

# Governor's Office of Workforce Development

OFFICE OF THE GOVERNOR

**BOB RILEY**  
GOVERNOR



STATE OF ALABAMA

OFFICE OF WORKFORCE DEVELOPMENT

**DR. MATTHEW HUGHES**  
DIRECTOR

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

This Application for Workforce Development Funds and Project Guidelines has been approved by the State Workforce Planning Council, and is current as of **October 7, 2009, and remains in effect until amended, revoked, or rescinded.** This document supersedes the FY09 Request for Proposals and Project Guidelines dated November 14, 2008, which is revoked and is no longer approved for use.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](http://www.owd.alabama.gov)) to ensure currency of document in use.

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Joan Y. Davis, Chair  
State Workforce Planning Council  
Department of Postsecondary Education

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

# Contents

## Introduction

### **PART 1: Project Specifications**

Funding Period and Project Sustainability

Applicant and Service Provider Requirements

Proposed Activities

Coordination and Collaboration

Performance Accountability

Fiscal Accountability

Proposal Submission, Review, and Approval

    Application Process

    Preliminary Review and Notification to Applicants

    Proposal Review Committee

    Review Committee Recommendations

    Review by State Workforce Planning Council

    Notification of Grant Award, Grant Management

### **PART II: Application Forms and Narrative**

Checklist

Cover Page

Project Summary

Project Budget

Project Budget Backup

Project Narrative

Appendices

## Introduction

**The Governor's Office of Workforce Development** 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 and priorities. This document is to be used when submitting an application for workforce development funds to the Governor's Office of Workforce Development 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 capacity.
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-Sept. 30*)

Grant recipients meeting their predetermined performance measures will typically receive the entire allocation in the current fiscal year. It is understood that projects started later in a fiscal year will likely require continuation of performance beyond the end of the fiscal year. Expenditure and performance reporting will continue until the grant is closed out. A grant will be considered closed when one of the following actions occur: The funding is entirely expended; the need for which the grant was awarded is met; changes have occurred and the project has been deactivated (rescission applies); performance measures are 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 Notification of Grant Award letter from the Governor's Office of Workforce Development 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 their 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 should 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 a co-applicant.**

#### 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) / downloads, 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. Infrastructure construction and building modifications should typically not be requested unless modifications are needed to install 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, 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). (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 Accountability

Projects must include anticipated outcomes and performance measures appropriate for the proposed activities. The final measures and outcomes will be negotiated between the applicant and the Governor's Office of Workforce Development.

Minimum performance measures for training and education projects include numbers served. **Positive outcomes appropriate to the activity must be provided (e.g., number obtaining employment, number retaining employment, number continuing education or training, average wage increases, etc.).**

Grantees must develop methods for regularly tracking and evaluating progress toward meeting the anticipated outcomes of the project. Progress reports are to be submitted at regular intervals to the Governor's Office of Workforce Development; reporting intervals and other requirements will be established by the Governor's Office of Workforce Development for individual projects and will be stated in Notification of Grant Award letters. Closeout data for two-year colleges are to be reported through the *Workforce Development Activities Report* at [www.dpe.edu/workforce/](http://www.dpe.edu/workforce/).

### Fiscal & Performance Accountability

Projects funded through State Workforce Development funds from the Department of Postsecondary Education will typically receive grant funds by submitting an Invoice for Reimbursement and Performance Reports (IRPR) on a monthly basis in accordance with the grant agreement awarding the funds (report template available at [www.owd.alabama.gov](http://www.owd.alabama.gov)). The IRPR must be accompanied with supporting documentation and a report of performance to receive reimbursement for allowable expenditures. A copy of all expenditure documents and a report of project performance will be furnished to the Governor's Office of Workforce Development regardless of which agency actually awards the grant funding. Detailed procedures related to allowable expenses will be stated in Notification of Grant Award letters. Funds will be rescinded from projects not making adequate progress. The awarding agency shall be responsible for monitoring the use of funds and closing the grant in accordance with its policies and procedures.

