



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

October 15, 2013

Alabama
State Board
of Education

MEMORANDUM

Governor
Robert Bentley
President

TO: City and County Superintendents of Education

Tracy T. Roberts
District I

FROM: *Thomas R. Bice*
Thomas R. Bice
State Superintendent of Education

Betty Peters
District II

SUBJECT: Career and Technical Education Bond Issue Request for Proposals (RFP)
The 21st Century Workforce Act (Act 2013-381)

Stephanie Bell
District III

The Alabama State Department of Education submitted a proposal to Governor Robert Bentley entitled "Proposal for Funding, Alabama State Department of Education Career/Technical Equipment, Business/Industry Certification." The proposal sought \$50 million to sustain the business/industry certifications of all career and technical education programs in Alabama. The attached forms are for the \$20 million RFP funds that will be disbursed to local education agencies (LEAs) based on the number of students and number of business and industry-certified programs in career and technical education programs as reported on the 2012-2013 electronic enrollment and LEA Career and Technical Education Program Application.

Yvette M.
Richardson, Ed.D.
District IV

Ella B. Bell
District V
President Pro Tem

I am most happy to inform you that we have been notified that this proposal has been funded through a recently approved bond issue. The funds are authorized as The 21st Century Workforce Act (Act 2013-381), which sets aside funds for promoting economic development and industrial recruitment in Alabama. Career and technical education and the business/industry certification process are long-term commitments to economic and workforce development and viewed as incentives when recruiting new and expanding industry to our state. We are most thankful that Governor Bentley endorsed the plan to fortify the high school career and technical education program across Alabama and to enhance partnerships between secondary and postsecondary education training.

Charles E. Elliott, M.D.
District VI
Vice President

The priorities for use of this funding will be as follows:

Jeff Newman
District VII

Mary Scott Hunter, J.D.
District VIII

1. To keep career and technical education programs equipped to industry standards.
2. To require vendor training for new equipment purchased in Priority 1.
3. To implement new and innovative programming that is based on connecting to industry needs, Alabama regional workforce data, and high-wage/high-demand industry sectors as indicated by Governor Bentley's 2012 Accelerate Alabama Plan.
4. To implement Career Academy programs that meet business and industry demands and that align with high-demand, fast-growth jobs available in Alabama.

Thomas R. Bice, Ed.D.
Secretary and
Executive Officer

The long-term objectives of the Alabama State Department of Education, Career and Technical Education Section, to provide leadership and funding are:

1. To add employable and trainable workers to Alabama's workforce, thus impacting the state's economy.
2. To provide leadership and funding that result in training for high-demand, fast-growth jobs.
3. To raise the expectations for performance of career and technical education programs statewide.
4. To provide leadership for planning and implementation of progressive programming for continuous workforce and economic development.
5. To provide students with an opportunity to make wise career decisions that will enable them to graduate with workforce-ready skills.
6. To create programs that develop a return on investment over a two-year period that can be monitored by an increase in student credentials, job placement, and enrollment in career-focused postsecondary education upon graduation from high school.
7. To provide a skilled and educated workforce to fill the void in skilled workers left by the aging workforce.

Career and technical education programs are located in every LEA in Alabama. The \$20 million will be awarded competitively to LEAs for establishing new and innovative career and technical education programs. Programs will be equipped according to equipment lists that have been aligned with the required *Alabama Courses of Study: Career and Technical Education*. Please submit the attached Request for Proposals and complete the application and Budget Approval Form.

Staff from the Alabama State Department of Education, Office of Career and Technical Education/Workforce Development, will be available upon request for technical assistance during the planning and implementation process. Contact Dr. Philip C. Cleveland by telephone at 334-242-9960 or by e-mail at pcleveland@alsde.edu, or Dr. Mary Simon by telephone at 334-353-4867 or by e-mail at msimon@alsde.edu for more information.

TRB:PCC:PAF

Attachments

FY14-1001

**APPLICATION PROCEDURES FOR RFP FUNDS
THE 21ST CENTURY WORKFORCE ACT (ACT 2013-381)
CAREER AND TECHNICAL EDUCATION BOND**

Funds are appropriated from the 21st Century Workforce Act (Act 2013-381) – Career and Technical Education Bond, which sets aside funds for promoting economic development and recruitment in Alabama.

