

ECDI / Extension Budget for SBA Grant

	Requested	Match
TOTAL BUDGET = \$1,015,039 + \$760,400 = \$1,775,439	\$1,015,039	\$760,400
AU Cost Recovery - Based on AU Indirect Cost Rate of 26%	\$209,452	
Personnel - for Project - 2 years		
ECDI Salaries and Wages - Project		
Director (20%) - Joe	\$47,920	
Administrator III A - Amelia (40%)	\$39,213	
Extension Specialist A - Tom (10%)	\$17,262	
Extension Specialist A - Mike (20%)	\$28,400	
Admin Support Associate II - Markie (10%)	\$7,000	
Admin Support Associate II - Anne (25%)	\$17,833	
Undergraduate Assistant A (50%)	\$20,800	
Undergraduate Assistant B (50%)	\$20,800	
ECDI Fringe Benefits (Estimated at 33.19% Salaries and 10% Student Wages)	\$56,477	
Extension IT Salaries and Wages		
Director (20%) - Jonathan	\$37,216	
Specialist IV, Information Technology A (15%) - John	\$15,640	
Specialist VI, Information Technology A (10%) - Rusty	\$14,729	
Specialist VI, Information Technology C (15%) - Scott	\$19,635	
Undergraduate Assistant A (50%)	\$20,800	
Extension IT Fringe Benefits (Estimated at 33.19% Salaries and 10% Student Wages)	\$31,028	
Extension CEC Salaries (6.25%)		\$640,400
Totals	\$394,753	\$640,400
Travel for ECDI and Extension IT Staff and Transportation Costs for Mobile Lab and Satellite Trailer		
Travel Reimbursement for Staff		
7,000 miles * \$0.50/mile	\$3,500	
Per Diem @ State Rate for 40 days = (\$75)(40)	\$3,000	
Meal Reimbursement at \$11 (state rate) for 50 meals	\$550	
Additional Transportation Costs for Mobile Lab and Satellite Trailer	\$3,500	
Totals	\$10,550	
Support for CEC Activities (CEC Travel, Materials, County Meetings and Trainings) - \$5,000/county for 67 counties		
Totals	\$335,000	

Regional Training in Broadband Planning Facilitation		
Training Curriculum and Guide	\$10,000	
8 Regional Training Events (including Costs for Trainers and Travel for CECs)	\$25,000	
Research and Publication / Website: Software for Training Curriculum and Website (Laptop 1)	\$600	
Totals	\$35,600	
Equipment, Materials, and Other Technology		
Laptop Computers with software for ECDI and IT Staff members - \$1,750 (5)	\$8,750	
EMSI Economic and Workorce Software License (annual rate * 2 years)	\$12,000	\$12,000
Postage and Mailing Expenses	\$1,500	
Mobile Computer Training Lab (22 laptops)		\$24,000
Satellite Internet Trailer		\$72,000
Annual Fee for Satellite Usage (\$6,000/year * 2 years)		\$12,000
Totals	\$22,250	\$120,000
Workspace Rental and Food for Planning Meeting at Hilton Garden Inn - March 4-5 - Grant Prep		
Rental Rate = (\$75/day)(2 days) + \$50 for taxes and fees	\$200	
Food for Planning Meeting	\$80	
Totals	\$280	
Personnel - for Grant Preparation		
ECDI Salaries and Wages - Proposal Preparation		
Director -Joe - at 24 hours	\$1,382	
Administrator III A - Amelia at 72 hours	\$1,697	
Administrator III B - Mike - at 32 hours	\$1,092	
Admin Support Associate II - Markie - at 16 hours	\$269	
ECDI Fringe Benefits (Estimated at 33.19% Salaries)	\$1,474	
Extension IT Salaries and Wages		
Director - at 16 hours - Jonathan	\$716	
Extension IT Fringe Benefits (Estimated at 33.19% Salaries)	\$238	
Totals	\$6,868	
Travel - for Grant Preparation		
Travel to Montgomery for Planning and Preparation		
Four Trips: (55 miles)(2 ways)(4 trips)(\$0.50/mile)	\$220	
Meal Reimbursement: (6 meals)(\$11/meal)	\$66	
Totals	\$286	

NEGOTIATED INDIRECT COST RATE AGREEMENT STATE DEPARTMENT/AGENCY

DEPARTMENT/AGENCY:
State of Alabama
Department of Economic and
Community Affairs
 Montgomery, Alabama 36103-5690

DATE: May 15, 2009
FILE REF: This replaces the
 negotiation agreement dated
 June 16, 2008

The indirect cost rate(s) contained herein are for use on grants and contracts with the Federal Government to which OMB Circular No. A-87 apply subject to the limitations contained in the Circular and in Section II, A, below. The rate(s) were negotiated by the State of Alabama, Department of Economic and Community Affairs and the U. S. Department of Labor in accordance with the authority contained in Attachments C and E of the Circular.

SECTION I: RATES

<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE*</u>	<u>LOCATION</u>	<u>APPLICABLE TO¹</u>
	<u>FROM</u>	<u>TO</u>			
Final	10/1/07	9/30/08	6.62%	All	OWD
Final	10/1/07	9/30/08	5.16%	All	LETS
Final	10/1/07	9/30/08	3.41%	All	CDP
Final	10/1/07	9/30/08	1.34%	All	SS
Final	10/1/07	9/30/08	4.29%	All	EWT
Final	10/1/07	9/30/08	8.49%	All	SP
Final	10/1/07	9/30/08	10.79%	All	OWR
Final	10/1/07	9/30/08	20.16%	All	ARA

1 See the Special Remarks section for abbreviation explanations and additional information.



<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE*</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
Provisional	10/1/08	9/30/09	5.37%	All	OWD
Provisional	10/1/08	9/30/09	4.63%	All	LETS
Provisional	10/1/08	9/30/09	3.02%	All	CDP
Provisional	10/1/08	9/30/09	.95%	All	SS
Provisional	10/1/08	9/30/09	3.91%	All	EWT
Provisional	10/1/08	9/30/09	8.34%	All	SP
Provisional	10/1/08	9/30/09	11.45%	All	OWR
Provisional	10/1/08	9/30/09	17.55%	All	ARA
Provisional	10/1/09	9/30/10	6.62%	All	OWD
Provisional	10/1/09	9/30/10	5.16%	All	LETS
Provisional	10/1/09	9/30/10	3.41%	All	CDP
Provisional	10/1/09	9/30/10	1.34%	All	SS
Provisional	10/1/09	9/30/10	4.29%	All	EWT
Provisional	10/1/09	9/30/10	8.49%	All	SP
Provisional	10/1/09	9/30/10	10.79%	All	OWR
Provisional	10/1/09	9/30/10	20.16%	All	ARA

BASE*:

Total direct costs less capital equipment and flow-through funds.

TREATMENT OF FRINGE BENEFITS:

Fringe benefits related to direct salaries and wages are treated as direct costs and are listed in the Special Remarks Section of this Agreement.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the cost of these paid absences are not made.



SECTION II: GENERAL

A. **LIMITATIONS:** Use of the rate(s) contained in this Agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:

(1) that no costs other than those incurred by the grantee/contractor or allocated to the grantee/contractor via an approved central service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the grantee/contractor and allowable under the governing cost principles,

(2) that the same costs that have been treated as indirect costs have not been claimed as direct costs,

(3) that similar types of costs have been accorded consistent treatment, and

(4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate.

The elements of indirect cost and the type of distribution base(s) used in computing provisional rates are subject to revision when final rates are negotiated. Also, the rates cited in this Agreement are subject to audit.

B. **CHANGES:** The grantee/contractor is required to provide written notification to the indirect cost negotiator prior to implementing any changes which could affect the applicability of the approved rates. Changes in the indirect cost recovery plan, which may result from changes such as the method of accounting or organizational structure, require the prior written approval of the Division of Cost Determination (DCD). Failure to obtain such approval may result in subsequent cost disallowance.

C. **FIXED RATE(S):** Any fixed rate contained in this Agreement is based on an estimate of the cost which will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in the negotiation following, such determination, to compensate for the difference between that cost used to establish the fixed rate and that which would have been used were the actual costs known at the time.

D. **NOTIFICATION TO FEDERAL AGENCIES:** A copy of this document is to be provided by this organization to other Federal funding sources as a means of notifying them of the Agreement contained herein.