### 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 *Application for Workforce Development Funds and Project Guidelines* (**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 delegate signing authority (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](mailto: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 re-submitted.
  - D. Forward complete applications to the Governor's Office of Workforce Development Proposal Review Committee.

III. Proposal Review Committee

- A. The Proposal Review Committee will typically meet a minimum of three times a year – July, October and January – and shall be comprised of a maximum of two voting members from each state agency represented on the State Workforce Planning Council (SWPC) with the exception of the Alabama Development Office, Alabama Industrial Development Training, and the two-year college president. The SWPC business representatives have the option of appointing two members to serve on the Committee. An appointee of the Governor's Office of Workforce Development shall chair the Committee, but will not be a voting member.
- B. The Proposal Review Committee 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:
  - a. The relationship of proposed actions to regional workforce development priorities identified by Regional Workforce Development Council. (10 points)
  - b. 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)
  - c. Evidence that the stated need is based on objective and current data and will impact training for high wage, high demand jobs. (5 points)
  - d. 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)
  - e. Evidence of availability or non-availability of community resource leveraging to maximize impact of grant funds on proposed activities. (10 points)
  - f. Evidence of collaboration with regional and community service providers and stakeholders to ensure that the project is part of an overall workforce development plan. (10 points)
  - g. Evidence that the activities can be sustained by the grant recipient beyond the grant period. (15 points)
  - h. Evidence of support for the proposed activities from area employers, economic developers, and elected officials. (5 points)

- i. Evidence that the proposed activities are practical and will effectively address the stated needs. (15 points)
- j. Demonstration that anticipated outcomes align with stated needs. (10 points)
- k. 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. 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:
  - a. Fund the project as is.
  - b. Fund the project as is – with an adjusted funding amount.
  - c. Fund the project with modifications as identified by the Committee.
  - d. Deny funding for the project.
- B. 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 prior to the monthly State Workforce Planning Council meeting, application summaries, Budget and Budget Back-up, and notes from Proposal Review Committee for applications favorably recommended to "approve as is, or "approve with adjusted funding amount" will be forwarded via electronic mail by the Governor's Office of Workforce Development or his/her designee to the voting members of State Workforce Planning Council.
- B. At its August, November and February meetings, the State Workforce Planning Council 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 Councils' attendance is optional.**
- C. Budgets of applications recommended for funding will be reviewed in detail by the State Workforce Planning Council to identify agency resources available to fund various aspects 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 State Planning Council 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 less 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

## VII. Method of Payment

Grants awarded pursuant to this document using Department of Postsecondary Workforce Development funds will typically be on a monthly basis, by cost reimbursement following submission of Invoice for Reimbursement and Performance Report (IRPR) and invoice with supporting documentation.

**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 III: Project Summary (**Not to exceed 2 pages**)
- \_\_\_\_\_ Form IV: Project Budget
- \_\_\_\_\_ Form IVA: Project Budget Backup
- \_\_\_\_\_ Form V: Project Narrative (**Not to exceed 10 pages**)
- \_\_\_\_\_ Form VIA: Regional Council Certification Statement (Signed by the Chairperson **for each** Region affected)

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

1. Y/N Does this application address priorities identified by Regional WFD Council strategic plan (Attach a signed certificate from each Regional Council affected)

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 Evidence is attached or otherwise declared that the stated need is based on objective and current data

4. Y/N 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 Evidence is attached or otherwise declared that community resource leveraging is available to maximize impact of grant funds on application

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

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

10. Y/N Anticipated outcomes align with stated needs

11. Y/N 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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## 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 one category):**

\_\_\_\_\_ **Dual Enrollment Efforts**

\_\_\_\_\_ **Other Workforce Development Initiatives**

#### **I. Project and Contact Information**

Project Title:

Amount of Funds Requested:

Service Provider/Fiscal Agent:

Mailing Address:

Name of Project Contact:

Title:

FAX:

Email:

Phone:

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

**FORM IIA: REGIONAL WORKFORCE DEVELOPMENT COUNCIL CERTIFICATION**

NOTE: If project covers multiple workforce development region, Certification must be provided by all Regional Councils. The exception is 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.