The priorities for use of funding are as follows:

1. To keep career and technical education programs equipped to industry standards.
2. To require training for new equipment purchased in Priority 1.
3. To implement new and innovative programming that is based on connecting to industry needs, Alabama regional workforce data, and high-wage high-demand industry sectors as indicated by Governor Bentley's 2012 Accelerate Alabama Plan.
4. To implement Career Academy programs that meet business and industry demands and that align with high-demand, fast-growth jobs available in Alabama.

The long-term objectives for use of funds are:

1. To add employable and trainable workers to Alabama's workforce, thus impacting the state's economy.
2. To provide leadership and funding that results in training for high-demand, fast-growth jobs.
3. To raise the expectations for performance of career and technical education programs statewide.
4. To provide leadership for planning and implementation of progressive programming for continuous workforce and economic development.
5. To provide students with an opportunity to make wise career decisions that will enable them to graduate with workforce-ready skills.
6. To create programs that develop a return on investment over a two-year period that can be monitored by an increase in student credentials, job placement, and enrollment in career-focused postsecondary education upon graduation from high school.
7. To provide a skilled and educated workforce to fill the void in skilled workers left by the aging workforce.

Procedures for applying for funds:

1. Submit the Application (Appendix A) and Budget Approval Form (attached) to Career and Technical Education Section.
 - Include expenditures on the LEA New and Innovative Program Budget Approval Form.
 - All expenditures must be for capital expenditures (see attachment: Capital Equipment). Expenditures must be from the 2013 approved equipment list or be justified for new and innovative programs. Consumables are non-reusable items and cannot be purchased from this fund.
 - **Provide documented input from local program advisory committee.**
 - Mail the Budget Approval Form with original signatures to Dr. Philip C. Cleveland, Director of Career and Technical Education, P. O. Box 302101, Montgomery, AL 36130-2101. The form can be hand-delivered to Dr. Cleveland at Room 5108, Gordon Persons Building, 50 North Ripley Street, Montgomery, AL 36104.
2. Budget items will be approved/disapproved and returned to the local education agency (LEA).
3. Once the budget is approved and returned to the LEA, equipment may be purchased.
4. Once equipment is purchased, LEAs will request reimbursement using the 21st Century Workforce Act (Act 2013-381) Claim Form (attached).
 - Mail the 21st Century Workforce Act Claim Form to Dr. Philip C. Cleveland, Director of Career and Technical Education, P. O. Box 302101, Montgomery, AL 36130-2101.
 - Dr. Cleveland will approve the reimbursement request and forward it to the Alabama Department of Finance for payment to be made directly to the LEA.
5. **Bond funds will expire in September 2015. LEAs are urged to use these funds as soon as possible.**

Procedures for amending applications:

1. Amendments to the Budget Approval Form must be made through the Career and Technical Education Section. Any deviation from the approved equipment items must be approved in the form of an amendment.
2. Make a copy of the original and approved Budget Approval Form. Indicate which items are being amended.
 - If items are being deleted, strike through and initial the deletion.
 - If items are being added, add on a new Budget Approval Form and attach to the original. Submit to Dr. Cleveland as directed above.



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**APPLICATION FOR
CAREER AND TECHNICAL EDUCATION/WORKFORCE
DEVELOPMENT
21ST CENTURY WORKFORCE FUND (ACT 2013-381)
FISCAL YEAR 2014**

Applications (original and six copies) must be received November 29, 2013

MAIL TO:

Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama State Department of Education
P. O. Box 302101
Montgomery, Alabama 36130-2101

HAND DELIVER TO:

Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama State Department of Education
50 North Ripley Street
Montgomery, AL 36104

NOTE: All Federal Express mail should be delivered to:

Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama State Department of Education
50 North Ripley Street
Montgomery, Alabama 36104

**CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
21ST CENTURY WORKFORCE FUND (ACT 2013-381)
FY 2014**

PART I: GRANT OVERVIEW AND DIRECTIONS

Agency

**Alabama State Department of Education
Career and Technical Education/Workforce Development**

Instructions

Complete all pages of the application packet and return by November 29, 2013. Mail to: Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, ATTN: Dr. Mary Simon, Education Administrator, P. O. Box 302101, Montgomery, AL 36130-2101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) or hand-deliver to: Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, 50 North Ripley Street, Montgomery, AL 36104. No faxed copies will be accepted. Submit original and six copies.