E. SPECIAL REMARKS:

1. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in the Agreement should be adjusted to the applicable rate cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
2. Contracts/grants providing for ceilings as to the indirect cost rates(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.
3. Explanations of the division abbreviations in Section I, above, are as follows:

OWD = Office of Workforce Development
SP = Surplus Property
EWT = Energy, Weatherization and Technology Division
LETS = Law Enforcement & Traffic Safety
OWR = Office of Water Resources
ARA = Alabama Research Alliance
CDP = Community Development Programs
SS = Support Services

4. The final indirect cost rates in Section I, above, provide for reimbursement of the following:
 - a. State-wide Section II costs (direct billings)
 - b. Departmental Central Services as follows:

Facilities Costs	Property Management
Payroll	Human Resources
Purchasing	Audit & Review
Program Integrity	Legal
Graphic Arts	Director's Office
Fiscal Services	Communications & Information
Termination Costs	

- c. Divisional Administration



5. In addition to the rates in Section I, direct billing of Information Services and Vehicle Maintenance Recovery at cost is approved.
6. Fringe benefits other than paid absences consist of Health Insurance, FICA, Retirement and State Unemployment Insurance.

ACCEPTANCE

BY THE STATE/LOCAL DEPT/AGENCY

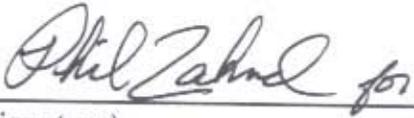
BY THE COGNIZANT AGENCY ON BEHALF
OF THE FEDERAL GOVERNMENT

State of Alabama
Department of Econ. and Comm. Affairs
(State Department/Agency)

U. S. Department of Labor
(Agency)



(Signature)



(Signature)

Bill Johnson
(Name)

Victor M. Lopez
(Name)

Director
(Title)

Chief, Division of Cost Determination
(Title)

5/21/09
(Date)

May 15, 2009
(Date)

USDOL Negotiator: Phil Zahnd
Telephone No.: (256) 272-0075





Training

All Sites



Advanced Search

Alabama Cooperative Extension System > Training > Topics > ESL for Clientele

ESL for Clientele

English-as-a-Second-Language (ESL) Training for Clientele

As part of the Auburn University Strategic Plan and to meet the needs of our growing multicultural audience, ACES is providing ESL training to clientele in Alabama. This project also provides an opportunity to introduce a new audience to the many resources Extension has to offer.

[View ESL Project Background](#)

Rosetta Stone ESL training software and computers are available or scheduled in the following counties as selected by the Extension District Directors:

Date Added	Southwest District	North District	East District
January 2009	Autauga County	DeKalb County	Calhoun County
January 2009	Chilton County	Franklin County	Coffee County
January 2009	Mobile County	Marshall County	Montgomery County
January 2009			Lee County
May 2009	Tuscaloosa County	Blount County	Geneva County
May 2009	Pickens County	Jefferson County	Coosa County
May 2009	Clarke County	Madison County	Barbour County
May 2009	Escambia County	Morgan County	Chambers County
May 2009	Baldwin County	Shelby County	Bullock County
May 2009			Elmore County

About the Training

[Rosetta Stone](#) uses a technique called Dynamic Immersion to teach a learner to read and speak a language. The immersion method does not rely on translation, but rather uses spoken dialogue and text along with picture images. Each course is broken down into a series of lessons and activities. Since the training is self-paced, a learner can do as much or as little as he or she chooses in one sitting, although Rosetta Stone recommends spending 30-45 minutes a day several days per week. At that pace, a learner should complete level one of the English training in 6-8 months. Rosetta Stone has three levels of difficulty for English. Only level one is currently available in Extension's ESL system.

Training is available via an ESL-designated computer in the county office. A single Rosetta Stone software license is shared among all the users of the PC, so an unlimited number of learners can be enrolled at one time. ACES provides one headset/mic for the students to share.

Getting Started: Resources for Counties Offering ESL Training

[Setting up the ESL Computer and Logging In](#)

[Installing Rosetta Stone Client and Manager Software](#)

[Enrolling Clientele in ESL Training](#)

User Guides in Various Languages (in pdf): [Chinese](#) [English](#) [Japanese](#) [Korean](#) [Spanish](#)

ESL Discussion Board: Share your thoughts on and experiences with piloting ESL in your county

Subject

How is the ESL pilot project going in your county?

Add new discussion

Last modified at 10/2/2009 8:35 AM by Davis, Jonathan



Training

All Sites



Advanced Search

[Alabama Cooperative Extension System](#) > [Training](#) > [Topics](#) > [ESL Project Background](#)

ESL Project Background

ESL Training: Project Background (January 2009)

As part of the Auburn University Strategic Plan and to meet the needs of our growing multicultural audience, ACES is providing ESL training to clientele in Alabama.

PHASE I: Rosetta Stone ESL training software will be made available to clientele in nine pilot counties (Autauga, Calhoun, Chilton, Coffee, DeKalb, Franklin, Marshall, Mobile, and Montgomery) as selected by the District Directors. Each county will receive a PC configured for public use which will be installed in the county office.

PHASE II: After evaluating the success of Phase I in the nine pilot counties, the Rosetta Stone ESL model will be adjusted as needed and expanded to additional counties. At the same time, we will explore partnerships to offer instructor-led ESL training either face-to-face or via videoconference. The partnerships may include other university departments (e.g. Distance Learning Office, Foreign Language Dept, etc.) as well as external agencies and groups (e.g. community colleges, schools, etc.)

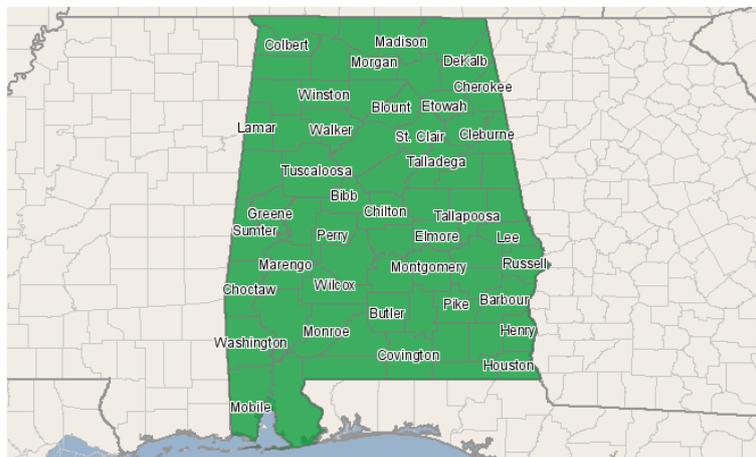
PHASE III: The success thus far will be further evaluated and adjustments will be made as needed. Both approaches, Rosetta Stone and instructor-led, will be further expanded statewide.

Last modified at 4/10/2009 2:59 PM by [Davis, Jonathan](#)

Auburn University

Economic and Community Development Institute
Auburn University, Alabama 36849

Run Industry Scenario Report



Region Info

Region: Alabama

State Area: Alabama

Executive Summary

Industries Modified

State government (920000)

Description	
Year	2009
Jobs Change	26
Earnings Change (in thousands)	\$1,157
Earnings per Worker Change	\$0.03
Sales Multiplier	1.96
Jobs Multiplier	2.30
Earnings Multiplier	1.93

Source: EMSI Complete Employment - 4th Quarter 2009

Largest Impacts

NAICS Code	Description	Change
920000	State government	11
930000	Local government	1
722110	Full-service restaurants	0
722211	Limited-service restaurants	0
814110	Private households	0
561720	Janitorial services	0
813110	Religious organizations	0
622110	General medical and surgical hospitals	0
238212	Nonresidential electrical contractors	0
561320	Temporary help services	0

NAICS Code	Description	% Change
There were no results returned for your query.		

Source: EMSI Complete Employment - 4th Quarter 2009

Scenario Results (all affected industries)

NAICS Code	Description	Original Jobs	Current Jobs	Change	% Change	EPW(K)
11	Agriculture, forestry, fishing and hunting	65,145	65,145	0	0%	\$26
21	Mining	11,125	11,125	0	0%	\$87
22	Utilities	14,278	14,278	0	0%	\$113
23	Construction	152,476	152,478	2	0%	\$46
31-33	Manufacturing	261,410	261,411	1	0%	\$57
42	Wholesale trade	81,895	81,895	0	0%	\$64
44-45	Retail trade	282,294	282,296	2	0%	\$28
48-49	Transportation and warehousing	83,828	83,828	0	0%	\$51
51	Information	30,747	30,748	1	0%	\$53
52	Finance and insurance	100,288	100,288	0	0%	\$56
53	Real estate and rental and leasing	96,342	96,343	1	0%	\$19
54	Professional and technical services	141,370	141,371	1	0%	\$62
55	Management of companies and enterprises	15,615	15,615	0	0%	\$81
56	Administrative and waste services	136,721	136,722	1	0%	\$23
61	Educational services	36,457	36,458	1	0%	\$26
62	Health care and social assistance	224,358	224,359	1	0%	\$47
71	Arts, entertainment, and recreation	32,564	32,564	0	0%	\$15
72	Accommodation and food services	165,518	165,519	1	0%	\$16
81	Other services, except public administration	164,350	164,351	1	0%	\$20
90	Government	401,700	401,712	12	0%	\$58

Source: EMSI Complete Employment - 4th Quarter 2009

Data Sources and Calculations

Input-Output Data

The input-output model in this report is created using the national Input-Output matrix provided by the federal Bureau of Economic Analysis. This is combined with the national Total Gross Output, the regional Total Gross Output, the land area of the subject region, regional DIRT data and regional in/out commuter patterns in order to calculate regional requirements, imports and exports. After using matrix algebra to calculate the regional multiplier, the resulting matrix is multiplied by the sales vector and converted back to jobs or earnings. Specifically, this data comes from the U.S. Department of Commerce, Bureau of Economic Analysis, Industry Economic Accounts: Benchmark & Annual Input-Output (I-O) Accounts.