I certify that the \_\_\_\_\_ (name of project) proposed by \_\_\_\_\_ (service provider/fiscal agent) addresses workforce development priorities identified by the Region \_\_\_\_ Workforce Development Council. I also certify that the Region \_\_\_\_ Workforce Development Council or its applicable committee has reviewed the project application and recommends funding the proposed activities.

Identify to what extent this application address priorities identified by Regional WFD Council.

**The Regional council assigns this application a priority rating of \_\_\_\_\_ (ranging from 1-10 with 0 being not a priority and 10 being the highest priority).**

NOTE: Councils should carefully assign priority rating for applications according to regional needs reflected in council strategic plans.

**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. (The score should reflect the level of priority as established by the Regional Council’s strategic plan)**

Proposal approved in the amount of \$\_\_\_\_\_ by Region \_\_\_\_\_ Council.

\_\_\_\_\_  
Printed or Typed Name  
*Regional Workforce Development Council Chair or  
Designee (must be voting member of the Regional Council)*

\_\_\_\_\_  
Signature  
*Regional Workforce Development Council Chair or  
Designee (must be voting member of the Regional Council)*

\_\_\_\_\_  
Date



## 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 (Non-requested)
Salary		
Benefits		
Individual Training (scholarships/tuition/fees)		
Staff Development/Training		
Travel In State		
Travel Out of State		
Public Relations/Outreach		
Materials/Supplies		
Renovation/Construction		
Equipment		
Books		
Other		
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

NOTE: 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 of mileage, lodging, meals and other travel-related expenses.)
- VI. Out-of-State Travel (Costs of mileage, lodging, meals and other travel-related expenses.)
- 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, other supplies required to carry out project, detailed by type costs.)
- IX. Renovation / construction costs (Itemized estimate of building expenses, if applicable.)
- X. Equipment (attach an itemized list if applicable).
- 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.)

## 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: The Alabama State of the Workforce Report available at [www.owd.alabama.gov](http://www.owd.alabama.gov) / downloads.)
- b. Describe how the needs were determined to be workforce priorities for the region.
- c. Describe how the proposed project will address the needs.

### II. Project Activities

- a. Provide a timeline and description of project activities, including purchases, recommended training provider(s), etc.

### III. Individuals and Industries Served

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

### IV. Project Goals, Outcomes, and Performance Measures

- a. State the goals of the project.
- b. State the anticipated outcomes of the project in measurable terms. Include a target level of performance for each outcome.
- c. State the performance measures that will be used to indicate the degree to which each outcome was achieved.
- d. 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 in the most efficient manner possible and that duplication is avoided.

### 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.

VIII. Sustainability

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

IX. Capacity of Service Provider

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

X. Special Characteristics of Project

- a. Describe any unique characteristics of the proposed project that are not addressed above. This may include characteristics such as:
  - Measures of employer benefits or other exceptional levels of employer participation and commitment.
  - Unique inter-program coordination relationships.
  - Development of career pathways or more effective practices.

## 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 receive workforce development funds to cover costs of tuition and fees for dual enrollment students enrolling in the following programs.**

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

Non-Destructive Testing Technology  
Nuclear Power Operations Technology  
Nursing Assistant  
Occupational Health Safety  
Occupational Therapy Assistant  
Office Administration/Administrative Assistant  
Ophthalmic Assistant  
Optical Technology  
Paralegal  
Pharmacy Technician  
Phlebotomy  
Physical Therapist  
Plastics Technician  
Plumbing  
Polysomnographic Technology  
Practical Nursing (LPN)  
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

**Appendix C (Cont'd) January 13, 2009**