Funding Purpose

The Alabama State Department of Education is accepting applications from local education agencies (LEAs) to purchase equipment and to provide training needed/required for the setup and operation of the purchased equipment to develop/expand career and technical education (CTE) programs in order 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, or for entry into postsecondary programs meeting the same needs. Priority will be given to proposed projects that address specific and immediate workforce development needs defined by local regional Workforce Development Councils.

Total Funding

Funding amount equals cost of required equipment plus any training needed/required for the setup and operation of the purchased equipment for proposed program based on jointly developed 2013 industry/CTE equipment lists.

Eligible Applicants

All LEAs approved by the Alabama State Department of Education (ALSDE) who are in compliance with federal and state regulations.

Funding Period and Project Specifications

Funding is based on the October 1–September 30 FY period. 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 has been met; (3) changes have occurred and the grant has been deactivated (rescission applies); and (4) performance was unfavorable and rescission is directed by the state superintendent as chair of the 21st Century Workforce Grant Committee. There is no implication for continued funding beyond the grant closeout date. All efforts must be made to ensure that the program for which the equipment was purchased is sustainable beyond the grant closeout date. No projects are authorized to begin incurring costs without a signed grant agreement contract approved by the 21st Century Workforce Grant Committee.

Applicant and Service Provider Requirements

Applicants must support workforce development priorities identified by the regional council(s) in its strategic plan. The LEA shall serve as fiscal agent and grant recipient. The LEA shall be responsible for administering the grant, reporting performance, submitting invoices with supporting documents for reimbursement, and for ensuring that the funds are used appropriately. The regional workforce development council shall bear no responsibility for use of funds. Only LEAs may be recipients of the 21st Century Workforce Funds. Non-entities may be eligible as partners.

Proposed Activities

Equipment and programs proposed for funding must be justified by documented needs and by stated needs of business and industry in the form of letters of support. Documentation may be provided by analyzing the statewide and regional data in the Alabama State of the Workforce Report available on the Web site at www.alworkforce.dpe.edu/ (Select Workforce Councils and the applicable Regional Council. Demographic and Labor Market Information can be located at <http://www2.dir.state.al.us/>). Proposed activities relating to the equipment purchase must be developed in partnership with local industry. Construction and building modifications are not eligible for funding unless modifications are required to install training equipment (e.g., ventilation required for welding training). **Any and all exceptions must be pre-approved prior to project start-up.**

Coordination and Collaboration

Choice of proposed purchases must be part of a coordinated approach to workforce development. If applicable, the LEA must demonstrate collaboration with the Alabama Community College System (ACCS), the local Alabama Career Center, as well as other community partners (e.g., service providers such as businesses, community organizations, and faith-based organizations) so that resources are used efficiently and effectively to address workforce development needs and avoid duplication.

NOTE: Examples might include, but are not limited to: letters of support from involved businesses, Regional Workforce Development Councils, agencies, or organizations in connection with the proposed activities.

Performance Reporting

Applications must include anticipated outcomes of and performance targets. The final outcomes and performance targets will be negotiated between the applicant and the ALSDE. Detailed reporting requirements specific to the project will be clearly outlined in the Grant Agreement. Final performance data for all expenses will be utilized to calculate Return on Investment (ROI).

Fiscal and Performance Accountability

Equipment funded with 21st Century Workforce Grant funds from the ALSDE will be reimbursed by submitting a Budget Approval Form and including qualifying documentation (See Appendix D) as often as monthly, in accordance with the grant agreement awarding the funds. At a minimum, an LEA will submit at the end of each quarter an update to the ALSDE on the status of the project, whether LEA funds have been expended or not. A final performance report is required at the end of the FY (September) for all awarded grants. This report will be used to determine if the grant recipient met the negotiated performance goals and objectives and for calculating Return on Investment (ROI) data.