Industry Data

In order to capture a complete picture of industry employment, EMSI basically combines covered employment data from Quarterly Census of Employment and Wages (QCEW) produced by the Department of Labor with total employment data in Regional Economic Information System (REIS) published by the Bureau of Economic Analysis (BEA), augmented with County Business Patterns (CBP) and Nonemployer Statistics (NES) published by the U.S. Census Bureau. Projections are based on the latest available EMSI industry data, 15-year past local trends in each industry, growth rates in statewide and (where available) sub-state area industry projections published by individual state agencies, and (in part) growth rates in national projections from the Bureau of Labor Statistics.

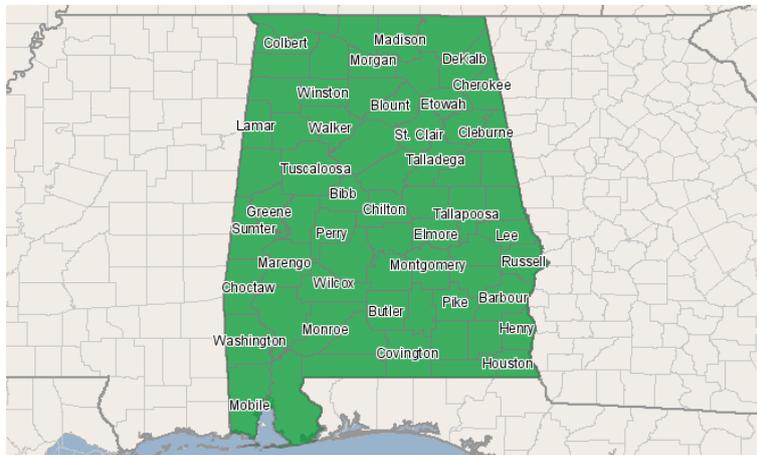
State Data Sources

This report uses state data from the following agencies: Alabama Department of Industrial Relations.

Auburn University

Economic and Community Development Institute
Auburn University, Alabama 36849

Run Industry Scenario Report



Region Info

Region: Alabama

State Area: Alabama

Executive Summary

Industries Modified
Wired telecommunications carriers (517110)
Cellular and other wireless carriers (517212)

Description	
Year	2009
Jobs Change	323
Earnings Change (in thousands)	\$14,351
Earnings per Worker Change	\$0.21
Sales Multiplier	2.03
Jobs Multiplier	5.91
Earnings Multiplier	3.61

Source: EMSI Complete Employment - 4th Quarter 2009

Largest Impacts

NAICS Code	Description	Change
517110	Wired telecommunications carriers	56
930000	Local government	20
711510	Independent artists, writers, and performers	9
517212	Cellular and other wireless carriers	9
722110	Full-service restaurants	7
722211	Limited-service restaurants	7
541990	All other professional and technical services	6
814110	Private households	5
622110	General medical and surgical hospitals	5
561320	Temporary help services	5

NAICS Code	Description	% Change
517110	Wired telecommunications carriers	1%

Source: EMSI Complete Employment - 4th Quarter 2009

Scenario Results (all affected industries)

NAICS Code	Description	Original Jobs	Current Jobs	Change	% Change	EPW(K)
11	Agriculture, forestry, fishing and hunting	65,145	65,148	3	0%	\$26
21	Mining	11,125	11,125	0	0%	\$87
22	Utilities	14,278	14,279	1	0%	\$113
23	Construction	152,476	152,488	12	0%	\$46
31-33	Manufacturing	261,410	261,425	15	0%	\$57
42	Wholesale trade	81,895	81,902	7	0%	\$64
44-45	Retail trade	282,294	282,323	29	0%	\$28
48-49	Transportation and warehousing	83,828	83,835	7	0%	\$51
51	Information	30,747	30,823	76	0%	\$53
52	Finance and insurance	100,288	100,300	12	0%	\$56
53	Real estate and rental and leasing	96,342	96,353	11	0%	\$19
54	Professional and technical services	141,370	141,398	28	0%	\$62
55	Management of companies and enterprises	15,615	15,617	2	0%	\$81
56	Administrative and waste services	136,721	136,739	18	0%	\$23
61	Educational services	36,457	36,462	5	0%	\$26
62	Health care and social assistance	224,358	224,381	23	0%	\$47
71	Arts, entertainment, and recreation	32,564	32,576	12	0%	\$15
72	Accommodation and food services	165,518	165,536	18	0%	\$16
81	Other services, except public administration	164,350	164,372	22	0%	\$20
90	Government	401,700	401,721	21	0%	\$58

Source: EMSI Complete Employment - 4th Quarter 2009

Data Sources and Calculations

Input-Output Data

The input-output model in this report is created using the national Input-Output matrix provided by the federal Bureau of Economic Analysis. This is combined with the national Total Gross Output, the regional Total Gross Output, the land area of the subject region, regional DIRT data and regional in/out commuter patterns in order to calculate regional requirements, imports and exports. After using matrix algebra to calculate the regional multiplier, the resulting matrix is multiplied by the sales vector and converted back to jobs or earnings. Specifically, this data comes from the U.S. Department of Commerce, Bureau of Economic Analysis, Industry Economic Accounts: Benchmark & Annual Input-Output (I-O) Accounts.

