.00	\$0.00
781 ALTERATIONS	\$0.00	\$0.00	\$0.00
782 TECHNOLOGY \$25,000 OR LESS	\$0.00	\$0.00	\$0.00
7 OTHER (DESCRIBE)	\$0.00	\$0.00	\$0.00
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

	This block not used
Printed Name & Signature Chief Financial Officer	Date <i>Please Sign this Document in Blue Ink to Indicate Original Signatures</i>
Signature College President or CEO / Director of Non-College Entity	Date Roger Forinor (Signature) Office of Workforce Development Coordinator

**NOTES:**  
A budget amendment is required prior to expending > 10% of the originally budgeted amount for any single line item.  
**BUDGET AMENDMENTS: INCLUDE A STATEMENT OF JUSTIFICATION FOR REQUESTED CHANGES TO THE ORIGINAL BUDGET.**

**Optional Cost Codes**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>603 FREIGHT</li> <li>604 COMMUNICATIONS</li> <li>607 SERVICE CONTRACTS ON EQUIPMENT</li> <li>608 ELECTRICITY</li> <li>609 GAS AND HEATING FUEL</li> <li>610 WATER AND SEWER</li> <li>611 GASOLINE AND OIL - MOTOR VEHICLES</li> <li>612 OPERATING LEASE PAYMENTS</li> <li>615 ATTNEY COMMUNICATIONS</li> <li>616 INSURANCE AND BONDING</li> <li>617 SUBSCRIPTIONS</li> </ul> | <ul style="list-style-type: none"> <li>618 MEMBERSHIPS</li> <li>620 INSURANCE DEDUCTIBLE</li> <li>621 EMPLOYEE TAXABLE NON-OVERNIGHT PER DIEM</li> <li>626 ACCOUNTING AND AUDITING SERVICES</li> <li>712 LEASE PURCHASES</li> <li>746 TRANSPORTATION EQUIPMENT EXCEEDING \$25,000</li> <li>770 BUILDINGS &amp; FIXED EQUIPMENT</li> <li>777 CONSTRUCTION IN PROGRESS</li> <li>780 IMP OTHER THAN BLDGS/INFRASTRUCTURE</li> <li>783 TECHNOLOGY EXCEEDING \$25,000</li> </ul> |
|---|---|

APPENDIX F

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 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. \_\_\_\_\_ Based on past performance history of WFD grants, the applicant possesses the capacity and ability to carry out planned activities efficiently and effectively. (Use performance data 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 OWD):

- \_\_\_\_\_ 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

Office of Workforce Development

Conflict of Interest / Non-Disclosure Statement

I acknowledge that I have been appointed to conduct reviews of proposals received under the Application for Workforce Development Funds for the Office of Workforce Development for Fiscal Year 2012. 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 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 applicants; 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 Office of Workforce Development.

*My signature on the front side of this form verifies that I have read, understand, and agree to comply with all provisions of this conflict of interest / non-disclosure statement pertaining to this specific application for workforce development funds that I am reviewing and scoring.*