On-Site Visit

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

Application Submission, Review, and Approval Process

Submission:

1. Applications for funds may be submitted unsolicited or in response to a Request for Proposals.
2. Applications for funds must be received by the ALSDE in the prescribed format. Applications must be mailed or hand-delivered to the address on the front page of this application.
3. Applicants must submit one hard copy (with original signatures in blue ink) and six (6) photo copies of complete applications. **Faxed or e-mailed copies will not be accepted.**

Preliminary Review and Notification to Applicants

The Office of CTE/Workforce Development will:

1. Send a notification of receipt of the application.
2. Conduct a preliminary review of application for completeness.
3. Return incomplete or incorrectly submitted applications to the applicant without action. After taking corrective measures, application may be resubmitted.
4. Forward complete applications to the Grant Application Review Committee.

21st Century Workforce Grant Application Review Committee

The Grant Application Review Committee will meet at least quarterly to review applications. Committee members will sign a statement of non-disclosure and conflict of interest for each application for funding reviewed (See Appendix C).

Grant Application Review Committee members will not participate in reviewing applications that affect their individual interests.

Grant Application Review Committee members will score each application and assign an overall score. Evaluation criteria and the maximum points possible per subcategory are listed below (See Appendix B).

Evaluation Criteria	Points
The relationship of proposed equipment purchases to regional workforce development priorities is identified by regional workforce development council strategic planning process.	20
Request for funds reflects equipment needs assessments provided by local education agencies that reference industry-developed equipment lists.	20
The proposed actions are based on objective and current data and will address documented immediate hiring or training needs in the workforce development region.	10
There is evidence of availability of community/industry resource leveraging to maximize impact of grant funds on proposed activities.	15
Letters of Support are provided as evidence of collaboration with regional and community service providers and stakeholders as well as from area employers, economic developers, and Regional Workforce Development Councils to ensure that the project is part of an overall workforce development plan.	10
There is evidence that the grant can be sustained by the grant recipient beyond the grant period.	10
Proposed performance measures and target levels of performance are meaningful and realistic.	10
Budget is complete and accurate (See Appendix D)	5
Maximum possible score is 100 percent.	

Notification of Award/Non-Award, Negotiations, and Grant Management

Proposals scoring below an average of 80 percent may not be recommended for funding; those scoring 80 percent and above may be recommended for funding at the Committee's discretion. Grant Application Review Committee members will make one of the following recommendations to the State Superintendent of Education:

1. Fund the project as is.
2. Fund the project as is with an adjusted funding amount.
3. Fund the project as is with modifications as identified by the Committee.
4. Deny funding for the project.

The Committee will identify reasons for recommending or not recommending that a project be funded. The LEAs will be notified by the ALSDE.

Upon being notified of funding approval:

1. The LEA will receive the Grant Agreement (contract) that provides details regarding appropriate accounting and compliance practices.
2. The State Superintendent of Education, through the CTE/Workforce Development Office, will confer with the applicants for activities recommended for approval with modifications.
3. The final award of any grant is contingent upon successful negotiation to include any costs or technical changes that may be required by the LEA.
4. The ALSDE will provide accounting functions and fiscal monitoring for the grant according to its policies and procedures.
5. **Any and all costs and purchases are subject to negotiation.**

I. APPLICATION FORMAT

A. Application, Assurances, and Certifications

The signed application form must appear as the cover for the proposal. (See Appendix A)

B. Abstract

Include no more than a one-page abstract that briefly describes the learning community, school demographics, supporting labor market data, and how the grant equipment purchases will develop/expand CTE programs in order to address local workforce development needs. Proposed activities and purchases must support the preparation of individuals to enter employment and/or advancement in high-wage, high-demand occupations or for entry into postsecondary programs meeting the same needs. Priority will be given to proposed expenditures that address specific and immediate training needs and provide opportunities for high-wage, high-skill jobs for students; provide pathways to college or other higher training; and develop skills and abilities that will enable students to succeed in the workforce.