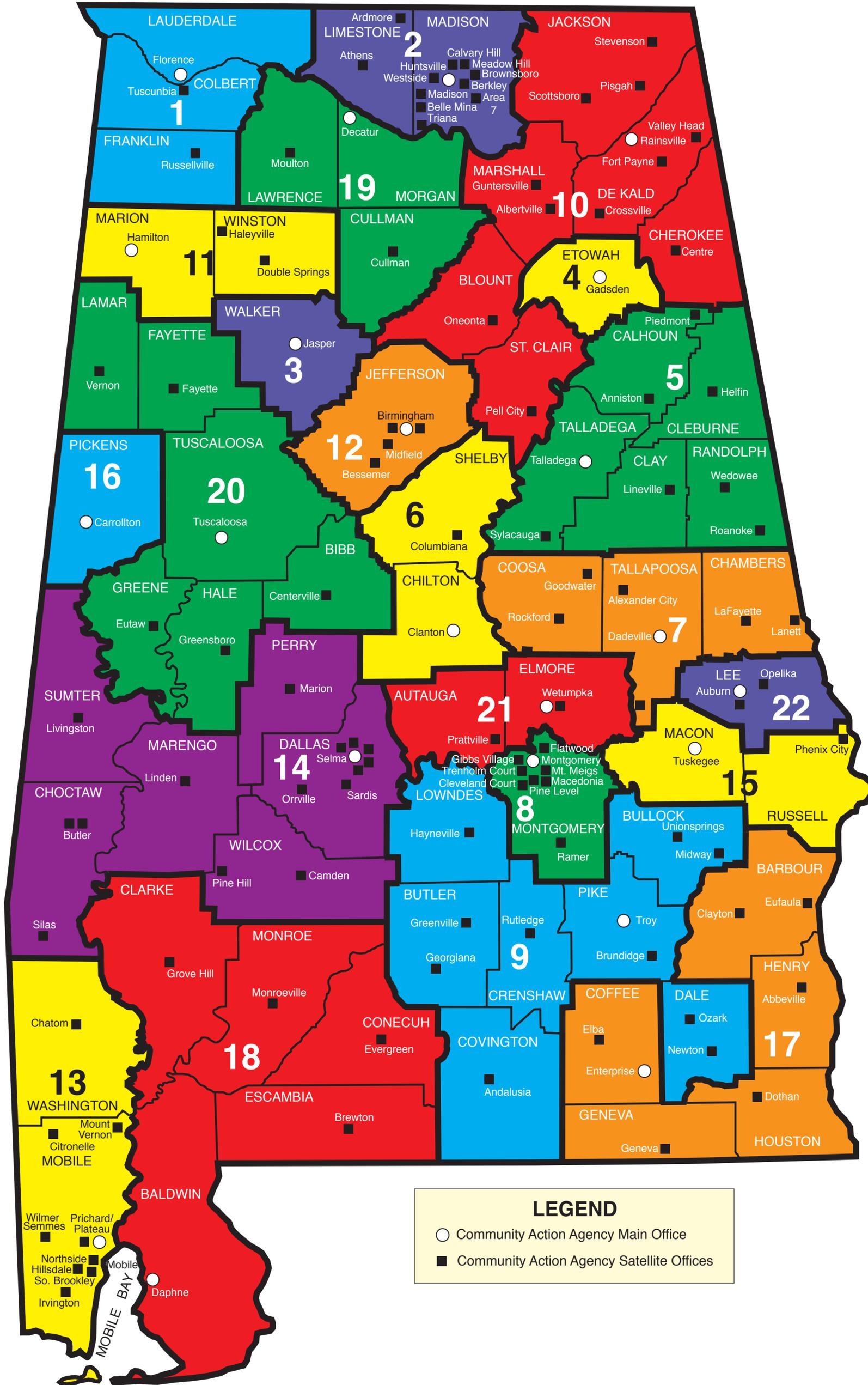
Industry Data

In order to capture a complete picture of industry employment, EMSI basically combines covered employment data from Quarterly Census of Employment and Wages (QCEW) produced by the Department of Labor with total employment data in Regional Economic Information System (REIS) published by the Bureau of Economic Analysis (BEA), augmented with County Business Patterns (CBP) and Nonemployer Statistics (NES) published by the U.S. Census Bureau. Projections are based on the latest available EMSI industry data, 15-year past local trends in each industry, growth rates in statewide and (where available) sub-state area industry projections published by individual state agencies, and (in part) growth rates in national projections from the Bureau of Labor Statistics.

State Data Sources

This report uses state data from the following agencies: Alabama Department of Industrial Relations.

Community Action Agency Regions



1. Community Action Agency of Northwest Alabama, Inc.
745 Thompson Street
Florence, AL 35630-3867
2. Community Action Partnership of Huntsville, Madison and Limestone Counties, Inc.
3516 Stringfield Road, NW
Huntsville, AL 35810-0975
3. Walker County Community Action Agency, Inc.
1805 Airport Road
Jasper, AL 35502
4. Etowah County Community Services Program, Inc.
109 South 9th Street
Gadsden, AL 35902
5. Community Action Agency of Talladega, Clay, Randolph, Calhoun, and Cleburne Counties, Inc.
136 North Court Street
Talladega, AL 35161
6. Eleventh Area of Alabama Opportunity Action Committee, Inc.
#5 Village Square, Hwy. 31
Clanton, AL 35045-0559
7. Chambers-Tallapoosa-Coosa Community Action Committee, Inc.
172 South Broadnax Street
Dadeville, AL 36853
8. Montgomery Community Action Committee, Inc.
1066 Adams Avenue
Montgomery, AL 36104
9. Organized Community Action Program, Inc.
507 North Three Notch Street
Troy, AL 36081-0908
10. Community Action Agency of Northeast Alabama, Inc.
720 McCurdy Avenue, South
Rainsville, AL 35986
11. Marion-Winston Counties Community Action Committee, Inc.
First Street S.W.
Hamilton, AL 35570
12. Jefferson County Committee For Economic Opportunity
300 Eight Avenue, West
Birmingham, AL 35204-3039
13. Mobile Community Action, Inc.
204 East Main Street
Prichard, AL 36610
14. Dallas-Selma Community Action Agency, and Community Development Corp., Inc.
713 Jeff Davis Avenue
P.O. Box 980
Selma, AL 36701
15. Macon-Russell Community Action Agency, Inc.
102 Lakeview Road
Tuskegee, AL 36083
16. Pickens Community Action Committee, Inc.
71 Lakeside Street
Carrollton, AL 35447
17. Human Resource Development Corporation
101 George Wallace Drive
Enterprise, AL 36331-1407
18. Community Action Agency of Baldwin, Escambia, Clarke, Monroe and Conecuh Counties, Inc.
26440 Pollard Road
Daphne, AL 36526
19. Community Action Partnership of North Alabama, Inc.
1909 Central Parkway S. W.
Decatur, AL 35601
20. Community Service Programs of West Alabama, Inc.
601 Seventeenth Street
Tuscaloosa, AL 35401
21. Elmore-Autauga Community Action Committee
504 Autauga Street
Wetumpka, AL 36092-0967
22. Alabama Council On Human Relations, Inc.
319 West Glenn Street
P.O. Box 409
Auburn, AL 36831-0409

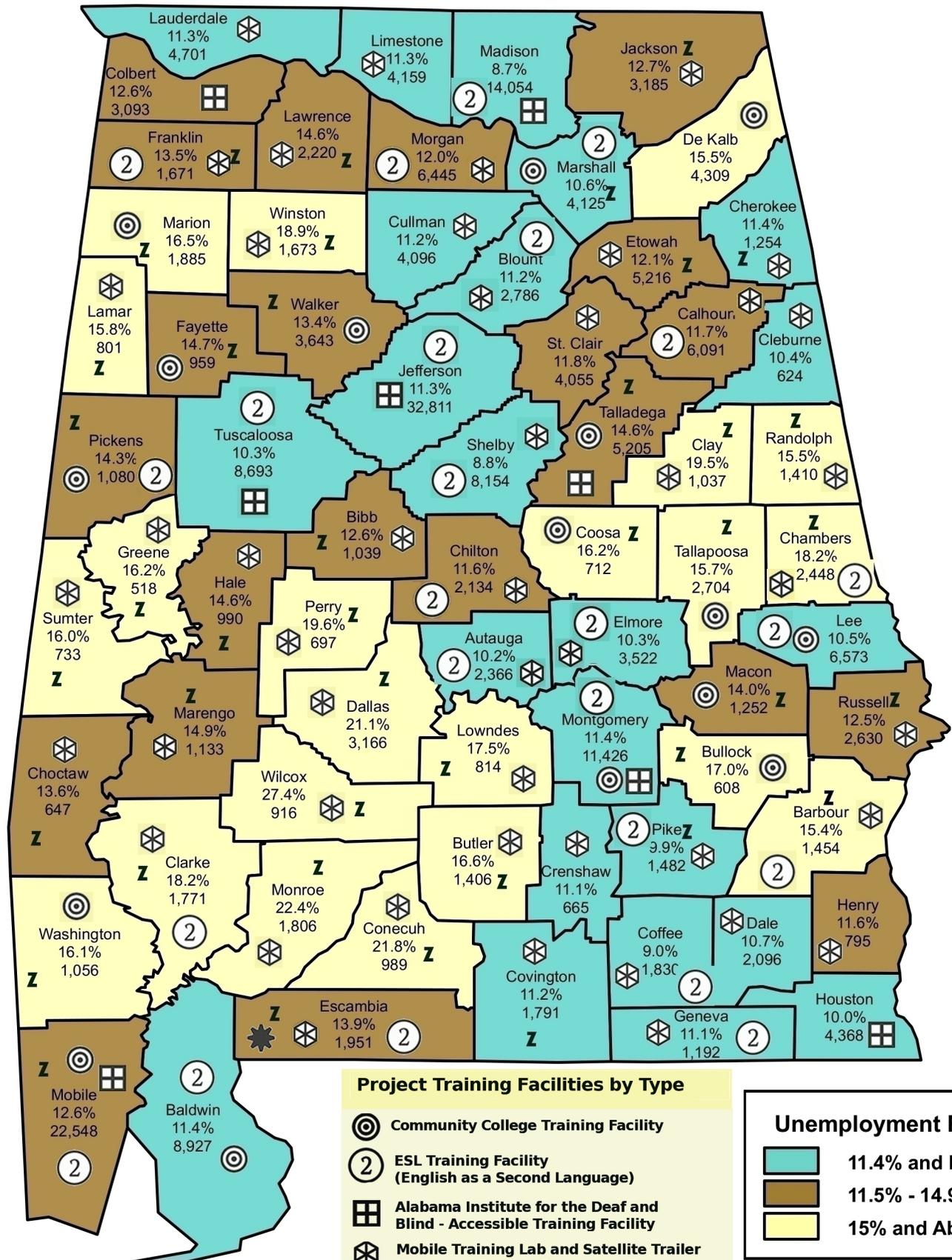
LEGEND

○ Community Action Agency Main Office

■ Community Action Agency Satellite Offices

Connecting ALABAMA: Boosting Broadband to Bridge the Digital Divide

A Map of Project Training Facilities by Type / Technology in Relation to Alabama County Unemployment (January 2010) and State / Federally-Designated Economic Development Areas



Z Indicates a State or Federally-Designated Economic Area

Project Training Facilities by Type

- ⊙ Community College Training Facility
- ② ESL Training Facility (English as a Second Language)
- ⊕ Alabama Institute for the Deaf and Blind - Accessible Training Facility
- ⊛ Mobile Training Lab and Satellite Trailer Utilized to Provide Broadband Training (an Existing Extension Resource)
- ★ Training Facility at Poarch Band of Creek Indians Land, where Training will be Delivered

Unemployment Rate

- Light Blue: 11.4% and Below
- Brown: 11.5% - 14.9%
- Yellow: 15% and Above

Unemployment data and base map released by the Alabama Department of Industrial Relations Labor Market Information Division, March 2010.



