

Original Application  X  
Amended Application   
Amendment No. \_\_\_\_\_  
Effective Date \_\_\_\_\_

**PROGRAM APPLICATION AND ACCOUNTABILITY PLANS  
FOR CAREER AND TECHNICAL EDUCATION**

**Fiscal Year 2011-2012**

**Submitted to**

**Alabama Department of Education  
Montgomery, Alabama 36130**

**by**

**Pickens County Board of Education**

To the best of my knowledge, the information contained herein is correct, the programs will be implemented as described in the approved application, and all assurances and certifications will be observed.

Alma Somerville  
(Career and Technical Administrator)

377 Ladow Circle Drive  
Carrollton, Alabama 35447  
[somervillea@pickens.k12.al.us](mailto:somervillea@pickens.k12.al.us)  
205-367-2080

**CERTIFICATION**

I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA's systemwide budget.

\_\_\_\_\_  
Chief School Financial Officer Original 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's Original Signature

\_\_\_\_\_  
Date

**FOR SDE USE ONLY:**

Approved: \_\_\_\_\_  
Joseph B. Morton, State Superintendent of Education

## APPLICATION SECTIONS

**For FY 2012, all LEA Forms that are labeled with an asterisk (\*) must be completed and submitted by the due date noted on the form. The Forms that are not labeled with an asterisk (\*) are to be completed and uploaded into eGAP.**

General Directions

Assurances/Agreements for Fiscal Year 2012

LEA Form 1	Local Secondary-Postsecondary Articulation Agreements Cooperative Activities with Other Training Agencies
LEA Form 2*	Narrative Description of Expected Achievements
LEA Form 3*	Local System-Level Career and Technical Education Advisory Council
LEA Form 4/10/13*	Instructional Programs, Administrative, and Other Support Services
LEA Form 5	Proposed Uses of Basic Grant and Tech Prep Funds eGAP Budget, Allowable Activities Related Documents (Application Forms)
LEA Forms 6 and 8	New Career & Technical Programs and Application for Approval of Federal Salaries
LEA Form 7	Proposed Acquisition of Capitalized Equipment
LEA Form 9	Terminated Programs
LEA Form 11	Credential Report
LEA Form 12	Cluster/Program Report
LEA Form 14*	Business/Industry Certification and Corrective Action Plan
Appendix C*	Certifications

## GENERAL DIRECTIONS

The Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270, the Alabama State Plan for Career and Technical Education, and the *Alabama Administrative Code* Rule 290-1-4-.01(7) regarding Foundation Program Plans require all local educational agencies (LEAs) to complete a program application to be submitted to the State Department of Education.

Each LEA is annually allocated funds based on a formula prescribed by the Act. The State Department of Education will distribute federal funds available under the Act on the basis of this application and pursuant to the policies, procedures, rules and regulations of the State Board of Education. Beginning with FY 2007, each LEA must submit a Five-year Local Plan to the SDE. Specific information about instructional programs to be assisted and activities to be conducted will be submitted annually. Amendments are to be submitted annually. **For FY 2012, all LEA Forms that are labeled with an asterisk (\*) must be completed and submitted by the due date noted on the form.**

This Local Plan must contain local program planning information applicable to the LEA which agrees with the System Improvement Plan and the System Needs Assessment. It is imperative that program planning and LEA budgeting functions be coordinated.

Questions relating to the FY 2012 Local Program Application and Accountability Plan should be referred to Mrs. Sherry A. Key or Dr. Mary Simon, Career and Technical Education, at 334-352-9111.

**Submit the ORIGINAL of the completed LEA Forms requiring signatures by August 1, 2011, to:**

**Mrs. Sherry A. Key, Director  
Career and Technical Education  
Alabama Department of Education  
ATTN: Mrs. Sarah Ray  
P. O. Box 302101  
Montgomery, Alabama 36130-2101**

Plans will be reviewed for approval as received. Information must be complete and correct.

Funding applications must agree with the improvement planning and needs assessment submitted by the system.

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.

## ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2012

This Local Educational Agency hereby assures the Alabama Department of Education, Career and Technical Education Section, that:

1. This plan has been developed in consultation with the local advisory council for career/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 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. Federal funds received will be used to supplement and to increase the amount of state and local funds that would, in the absence of those federal funds, be made available for the uses specified in the State Plan and the local applications. In no case will federal funds supplant state or local funds.
7. Funds will be used to link secondary and postsecondary Career and Technical education programs, including by offering the relevant elements of not less than one career and technical program of study described in the state plan. *[Section 135(b)(2)]*
8. The applicant will provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers.
9. The applicant will provide guidance, counseling, and career development activities for students in nontraditional populations.
10. The applicant will provide counseling and instructional services designed to facilitate the transition from secondary to postsecondary education and/or employment.
11. Statistical, financial, and descriptive reports required by the Alabama State Department of Education will be submitted.
12. The applicant will make provisions for leadership training for all students enrolled in Career and Technical education programs.
13. 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.
14. The LEA will comply with the requirements of the Alabama Competitive Bid Law. The bid law requires that purchases over \$7500 be made under contractual agreement entered into by free and open competitive bidding or sealed bids.

15. 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.
16. 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).
17. Records will be retained for three years after the close of the fiscal year in which funds are expended and until all pending audits have been completed and the exceptions resolved.
18. The LEA will keep cash on hand at a minimum.
19. 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."
20. The LEA will abide by the approved LEA Restricted Indirect Cost Plan.
21. 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).
22. The LEA will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
23. Maintenance of local effort for Career and Technical education programs will be provided to the extent that all Career and Technical education programs shall be provided local financial support for maintenance in an amount not less than \$300 per teacher, plus \$3.00 per student based upon average enrollment.
24. The local advisory council on Career and Technical education meets the requirements of the Alabama State Board of Education.

#### 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)]

25. Programs using federal funds shall be carried out according to the criteria for programs for each special population. The term "special populations" includes individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; individuals with other barriers to educational achievement, including academically disadvantaged and including individuals with limited-English proficiency.
26. 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.
27. Supplementary aids and services will be provided to students who are members of special populations, when appropriate. These aids and services may include, but are not limited to, curriculum modification, equipment modification, classroom modification, supportive personnel, instructional aids and devices, etc.

28. 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.
29. The applicant will maintain documentation to verify the eligibility of students who are members of special populations enrolled in programs supported by federal funds.
30. The applicant will make provisions for including appropriate representation of career/technical education personnel on Individualized Education Program (IEP) committees for students with disabilities.
31. Students who are members of special populations will be assisted in entering career/technical education programs and, with respect to students with disabilities, will be assisted in fulfilling the transitional service requirements of the Individuals with Disabilities Education Act (IDEA) when appropriate.
32. The applicant will make provisions for disabled students enrolled in private secondary schools that are approved by the Department of Education to participate in Career and Technical education programs receiving federal funds.
33. 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.
    - (6) The opportunities for placement.
  - 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.

Pickens County  
System Name

\_\_\_\_\_  
*Signature of Superintendent*

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
*Signature of Chief School Financial Officer*

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
*Signature of Career and Technical Administrator*

\_\_\_\_\_  
Date Signed