C. Proposal Narrative

Provide a written description of each of the components listed below. Responses to these items need to be limited to a total of eight (8) pages. All narrative responses must be double-spaced and typed in 12-point font with minimum one-inch margins.

Statement of Need

- a. Provide a detailed description of the equipment/activities/programs and how the purchases made through this bond fund will benefit students and the local workforce. Include any valid, reliable, and research-based data that supports the identified needs, the projected number of students, demographic composition, grade levels for the entire school, the career counseling and guidance advisement model for participants, student recruitment, and parental involvement.
- b. Describe how the proposed purchase of equipment will address the need.

- c. Identify meaningful ways your local business and various community resources will assist with the program and how they will ensure continued success. Identify any linkages with postsecondary or higher education institutions and the articulation agreements and dual enrollment programs that are a part of the initiative that ensure a smooth transition without duplication of coursework. Also include a description of the student credentialing that will occur. Describe any impact this program will have on student access to courses and programs not currently available in your community and courses that might be provided by your school as a result of having this equipment. Also, outline strategies for policy changes, building public support, and/or resource management to sustain the program beyond this funding period.

Project Activities

- a. Provide a timeline and description of project activities, including purchases, recommended training, etc.
- b. Identify Career Cluster/Program and credentialing activities, postsecondary pathways with articulation, and dual enrollment opportunities.
- c. Describe the skills, knowledge, and abilities that will be gained by the students participating in the program.

Individuals and Industries Served

- a. Identify the populations to be served by the equipment purchase.
- b. Identify the industry sectors and occupations to be served by the equipment purchase.
- c. Describe how those business or industry sectors will benefit from the equipment purchase.

Project Outcomes and Performance Targets

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

Non-Duplication

- a. Describe how the LEA and the regional workforce development council have ensured that the proposed activities do not unnecessarily duplicate activities in the region. Evidence must be given that the funds will be used efficiently and that duplication is avoided (e.g., through partnerships with local community colleges and other agencies and industry).
- 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 training capacity), or if this is the development of a new program to address workforce needs within the region.

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).

Leveraged Resources

- a. Identify other programs, organizations, and resources that will be supporting this equipment purchase. Describe specifically what aspects of the purchase will be supported by these leveraged resources. Assign a monetary value to each resource.
- b. Describe other funding sources that will support this equipment purchase (e.g. DPE Partnerships, other grants, corporate donations, industry partnerships, Perkins funds, etc.)

Sustainability

- a. Describe how the benefits or activities of this equipment purchase will be sustained beyond the funding period. **NOTE: Funding is through 2015 only.**

Marketing Strategy

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

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.
 - Addressing an immediate hiring or training demand.

Budget Approval Form

- a. Complete and accurate.

II. APPLICATION SUBMISSION

To be considered for funding, all applications submitted must adhere to the following requirements:

- ◆ Applications must address all proposal narratives.
- ◆ Applications must follow the format described in this document.
- ◆ Applications must be typewritten, double-spaced on one side of standard (8½" x 11"), un-ruled, white paper with minimum one-inch margins.
- ◆ Applications may be stapled in the upper left-hand corner but should not be bound or placed in a binder.
- ◆ One original set of documents bearing the requested signatures signed in blue ink and six copies of the proposal must be submitted.
- ◆ Applications may not be faxed or transmitted by e-mail.
- ◆ Applications can be submitted by regular mail, express courier delivery, or hand-delivery.

Please note that the Reader's Scoring Rubric, used to rate RFPs, is provided to assist you in evaluating your proposal before submission. (See Appendix B)

MAIL TO:

Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama State Department of Education
P. O. Box 302101
Montgomery, Alabama 36130-2101

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Montgomery, Alabama 36104

III. SITE VISIT

During the 2013-2014 school year, the award recipient will be monitored and evaluated to ensure quality and effectiveness in achieving the goals and objectives of the requested funds. This site visit will also provide an opportunity to determine specific technical assistance needed for program success.