BTOP Application Attachment Instructions Government and Key Partnerships

Please submit documentation, such as letters of support or commitment, from each of the key partners in the project. At a minimum you should provide letters of commitment from each party contributing to the cost match or that will carry out some part of the project. The documentation should clearly describe the specific details of the partner's participation. For example, if the partner is providing part of the project's cost matching contribution, the documentation should state the exact amount and source of the cash contribution, or describe, in detail, the nature of the in-kind contribution (*e.g.*, specific goods or services, including number of hours). If the partner is carrying out part of the project (beyond providing goods and services within normal business operations), the documentation should provide detail as to the specific responsibilities of the partner. If the partner is an Indian tribe or a socially and economically disadvantaged small business, as defined by Section 8(a) of the Small Business Act, 15 U.S.C. 637, the documentation should make note of this, and explain the basis for this claim.

Government and Key Partnerships Letters of Commitment and Support - A bookmarked PDF

Letters from Project Partners:

- Connecting Alabama Advisory Board Chair Gerald Dial
- Connecting Alabama Director Jessica Dent
- Economic & Community Development Institute (ECDI; Auburn University and Alabama Cooperative Extension System) Director Joe Sumners – Support and Commitment
- ECDI Director Joe Sumners – Need
- BEACON Consortium of the Alabama Community College System from Snead Community College President Robert Exley
- Alabama Institute for Deaf and Blind (AIDB) President Terry Graham
- Alabama Community Service Block Grant Program (22 Community Action Agencies) – ADECA Community Services Section Chief Willie Whitehead
- Alabama Community Leadership Network (ACLN) Director Arturo S. Menefee
- Poarch Band of Creek Indians Tribal Chief Buford L. Rolin
- Creek Indian Enterprises Development Authority President and CEO James T. Martin
- Hispanic Interest Coalition of Alabama (HICA) Executive Director Isabel Rubio
- Alabama AARP State Director Joan E. Carter
- Alabama Rural Action Commission (ARAC) Executive Director Gerald Dial

Additional Support and Appeal Letters:

- Governor of Alabama Bob Riley
- US Congressman Artur Davis
- Alabama Department of Economic & Community Affairs (ADECA) Director Doni Ingram
- The University of Alabama Center for Economic Development Director Nisa Miranda
- Alabama State Senate Minority Leader J.T. Waggoner
- Alabama State Senator Larry Dixon
- Connecting Alabama Advisory Board Chair Gerald Dial (Appeal)
- Connecting Alabama Director Jessica Dent (Appeal)

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



ALABAMA BROADBAND INITIATIVE
STATE CAPITOL
MONTGOMERY, ALABAMA 36130

(334) 353-8760
FAX: (334) 353-1190

STATE OF ALABAMA

March 1, 2010

Broadband Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
HCHB, Room 4812
1401 Constitution Avenue, NW
Washington, DC 20230

Re: Connecting Alabama: Boosting Broadband to Bridge the Digital Divide

Dear Madame or Sir:

The Alabama Broadband Initiative is writing this letter in support of Connecting Alabama: Boosting Broadband to Bridge the Digital Divide

The mission of the Alabama Broadband Initiative is to extend the benefits of advanced broadband technology to every community in the state through collaborative partnerships with governmental and private sector stakeholders. Connecting ALABAMA is a multi-year initiative promoting the availability and adoption of broadband internet access throughout the state of Alabama.

The Boosting Broadband Project Team has defined and developed a much needed plan to educate, advocate and increase subscribership to broadband Internet connectivity to the most vulnerable populations in each of our 67 counties. The project will enable delivery of Public Awareness campaigns and educational modules delivered at the State level, through a consortium of Community Colleges, and reaching the Native American and Deaf and Blind populations.

We believe that Connecting Alabama: Boosting Broadband to Bridge the Digital Divide plan and Grant Application has been developed in the true spirit of the requirements for funding under the BTOP Grant program. We respectfully request your favorable consideration of this Grant funding request.

Sincerely,

A handwritten signature in black ink that reads "Gerald Dial".

Gerald Dial, Chairman

Alabama Broadband Initiative Advisory Board

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



STATE CAPITOL
MONTGOMERY, ALABAMA 36130

(334) 242-7100
FAX: (334) 242-0937

STATE OF ALABAMA

March 15, 2010

Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

To Whom It May Concern:

The Alabama Broadband Initiative ("ConnectingALABAMA") is pleased to support the Alabama Department of Economic and Community Affairs application for the Sustainable Broadband Adoption portion of the NTIA BTOP grant opportunity. We believe implementation of "Boosting Broadband to Bridge the Digital Divide" education and awareness campaign will augment our efforts to bring needed technological capabilities and an improved quality of life to Alabama's citizens.

Development and implementation of a statewide awareness campaign provided by the Cooperative Extension Service is an excellent vehicle to transport our work to bring broadband Internet adoption throughout the state. Since our initiative's creation by Governor Bob Riley in 2008, we have conducted a comprehensive inventory of existing broadband accessibility, produced a digitized map of the network and guided the state's Internet service providers to fill the gaps to eliminate technologically underserved areas of our population while creating demand for service.

The Alabama Cooperative Extension leadership in the area of community education has been both significant and productive for several decades and we look forward to working in partnership with them to improve the economic infrastructure of our state.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Dent".

Jessica Dent, Director
Alabama Broadband Initiative: [connectingALABAMA](http://connectingALABAMA.com)



ECONOMIC & COMMUNITY DEVELOPMENT INSTITUTE

Auburn University & Alabama Cooperative Extension System



March 12, 2009

To Whom It May Concern:

The Economic & Community Development Institute (ECDI) serves as the economic and community development outreach entity for both Auburn University and the Alabama Cooperative Extension System. Through our Extension partnership, we provide leadership for the community development activities of each of Alabama's 67 County Extension Coordinators.

In support of this Connecting ALABAMA initiative, each of these coordinators will commit at least 6.25% percent of his / her time to prepare for and deliver at least 40 hours of training to boost broadband usage, adoption, and subscribership in Alabama's rural areas and among its most vulnerable populations. This commitment represents an annual cost-share of \$320,200, or a 2-year project cost share of \$640,400. The training modules will be based on the following themes: *Introduction to Broadband 101, eCommerce, ePublic Safety, eHome, eWorkforce, eCommunity, eLearning, eHealth, eGovernment, and eGlobal*. Each module will contain 2-3 targeted hands-on training sessions customized to the local needs of each county, and will be accompanied by training guides, presentations, videos, references, and facilitation tools.

In addition, the Alabama Cooperative Extension's IT unit is donating an in-kind match in the form of a mobile training lab with 22 laptop computers (\$24,000) and a satellite internet trailer (\$72,000), as well as a cost-match of their annual subscription fee for satellite usage for satellite usage for the 2-year project period (\$12,000). This represents an additional match of \$120,000 and allows Connecting ALABAMA to provide training anywhere within the state of Alabama.

Finally, each of Alabama's 67 counties has a County Extension Advisory Board (CEAB), which includes leaders of integral community anchor institutions. Through our CEABs, these individuals will be engaged to ensure that community anchor institutions are aware of and utilizing available broadband technologies to support local educational and community development efforts. These CEABs will serve in an advisory capacity to support local broadband training and awareness efforts. Each of these connections to community anchor institutions are long-term; a regular dialogue with these entities will continue after the grant term expires and will contribute to the sustained and ongoing adoption of broadband technologies.

ECDI is proud to make this commitment of \$760,400, as well as linkages to key community anchor institutions throughout the state, in support of this initiative. We believe it has great potential for promoting economic and community development, especially in unserved and underserved areas, and we look forward to this partnering with the State on this project.

Please contact me if you have any questions or need additional information.

Sincerely,

Joe A. Sumners, Ph.D.
Director



ECONOMIC & COMMUNITY DEVELOPMENT INSTITUTE

Auburn University & Alabama Cooperative Extension System



March 12, 2009

To Whom it May Concern:

In recent years, Economic & Community Development (ECDI) community-planning sessions and educational forums frequently identify lack of broadband access and its affordability as impediments to achieving and sustaining growth and development in rural communities. Although we would love to build the capacity of our County Extension Coordinators to conduct trainings and support local initiatives for broadband education and awareness as part of our regular program efforts, recent budget cuts due to the Economic Recession of 2009 have made this impossible.

Currently, the entire FY10 Alabama Cooperative Extension System (ACES) Operating Budget for Community Development is \$133,500. This amount provides funds for travel, equipment, training, and all project work within communities for the Economic & Community Development Institute (ECDI) staff and 67 County Extension Coordinators. If the entire community development budget was divided equally among Alabama's counties, this amounts to less than \$2,000 per county. Our budget is inadequate to maintain even minimal community development programming; it clearly cannot support a major initiative such as the Connecting Alabama sustainable broadband adoption program. Please let me know if you need additional information or if I can answer any questions.

