



ALABAMA COMMUNITY COLLEGE SYSTEM

Workforce Development Division

Project Guidelines

(Dual Enrollment)

The Workforce Development Division Project Guidelines (Dual Enrollment), **effective March 1, 2017**, shall remain in effect until amended, revoked, or rescinded. This document supersedes the Workforce Division Project Guidelines and Application for Workforce Division Competitive Funds dated April 4, 2016. Applicants should check the Alabama Community College System Workforce Development Division website (<https://www.accs.cc/index.cfm/workforce-development/grant-resources/>) to ensure currency of document in use.

A handwritten signature in black ink, appearing to read "Jimmy H. Baker", is written over a horizontal line.

Mr. Jimmy H. Baker, Acting Chancellor
Alabama Community College System

CONTENTS

Introduction

Project Specifications

Funding Period and Project Sustainability

Applicant and Service Provider Requirements

Proposed Activities

Coordination and Collaboration

Performance Reporting

Fiscal and Performance Accountability

Application Submission, Review, and Approval

Application Process

Preliminary Review and Notification to Applicants

Dual Enrollment Review Committee Recommendations

Notification of Grant Award and Grant Management

Forms and Appendices

Form I: Application for Workforce Development Division Funds Checklist

Form II: Cover Page

Form III: Project Summary

Form IV: Project Budget

Form IVA: Project Budget Backup

Appendix A: Application for Workforce Development Division Funds (Dual Enrollment)

Appendix B: Career and Technical Education Programs – Approved Funding List

Appendix C: Dual Enrollment for Dual Credit Agreement

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

Appendix E: Dual Enrollment Reimbursement Cover Sheet

Appendix F: Dual Enrollment for Dual Credit Best Practices Handbook

INTRODUCTION

The Alabama Community College System Workforce Development Division is accepting applications 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 those specific and current training needs. This document is to be used when submitting an application for Workforce Development Division Funds to the Alabama Community College System.

Goals to be supported by workforce development projects include:

1. Addressing current and future skill needs in high-demand, high-wage occupations (see Appendix B).
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.

PROJECT SPECIFICATIONS

Funding Period and Project Sustainability (funding is based on FY period October 1-September 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 end of the fiscal year, regardless of when the grant is closed. A grant is considered to be closed when one of the following occurs: 1) the time period for which the grant was awarded has expired; 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 Alabama Community College System Workforce Development Division. **For grants awarded for the purchase of equipment, a final performance report is required at the end of the following fiscal year (i.e. grants awarded in FY17 will submit a final report at the end of FY18). This information will be used to provide a more definitive description of the return on investment by showing student usage for a full academic year, after the equipment was installed.** There is no guarantee for continued project 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 and a budget approved by the Workforce Development Division.

Applicant and Service Provider Requirements

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 timely invoices with supporting documents for reimbursement, and ensuring that funds are used appropriately. The Regional Workforce Development Council(s) shall bear no responsibility for use of funds. Only institutions of the Alabama Community College System (ACCS) may be recipients of these 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 *State of the Workforce Report X: Alabama* available at:

https://www.accs.cc/default/assets/File/dpe_gowd/wdca/Alabama_State%20of%20the%20Workforce_Report_X.pdf.

Select the applicable Regional Council's demographic and labor market information from the Alabama Department of Labor. All requests should be based on priority rankings 1, 2, or 3 based on the "Alabama High-Demand, High-Wage Career and Technical Education Programs" matrix dated March 1, 2017 (see Appendix B). Letters of support stating the training needs of business and industry may also be included as part of the documentation. 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. Proposed projects must demonstrate collaboration with the participating local high schools as well as other community partners (e.g., service providers such as colleges and schools, businesses, community organizations) so that resources are used efficiently and effectively to address workforce development needs and to avoid duplication.

Include a valid Dual Enrollment for Dual Credit Agreement(s) with the participating local high school(s) for “credit” courses only. Non-credit courses are not allowable for dual credit under agreement between the ACCS and the State Department of Education (see Appendix C for sample agreement form). Review the Dual Enrollment for Dual Credit Best Practices Handbook for best practices (see Appendix F). In addition, dual enrollment applications must meet requirements of ACCS Board of Trustees policies and guidelines 801.01, 801.03, or 801.04 as appropriate, available at: <https://www.accs.cc/index.cfm/board-of-trustees/policies-and-guidelines/>.

Performance Reporting

Applications must include anticipated outcomes and performance targets appropriate for the length of time the grant is active and the proposed activities. Previous dual enrollment reports will be used by the ACCS in consideration of grant funding. Reporting requirements specific to the project will be clearly outlined in the Grant Agreement.

Fiscal and Performance Accountability

Projects funded with Workforce Development Division funds from the ACCS will typically receive grant funds through reimbursement by submitting an Invoice for Reimbursement and Performance Report (IRPR) (see Appendix D) as often as monthly, in accordance with the Grant Agreement awarding the funds (report template available at: <https://www.accs.cc/index.cfm/workforce-development/grant-resources/>). The IRPR must be accompanied with the Dual Enrollment Reimbursement Cover Sheet (see Appendix E) and supporting documentation to receive reimbursement for allowable expenditures. At a minimum, an IRPR will be submitted at the end of each semester to update the Workforce Development Division on the status of the project, regardless of whether funds have been expended. Detailed procedures related to allowable expenses will be stated in notification of grant award letters.

An on-site visit to review project performance or to provide assistance will be conducted as needed by a Workforce Development Division representative.

Application 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 ACCS Workforce Development Division in the prescribed format using the most current *Application for Workforce Development Division Funds* document (**hereinafter called application**) (Appendix A).
- C. Applications for funds are not to be routed through the Regional Workforce Development Councils. This is an ongoing program funded by a specific line item ETF appropriation.

- D. Each application should be signed in **blue ink** and may be submitted in original or electronically in PDF format to:

Ms. Tara Brown, Workforce Associate
Alabama Community College System
Workforce Development Division
P.O. Box 302130
Montgomery, AL 36130
tara.brown@accs.edu
334-293-4702

II. Preliminary Review and Notification to Applicants

The ACCS Workforce Development Division staff will:

- A. Send a notification of receipt of the application to the contact person's email 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. Conduct a Dual Enrollment Review Committee meeting.

III. Notification of Grant Award and Grant Management

- A. Upon being notified of funding approval, the ACCS Workforce Development Division will submit to the applicant a Notification of Award and a Grant Agreement that provides details regarding appropriate accounting and compliance practices.
- B. The ACCS will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.
- C. Modifications to the specific usage of grant funding may be requested by the applicant. Modifications to grants awarded with ACCS Workforce Development Division funds may require ACCS Board of Trustees authorization.

Applicants must complete the following forms and respond to the application questions as specified in *Application Forms*. The application package must include each completed form and attachments (if applicable) in the order indicated below.

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|-----------|--|
| 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 III: | Project Summary (form provided) |
| Form IV: | Project Budget (form provided) |
| Form IVA: | Project Budget Backup (form provided) |

Attachments, if applicable, including a spreadsheet of high school partners and a signed Local Educational Agreement with each high school participating (clearly labeled and pages numbered)

List of Appendices to the Application:

- Appendix A: Application for Workforce Development Division Dual Enrollment Funds**
- Appendix B: Career and Technical Education Programs – Priority Ranking**
- Appendix C: Dual Enrollment for Dual Credit Agreement**
- Appendix D: Invoice for Reimbursement and Performance Report (IRPR)**
- Appendix E: Dual Enrollment Reimbursement Cover Sheet**
- Appendix F: Dual Enrollment for Dual Credit Best Practices Handbook**