Technical Assistance

Staff from the Alabama State Department of Education, Office of Career and Technical Education/Workforce Development, will be available upon request for technical assistance during the planning and implementation process. Contact Dr. Philip Cleveland by telephone at 334-242-9960, or by email at pcleveland@alsde.edu, or Dr. Mary Simon by telephone at 334-353-4867, or by e-mail at msimon@alsde.edu, for more information.

APPENDIX A

Application Assurances/Agreements

Alabama Department of Education
 Office of Career and Technical Education/Workforce Development
 October 2013

Original Application
 Amended Application
 Amendment No. _____
 Effective Date _____

**CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
 21ST CENTURY WORKFORCE FUND (ACT 2013-381)
 Request for Proposal—FY 2014**

School District: [Click here to enter text.](#)

System Code: [Click here to enter text.](#)

Career and Technical Administrator	Site Coordinator
Name	Name
Address	Address
Telephone	Telephone
Fax	Fax
E-mail	E-mail

Project Title: _____

Amount of Funds Requested: _____

Name and Title of Project Contact: (Knowledgeable individual who will be responsible for grant negotiations)

Purpose: The Alabama State Department of Education is accepting applications from local education agencies (LEAs), endorsed by the regional workforce development councils, to purchase equipment and to provide training needed/required for the setup and operation of the purchased equipment to develop/expand CTE programs in order 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 or for entry into postsecondary programs meeting the same needs. Priority will be given to proposed projects that address specific and immediate training needs determined by local Regional Workforce Development Councils.

Funding: Amount equals cost of required equipment for purchase based on jointly developed industry/CTE equipment lists.

Date of the Award: Funding is based upon the October 1–September 30 FY period. 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.

Allowable Costs: LEAs agree to use funds to pay for required equipment for proposed program based on jointly developed industry/CTE equipment lists.

CERTIFICATION:

I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA system-wide budget.

 Chief School Financial Officer (Signature)

 Date

 Career and Technical Education Director (Signature)

 Date

I certify that I am authorized by the governing board of the above-named school system to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the Program Application and Accountability Plans for Career and Technical Education will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including the resolution of any audit exceptions.

 Local Superintendent Original (Signature)

 Date

FOR ALSDE USE ONLY

Approved: _____
 Thomas R. Bice, State Superintendent of Education

**CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
21ST CENTURY WORKFORCE FUND (ACT 2013-381)
Request for Proposal—FY 2014
Statements of Agreement**

Grant recipients agree to:

1. Use the *Alabama Course of Study: Career and Technical Education* course titles and descriptions.
2. Purchase equipment as identified on the 2013 industry approved equipment list.
3. Serve as a demonstration site, presenter, and develop and share exemplary resource materials with visiting LEAs and the Alabama State Department of Education to assist sites in planning and/or implementing services.
4. Participate in statewide Memorandum of Understanding for secondary to postsecondary articulation.
5. Promote dual enrollment of students and collaboration with regional postsecondary institutions and with local industry and community.

Superintendent (*Signature*)

Date

Career and Technical Education Director (*Signature*)

Date

ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2014

This Local Educational Agency hereby assures the Alabama State Department of Education, Office of Career and Technical Education/Workforce Development, that:

1. This application has been developed in consultation with the local advisory council for career and technical education and will be made available for review and comment by interested parties including, as appropriate, representatives from other workforce development partners.
2. Equal opportunities in Career and Technical Education programs will be provided to persons without regard to race, sex, religious preference, national origin, or disability.
3. The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.
4. The activities proposed in this application take into consideration all facets of workforce development in order to ensure a coordinated approach to meeting the training and education needs of the area.
5. To avoid duplication, consideration has been given to other occupational training programs being conducted by other agencies in the area.
6. Funds will be used to link secondary and postsecondary Career and Technical Education programs, including offering the relevant elements of not less than one Career and Technical Education program of study described in the state plan. [Section 135(b)(2)]
7. The applicant will provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers.
8. The applicant will provide guidance, counseling, and career development activities for students in nontraditional populations.
9. The applicant will provide counseling and instructional services designed to facilitate the transition from secondary to postsecondary education and/or employment.
10. Statistical, financial, and descriptive reports required by the Alabama State Department of Education will be submitted.
11. The applicant will make provisions for leadership training for all students enrolled in Career and Technical Education programs.
12. Funds expended under this Act will not be used to acquire equipment (including computer software) in an instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.
13. The LEA will comply with the requirements of the Alabama Joint Purchasing Agreement for Information Technology [Section 16-61E-1, et.al.] and the Alabama Competitive Bid Law [Section 16-13B-1, et.al.]. The Alabama Competitive Bid Law requires that purchases over \$15,000 be made under contractual agreement entered into by free and open competitive bidding or sealed bids.
14. State and local funds will be used in the schools of each local education agency that is receiving funds under this Act to provide services which, taken as a whole, are at least comparable to services being provided in schools which are not receiving such funds.
15. Fiscal control and fund accounting procedures will be used that will ensure proper disbursement and accounting for federal Career and Technical Education funds in accordance with "OMB Circular A-87" and the Education Department General Administrative Regulations (EDGAR).
16. The LEA will keep cash on hand at a minimum.