Sincerely,

Joe A. Sumners, Ph.D.
Director



March 10, 2010

To: Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

From: Broadband Expansion Accessed from College-Operated Networks (BEACON)
Consortium Project for Public Computer Centers
Snead State Community College
P.O. Box 734
Boaz, AL 35957

The BEACON consortium is pleased to partner with the Alabama Department of Economic and Community Affairs (ADECA) to secure funding under Round 2 of the NTIA BTOP grant program. Funding for the ADECA grant proposal would provide targeted statewide broadband training sessions through a multi-partner team headed by the Economic and Community Development Institute (Auburn University and Alabama Cooperative Extension System).

This initiative will work through County Extension Coordinators in each of Alabama's 67 counties to provide onsite, hands-on training in the application and usage of broadband technologies to build stronger households, businesses, communities, local governments, non-profits, and economies. As part of this initiative, the six colleges in the BEACON consortium will provide access to 21 public computer centers in a 14-county area and include the ADECA grant headed by the Economic and Community Development Institute in its marketing and awareness campaign for public computer centers.

BEACON believes that this partnership will support the ultimate goal of the two-year grant program to increase the number of broadband subscribers in targeted population groups and areas and to educate these groups in how to utilize broadband to support local economic and community development efforts.

Sincerely,

Robert Exley, Ph.D.
President



March 12, 2009

Dear Sir/Madam:

The Alabama Institute for Deaf and Blind (AIDB) has been fortunate to collaborate with the Auburn University Economic and Community Development Institute (ECDI) in the past through a Rural Alabama Initiative partnership in Alabama's Black Belt. The partnership was facilitated through AIDB's Tuscaloosa Regional Center—one of eight Centers serving individuals who are deaf, blind and/or multidisabled in all 67 Alabama counties.

Thus, the opportunity to support Connecting ALABAMA, utilizing AIDB's statewide network of eight Regional Centers and two sites within AIDB's Talladega-based campuses was an exciting prospect. Not only does ECDI and AIDB desire to provide accessible communication options to Alabama residents, but each agency has a real desire to enhance the means by which education and employment options are facilitated—especially in rural areas and to individuals with disabilities.

Within Connecting ALABAMA, ECDI will have access to AIDB's eight Regional Center sites, AIDB's Daniel Foundation Videoconferencing Center and AIDB's E.H. Gentry Facility as training venues and our staff has potential trainers. Each site has multipoint distance learning equipment, which will also be available to ECDI if needed, to broadcast information on a statewide scale. The space alone over two years is estimated at \$13,578, an in-kind match.

Additionally, AIDB will aid in publicizing training opportunities through its Office of Institutional Advancement and will provide technical assistance and counsel as needed through the life of the Award through multiple Departments and Units, including the Office of the President; Chief Financial Office; Finance and Accounting; Business Affairs; Office of Administrative Systems and Instructional Support; Office of Institutional Advancement; Office of the Interim Vice President, Office of the Vice President, Instructional Programs; Adult Programs; E. H. Gentry Facility and Field Services. These administrative costs, although not defined monetarily, will be absorbed by AIDB.

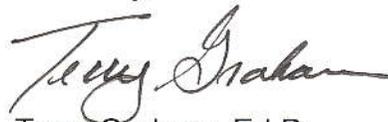
Established in 1858, AIDB's mission is to provide comprehensive education and service programs of superior quality for children and adults who are deaf, blind and multidisabled and their families. This commitment to excellence is facilitated through three residential schools, serving children, ages three to 21

OFFICE OF THE PRESIDENT

from across Alabama (Alabama School for the Blind, Alabama School for the Deaf and Helen Keller School of Alabama); an education/rehabilitation program for adults, 16 and older (E.H. Gentry Facility); and an industrial, manufacturing complex (Alabama Industries for the Blind). In FY 2008-09, AIDB served more than 20,000 individuals through its Talladega units and Regional Centers (Birmingham, Dothan, Huntsville, Mobile, Montgomery, Talladega, Tuscaloosa and Tuscumbia).

Helen Keller once stated, "Alone we can do so little; together we can do so much." AIDB is honored to support this distinct initiative with the potential to reach traditionally underserved and special populations through collaboration and pooling of resources. Thank you for this opportunity and for your consideration of EDCI's efforts to further the mission of the National Telecommunications and Information Administration's Broadband Technology Opportunities program.

Sincerely,

A handwritten signature in black ink that reads "Terry Graham". The signature is written in a cursive, flowing style.

Terry Graham, Ed.D.
President

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

DONI M. INGRAM
DIRECTOR

State of Alabama

March 22, 2010

Broadband Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
HCHB, Room 4812
1401 Constitution Avenue, NW
Washington, DC 20230

Dear Madam or Sir:

**Re: Support for the Connecting Alabama: Boosting Broadband to Bridge
the Digital Divide
Round 2 Broadband Technology Opportunities Program (BTOP)
Funding**

In 1982, the Alabama Legislature passed the Community Action Act, Alabama Statute 82-494. The law was enacted to provide a mechanism for funding of multi-service programs designated to promote economic self-sufficiency among low-income citizens of the State of Alabama. The State's statutory authority is derived from Ala. Code §§ 11-96-1 through 11-96-6 and specifies that 95 percent of the funds received from the Community Services Block Grant Act, § 671 of the Omnibus Budget Reconciliation Act of 1981, shall be appropriated to community action agencies and certain other agencies as specified. The Alabama Code also defines the agencies and their responsibilities including service areas and participation with neighborhood-based organizations. Funds appropriated for annual distribution to community action agencies shall be in accordance with the size of the poverty level population and available resources in the State. Refer to Appendix A for Ala. Code §§ 11-96-1 through 11-96-6.

Connecting ALABAMA: Boosting Broadband to Bridge the Digital Divide is a multi-year initiative promoting the availability and adoption of broadband internet access throughout the state of Alabama. Currently the initiative is working to:

As a key project partner to this project, the CSBG program management staff will encourage and support the recipients of CSBG funds to participate in free education and awareness campaigns that may be hosted via the internet through their statewide network.

The Partnership of the Alabama Department of Economic and Community Affairs and the Auburn University Extension System has defined and developed a much needed plan to build and deliver a program to educate all sectors of a community regarding the impact high-speed broadband Internet connectivity can have on their everyday lives. In addition, Community Anchor locations throughout Alabama will have an advocate and partner as they continue to expand their technology to improve services.

We believe that Boosting Broadband plan and Grant Application has been developed in the true spirit of the requirements for funding under the BTOP Grant Program. We respectfully request your favorable consideration of this Grant funding request.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie Whitehead". The signature is written in a cursive style with a large, looping initial "W".

Willie Whitehead, Chief
Community Services Section

WW/JD/ks



Alabama Community Leadership Network

210 Extension Hall
Auburn University, AL 36849

March 11, 2010

Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

To Whom It May Concern:

I am pleased to offer this letter of support for the efforts of the Alabama Department of Economic and Community Affairs (ADECA) to secure grant funding under Round 2 of the NTIA BTOP grant program. Funding for the ADECA grant proposal would provide targeted statewide broadband training sessions through a multi-partner team headed by the Economic & Community Development Institute (Auburn University and Alabama Cooperative Extension System) and the Alabama Post Secondary Education System. The program will provide focused broadband-based educational modules in 8 to 10 topics, ranging from e-commerce to telemedicine. The ultimate goal of the 2-year grant program is to increase the number of broadband subscribers in targeted population groups and areas and to educate these groups in how to utilize broadband to support local economic and community development efforts.

The Alabama Community Leadership Network (ACLN) is pleased to support this application. The ACLN is a not-for-profit organization committed to building, supporting, and enhancing community leadership throughout Alabama. The network represents 80 local (city, county and regional) leadership development programs across the state. We have 55 adult leadership programs and 25 youth leadership programs in the network. We feel certain the ACLN can provide valuable input into the Connecting Alabama broadband training program in terms of identifying local training topics through our member programs. Such input will strengthen the educational content of the training modules provided through the grant program.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Arturo S. Menefee".

Dr. Arturo S. Menefee, Director
Alabama Community Leadership Network
menefas@auburn.edu



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502
Tribal Offices: (251) 368-9136 • Administrative Fax: (251) 368-4502
www.poarchcreekindians-nsn.gov

March 10, 2010

Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

Re: Alabama Department of Economic and Community Affairs BTOP Grant

To Whom It May Concern:

I am pleased to offer this letter of support for the efforts of the Alabama Department of Economic and Community Affairs (ADECA) to secure grant funding under Round 2 of the NTIA BTOP grant program. Funding for the ADECA grant proposal would provide targeted statewide broadband training sessions through a multi-partner team headed by the Economic & Community Development Institute (Auburn University and Alabama Cooperative Extension System) and the Alabama Post Secondary Education System. The program will provide focused broadband-based educational modules in 8 to 10 topics, ranging from e-commerce to telemedicine. The ultimate goal of the 2-year grant program is to increase the number of broadband subscribers in targeted population groups and areas and to educate these groups in how to utilize broadband to support local economic and community development efforts.

The Poarch Band of Creek Indians is pleased to support this application. As the state's only federally recognized Indian tribe, we feel the project is an opportunity to help make our Tribal community stronger through increased utilization of broadband-based business opportunities. This will help to expand local economic development activity and thereby have a significant impact on the lives of many of our tribal members.

Sincerely,

Buford L. Rolin
Tribal Chairman



Creek Indian Enterprises

100 Brookwood Road

Atmore, Alabama 36502

Phone: (251) 368-0819

Fax: (251) 368-0824

March 10, 2010

Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

Re: Alabama Department of Economic and Community Affairs BTOP Grant

To Whom It May Concern:

I am pleased to offer this letter of support for the efforts of the Alabama Department of Economic and Community Affairs (ADECA) to secure grant funding under Round 2 of the NTIA BTOP grant program. Funding for the ADECA grant proposal would provide targeted statewide broadband training sessions through a multi-partner team headed by the Economic & Community Development Institute (Auburn University and Alabama Cooperative Extension System) and the Alabama Post Secondary Education System. The program will provide focused broadband-based educational modules in 8 to 10 topics, ranging from e-commerce to telemedicine. The ultimate goal of the 2-year grant program is to increase the number of broadband subscribers in targeted population groups and areas and to educate these groups in how to utilize broadband to support local economic and community development efforts.

Creek Indian Enterprises Development Authority is pleased to support this application. As the Economic Arm of the Poarch Band of Creek Indians the state of Alabama's only federally recognized Indian tribe, we feel the project is an opportunity to help make our Tribal community stronger through increased utilization of broadband-based business opportunities. This will help to expand local economic development activity and thereby have a significant impact on the lives of many of our tribal members.

Sincerely,

James T. Martin, President and CEO
Creek Indian Enterprises Development Authority
100 Brookwood Road
Atmore, Al 36502



March 12, 2010

To: Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

Board of Directors
2010

Bart Thau, Chair
Paxton Thau Artistic Supply, Inc.

R. Allen Kilgore, Jr., Vice Chair
Hoar Construction

Jennifer Kilburn, Secretary
Jeffco Children's Policy Cooperative

Jerry Perkins, Treasurer
Vulcan Materials Company

Willie Chriesman
Chriesman & Associates

Edith Comstock
Jeffco Board of Education

Lindsay Heard
Brasfield & Gorrie, LLC

Jamika Kirk
University of Alabama at Birmingham

Rebel Negley
Image Strategies, Inc.

Horacio Quiroz
Center Point Presbyterian Church

Ronnie Rivera
State Farm Insurance Company

Stanley Robinson
City of Birmingham – Parks & Rec

Roseanne Rodriguez
Children's Aid Society

Carlos Torres-Sanchez
Jeffco Department of Health

Joyce Spielberger
Birmingham Jewish Federation

Barry W. Walker
Walker Law Firm

Isabel Rubio
Executive Director

From: Isabel Rubio
Executive Director
Hispanic Interest Coalition of Alabama

I am pleased to offer this letter of support for the efforts of the Alabama Department of Economic and Community Affairs (ADECA) to secure grant funding under Round 2 of the NTIA BTOP grant program. Funding for the ADECA grant proposal would provide targeted statewide broadband training sessions through a multi-partner team headed by the Economic & Community Development Institute (Auburn University and Alabama Cooperative Extension System) and the Alabama College System.

The initiative will work through County Extension Coordinators in each of Alabama's 67 counties to provide onsite, hands-on training in the application and usage of broadband technologies to build stronger households, businesses, communities, local governments, non-profits, and economies. As part of this initiative, they will be adapting existing webinars and supporting materials to provide bilingual training for Hispanic small businesses to meet the needs of members of the Hispanic community in Alabama.

The ultimate goal of the 2-year grant program is to increase the number of broadband subscribers in targeted population groups and areas and to educate these groups in how to utilize broadband to support local economic and community development efforts.

The Hispanic Interest Coalition of Alabama is pleased to support this application. The Hispanic Interest Coalition of Alabama is a 501(c)3 nonprofit organization dedicated to the social, civic and economic integration of Hispanic families and individuals in Alabama. We hope that this initiative will support economic opportunities and improved quality of life for Hispanic families and individuals in Alabama.

Sincerely,

Isabel Rubio
Executive Director



From: "Carter, Joan – JCarter"
To: Amelia Hall Stehouwer
CC: Anna Pritchett
Date: Friday, March 12, 2010 1:32 PM
Subject:

Per your request.

Joan E. Carter

Alabama State Director

201 Monroe Street, Ste. 1880

Montgomery, AL 36104

334.954.3057 direct

866.542.8167 toll free

334.954.3055 fax

jcarter@aarp.org

March 12, 2010

To: Department of Commerce

National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

From: AARP Alabama

I am pleased to offer this letter of support for the efforts of the Alabama Department of Economic and Community Affairs (ADECA) to secure grant funding under Round 2 of the NTIA BTOP grant program. Funding for the ADECA grant proposal would provide targeted statewide broadband training sessions through a multi-partner team headed by the Economic & Community Development Institute (Auburn University and Alabama Cooperative Extension System) and the Alabama College System.

The initiative will work through County Extension Coordinators in each of Alabama's 67 counties to provide onsite, hands-on training in the application and usage of broadband technologies to build stronger households, businesses, communities, local governments, non-profits, and economies. As part of this initiative, ECDI and Connecting ALABAMA will be adapting existing webinars and supporting materials to ensure that they are accessible to members of Alabama's mature populations, one of the vulnerable populations outlined in the BTOP SBA NOFA.

The ultimate goal of the 2-year grant program is to increase the number of broadband subscribers in targeted population groups and areas and to educate these groups in how to utilize broadband to support local human, economic, and community development.

AARP Alabama is pleased to support this application and will serve in an advisory capacity for this initiative, as well as help to extend this training to members of Alabama's mature population. We will work with ADECA and ECDI to promote broadband usage, adoption, and subscribership among our mature workforce through this worthwhile broadband awareness and training program.

Sincerely,

Joan Carter
Sr State Director
AARP Alabama

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

DONI M. INGRAM
DIRECTOR

March 13, 2010

Broadband Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
HCHB, Room 4812
1401 Constitution Avenue, NW
Washington, DC 20230

Re: Support for the Connecting Alabama: Boosting Broadband to Bridge the
Digital Divide
Round 2 Broadband Technology Opportunities Program Funding

Dear Madame or Sir:

The Alabama Rural Action Commission is writing this letter in support of Alabama Department of Economic and Community Affairs Grant Application to NTIA for funding to provide and implement a sustainable, comprehensive education and awareness program; Connecting Alabama: Boosting Broadband to Bridge the Digital Divide.

The Alabama Rural Action Commission (ARAC) was created by Governor Bob Riley in May of 2007 in order to bring together citizens and organizations from across the state to improve the quality of life throughout our state. The ARAC is a statewide initiative that is driven by volunteers who want to make a difference in their community in order to make our state an even better place to live. Connecting ALABAMA is a multi-year initiative promoting the availability and adoption of broadband internet access throughout the state of Alabama. Currently the initiative is working to:

- Survey existing service providers to identify and map where broadband service exists across the state – and to identify where there are un-served or under-served areas - particularly in rural Alabama.
- Work with governmental, community and industry leaders from across the state to articulate a clear vision for Alabama's broadband future – and to develop (and fund) regional technology adoption and growth strategies addressing the needs of communities in all sixty-seven (67) counties.

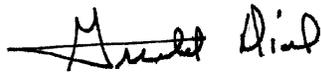
- Over the next two years, efforts will focus on encouraging private investment for high-speed internet deployment, and on promoting consumer adoption. Through this effort, Connecting ALABAMA will develop a roadmap for the most efficient approach to realizing broadband accessibility and usage throughout the state.

As a key project partner to this project, the ARAC has had significant involvement in mapping and the facilitation of regional meetings. Our agency will be involved in implementation of the project and will hold a seat on the governance board.

The Partnership of ADECA and the Auburn University Extension System has defined and developed a much needed plan to build and deliver a program to educate all sectors of a community regarding the impact high-speed broadband Internet connectivity can have on their everyday lives. In addition Community Anchor locations throughout Alabama will have an advocate and partner as they continue to expand their technology to improve services.