17. The LEA will obtain an audit that will meet the requirements as outlined in the "Audit Standards for Alabama School Boards" and "OMB Circular A-133."
18. The LEA will abide by the approved LEA Restricted Indirect Cost Plan.
19. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing a project, the LEA shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentage of the total cost of the project that will be financed with federal funds; and (3) the percentage and dollar amount of the total cost of the project that will be financed by non-government sources (Section 511 of the 1990 Department of Education Appropriation Act).

Additional Assurances for Special Populations

Funds are to provide activities to prepare special populations including single parents and disabled homemakers who are enrolled in Career and Technical Education programs, for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency. [Section 135(b) (9)]

20. Special needs of students will be assessed with respect to their successful completion of the Career and Technical Education program in the most integrated setting possible.
21. The applicant will provide Career and Technical Education programs that encourage students to pursue coherent sequences of courses and that assist special population students to succeed in such programs.
22. The applicant will make provisions for including appropriate representation of Career and Technical Education personnel on Individualized Education Program (IEP) committees for students with disabilities.
23. The applicant shall provide:
 - a. Students who are members of special populations and parents of such students the following information at least one year before the students enter or are of an appropriate age for the grade level in which Career and Technical Education programs are first generally available, but in no event later than the beginning of the ninth grade.
 - (1) The opportunities available in Career and Technical Education.
 - (2) The requirements for eligibility for enrollment in such Career and Technical Education programs.
 - (3) The specific courses that are available.
 - (4) The special services that are available.
 - (5) The employment opportunities that may be available.
 - (6) The opportunities for placement that may be available.
 - b. Information regarding procedures for participating in state and local decisions that influence the character of programs under this Act affecting their interests. The information provided shall, to the extent possible and practicable, be in a language and form that the parents and students understand.

DRUG-FREE SCHOOLS AND CAMPUSES

This certification is required by 34 CFR, Part 86, which states in part that no institution shall be eligible to receive any federal funds unless it completes the following certification:

The institution certifies it has adopted and has implemented a program to prevent the use of illicit drugs and alcohol by students or employees that, at a minimum, includes:

1. The annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
 - b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

- d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
 - e. A clear statement that the institution on higher education (IHE) will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the IHE of its program to:
 - a. Determine its effectiveness and implement changes to the program if they are needed.
 - b. Ensure that the disciplinary sanctions described in paragraph (a) (5) of this section are consistently enforced.

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Submission of this certification is required by 34 CFR, Part 82, and is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement; the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (forms available at ALSDE on request).
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, Part 85, Section 85.510, Participants' responsibilities require this certification.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 122549. (You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
 - a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency
 - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

System Name

Superintendent (Signature)

Date

Chief School Financial Officer (Signature)

Date

Career and Technical Director (Signature)

Date

RFP Budget Use Only

Appendix B

Reader's Rubric

PROPOSAL REVIEW COMMITTEE INDIVIDUAL COMMITTEE MEMBER SCORE SHEET

Application Number: _____ **Amount Requested** _____

Brief Description of Proposal _____

Requesting LEA _____

Evaluation Criteria	Maximum Points	Points Awarded
The relationship of proposed equipment purchases to regional workforce development priorities is identified by regional workforce development council strategic planning process.	20	
Request for funds reflects equipment needs assessments provided by local education agencies that reference industry developed equipment lists.	20	
The proposed actions are based on objective and current data and will address documented immediate hiring or training needs in the workforce development region.	10	
There is evidence of availability of community/industry resource leveraging to maximize impact of grant funds on proposed activities.	15	
Letters of Support are provided as evidence of collaboration with regional and community service providers and stakeholders as well as from area employers, economic developers, and Workforce Development Councils (see page 4) to ensure that the project is part of an overall workforce development plan.	10	
There is evidence that the grant can be sustained by the grant recipient beyond the grant period.	10	
Proposed performance measures and target levels of performance are meaningful and realistic.	10	
Budget Approval Form complete and accurate (See Attached)	5	
Maximum possible score is 100 percent.	100	Total Points Awarded

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

RECOMMENDATION:

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

Remarks: _____

Signature

Date

Appendix C

Non-Disclosure Statement

**Office of
Career and Technical Education/Workforce Development
Conflict of Interest/Non-Disclosure Statement**

I acknowledge that I have been appointed to conduct reviews of proposals received under the 21st Century Workforce Fund (ACT-2013-381). 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 the review, I become aware of an actual or possible conflict of interest, I will notify the Alabama State Superintendent of Education 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 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 of the official review chain seeks information about the procurement, I will not supply any information but will refer him/her to the Alabama State Superintendent of Education.

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.

Signature

Date

RFP Budget Use Only

APPENDIX D

Claim Form

Capital Equipment

Budget Approval Form

_____ System

**CLAIM FORM
THE 21ST CENTURY WORKFORCE ACT (ACT 2013-381)
CAREER AND TECHNICAL EDUCATION BOND**

Priorities	Approved Budget a	Expended to Date b	Receipts to Date c
1. Equipment			
2. Equipment Training (Professional Development/Technical Update)			
TOTAL			

In accordance with bond issue priorities, the approved budget, applicable Alabama laws, and bid laws, I certify that the amounts shown above are true and correct to the best of my knowledge.

Career and Technical Education Director *(signature)*

Date

Chief School Financial Officer *(signature)*

Date

Superintendent *(signature)*

Date

State Director *(signature)*

Date

NOTE: The coding to be used is as follows:

Revenue Source 2227

Expenditures:

Fund Source 2227

Program 3800

Double-click within empty cell to use formula feature.

**CAPITAL EQUIPMENT
(Defined for ACT 2013-381 Purposes Only)**

Tangible personal property with a per-unit cost of \$250 or more that also meets all of the following criteria:

- Retains its original shape and appearance with use.
- Is expected to serve its intended purpose for longer than one year.
- If the item sustains damage or some of its parts fail or wear out, it is cost effective to repair the item instead of replace it with a new unit.

The cost of equipment includes not only the actual cost of the item, but also the costs of delivery, installation, wiring, or other costs of putting the item of equipment into use.

RFP Budget Use Only

**THE 21ST CENTURY WORKFORCE ACT (ACT 2013-381)
CAREER AND TECHNICAL EDUCATION BOND ISSUE**

LEA PROGRAM BUDGET APPROVAL FORM – RFP FUNDS - NEW AND INNOVATIVE

System Code: [Click here to enter text.](#) System Name: [Click here to enter text.](#) School Site: [Click here to enter value.](#)
Contact Person: [Click here to enter text.](#) Telephone: [Click here to enter text.](#) E-mail: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

We submit this Budget Approval Form in compliance with the requirements of The 21st Century Workforce Act (Act 2013-381), Career and Technical Education Bond Issue. We verify that all applicable bid laws and other applicable laws will be followed in the purchasing process.

Career and Technical Education Director	Date	Chief School Financial Officer	Date	Superintendent	Date
		\$	-		
		\$	-		
		\$	-		
Requested Funds					
\$ -					

RFP Budget Use Only

\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -

Requested
Funds

\$ -

The Budget Approval form has been reviewed. Approved items may be purchased. Total expenditures for items may not exceed the total allocation.

Philip C. Cleveland, Director

Date