We believe that Boosting Broadband plan and Grant Application has been developed in the true spirit of the requirements for funding under the BTOP Grant program. We respectfully request your favorable consideration of this Grant funding request.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald Dial". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Gerald Dial, Executive Director
Alabama Rural Action Commission

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



STATE CAPITOL
MONTGOMERY, ALABAMA 36130

(334) 242-7100
FAX: (334) 242-0937

STATE OF ALABAMA

April 19, 2010

Mr. Anthony Wilhelm
National Telecommunications and Information Administration
Broadband Technology Opportunities Program
1401 Constitution Avenue, NW
Washington, DC 20230-0001

RE: EGID #6927 Connecting Alabama: Boosting Broadband to Bridge the Digital Divide
EGID #6932 Alabama Rural Action Commission (ARAC) Regional PCC/PC2

Dear Mr. Wilhelm:

The Alabama Department of Economic and Community Affairs has received notification that the above referenced grant applications waiver request to submit paper applications will not be eligible for consideration for funding. Specifically, the requests were found to be untimely. I would like to formally request reconsideration for the referenced applications.

Since I established the Alabama Broadband Initiative (ConnectingALABAMA) in 2008, it has conducted a comprehensive inventory of existing broadband accessibility, produced a digitized map of the network, guided the state's Internet service providers to fill the gaps to eliminate technologically underserved areas of our population, and began developing a comprehensive plan to increase broadband throughout Alabama. The initiative is supported by stakeholders throughout the state, and these stakeholders have developed projects that support the increased adoption and deployment of broadband directly in coordination with the mission of ConnectingALABAMA.

As stated in the ADECA waiver request, due to the issues with the easy grant system, EGID #6932 was submitted at 5:01 p.m. on March 15, 2010, and EGID #6927 was submitted at 5:34 p.m. on March 15, 2010. As this was a significant issue in Round 1, many Alabama applicants contacted the Executive Director of the Alabama Broadband Initiative on March 16 & 17, 2010 regarding similar issues they experienced during Round 2. On Thursday, March 18, 2010 the department (ADECA) submitted an inquiry to the helpdesk and received a response the same day which stated, "Someone from that team will contact you as soon as possible" (referenced email enclosed). The next information ADECA received was at 7:44 p.m. on March 22, 2010. Please note that a **date and time were not given to have the waiver submitted**. The department began printing all of the necessary documents to be included in the application and obtained the necessary signatures for the waiver letter. The application was assembled and sent by Fed Ex on March 25, 2010.

Mr. Anthony G. Wilhelm
Page 2
April 19, 2010

I would like to respectfully request these applications be included in the applications considered for funding.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Riley". The signature is stylized with a large, sweeping initial "B" and "R".

Bob Riley
Governor of Alabama

ARTUR DAVIS

7TH DISTRICT, ALABAMA

208 CANNON HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
(202) 225-2665
FAX (202) 226-9567

www.house.gov/arturdavis



COMMITTEES

COMMITTEE ON WAYS AND MEANS

COMMITTEE ON HOUSE ADMINISTRATION

**Congress of the United States
House of Representatives**

April 19, 2010

The Honorable Gary Locke
Secretary of Commerce
U.S. Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230

Dear Secretary Locke:

I am writing to urge consideration of the Boosting Broadband to Bridge the Digital Divide application jointly submitted by the Alabama Department of Economic and Community Affairs and ConnectingALABAMA. Due to technical impediments relating to the intake system, that are described in detail in the accompanying letters from ADECA and the Alabama Broadband Initiative, the state of Alabama was unsuccessful in submitting its application on March 15, 2010. Ultimately a paper copy of the application was submitted for consideration on March 25, 2010, but rejected by the NTIA BTOP General Counsel due to late submission.

This is a project that would have a very significant positive impact on our state as it is projected to save or create almost 350 jobs at a cost of less than \$3,400 per job. These are opportunities that are vitally important to boosting sustainable broadband adoption and subscribership throughout Alabama, especially among its most vulnerable populations and members of its rural communities in unserved and underserved areas of the state.

I respectfully ask that you allow this important proposal to be included among the BTOP applications that will be considered this round and allow our state to meet our most dire needs on the path to recovery.

Sincerely,

Artur Davis
Member of Congress

AD/js

BIRMINGHAM OFFICE

220TH STREET N, SUITE 1130
BIRMINGHAM, AL 35203
(205) 254-1960
FAX (205) 254-1974

TUSCALOOSA OFFICE

TUSCALOOSA COUNTY FEDERAL COURTHOUSE
1118 GREENSBORO, AL SUITE 336
TUSCALOOSA, AL 35401
(205) 752-5380
FAX (205) 752-5899

LIVINGSTON OFFICE

205 NORTH WASHINGTON STREET
HWA STATION 40, WEBB HALL, SUITES 236-237
LIVINGSTON, AL 35470
(205) 652-5834
FAX (205) 652-5935

SELMA OFFICE

908 ALABAMA AVENUE
FEDERAL BUILDING, SUITE 112
SELMA, AL 36701
(334) 877-4414
FAX (334) 877-4489

DEMOPOLIS OFFICE

102 EAST WASHINGTON STREET
SUITE F
DEMOPOLIS, AL 36732
(334) 287-0860
FAX (334) 287-0870

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

DONI M. INGRAM
DIRECTOR

STATE OF ALABAMA

March 22, 2010

Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

RE: Connecting Alabama: Boosting Broadband to Bridge the Digital Divide ID # 6927

To Whom It May Concern:

The Alabama Department of Economic and Community Affairs has received notification that the SBA application for the Boosting Broadband to Bridge the Digital Divide application will be able to be submitted through a paper copy.

Due to the application intake system continued failure during March 15, 2010; the referenced application was not able to be submitted on time. We experienced the following:

- Character counts were not compatible with standard word documents
- Upon uploading documents, the system would boot the applicant out and not accept the upload
- Uploads were incredibly slow, delaying submission
- Server is busy message, delaying submission
- Copy and paste function

I would like to respectfully ask the attached paper application be closely considered for funding. The initiative is supported by stakeholders throughout the state; these stakeholders have developed projects that support the increased adoption and deployment of broadband directly in coordination with the mission of ConnectingALABAMA. These same partners are included in this project and fully support the ConnectingALABAMA mission.

Sincerely,

A handwritten signature in black ink, appearing to read "Doni M. Ingram".

Doni M. Ingram
Director

University Center for
Economic Development March 15, 2010



Ms. Jessica Dent
Interim Director
Connecting Alabama
ADECA

Dear Ms. Dent:

The University Center for Economic Development endorses the need for a public awareness campaign into rural areas to educate vulnerable populations as to the importance of investing and utilizing telecommunications technologies, in order to improve access to educational resources, healthcare and workforce training.

Utilizing Cooperative Extension staff as trainers and facilitators in rural communities is a good course of action, to raise awareness and expand the adoption of broadband investments by public institutions, local governments and other organizations.

UCED philosophically supports this project and will assist ADECA and ACES, and other partners, to implement this program into rural Alabama.

Sincerely,

A handwritten signature in black ink that reads "Nisa Miranda". The signature is written in a cursive style.

Nisa Miranda
Director

ebl

201 Bidgood Hall
Box 870138
Tuscaloosa, AL 35487-0138
(205) 348-7058
FAX (205) 348-6974
Erica.Lovell@ua.edu



ALABAMA STATE SENATE
ALABAMA STATE HOUSE
11 SOUTH UNION STREET, 7TH FLOOR
MONTGOMERY, ALABAMA 36130-4600

J.T. "JABO" WAGGONER
SENATE MINORITY LEADER
P.O. BOX 660609
VESTAVIA HILLS, AL 35266-0609

HOME: 205-822-7443
CAPITOL: 334-242-7892

March 22, 2010

Secretary Gary Locke
U.S. Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW
Washington, DC

Dear Secretary Locke:

As the State Senator for District 16, it is with great pleasure that I submit this letter of support for three grant applications submitted by the Alabama Department of Economic and Community Affairs. These applications support the initiative of the Governor and the ALBI board. The project areas are:

- o Public Computing Centers – The Alabama Rural Action Commission PC2U program
- o Sustainable Broadband Adoption – Connecting Alabama: Boosting Broadband to Bridge the Digital Divide
- o Comprehensive Community Infrastructure – Connecting Alabama: ASAP Alabama Service Accessibility Program

These projects are so important to the future of the State of Alabama, because they will expand access to Broadband internet to communities throughout the state, enhance job creation, expand economic development opportunities, greatly increase educational opportunities and help close the digital gap between the poor communities and the more affluent communities and the country. These projects will give the state's business communities access to consumer markets throughout the country and the world.

I clearly understand the tremendous impact that expanded access to broadband would have on my constituents. It would also help increase distance learning opportunities and expand telemedicine into communities that currently lack access to adequate healthcare.

March 22, 2010
Secretary Gary Locke
Page 2 of 2

Thank you in advance for your consideration, and please contact me if I can assist in any way possible to help make these programs a reality.

Sincerely,
Alabama State Senate

A handwritten signature in black ink, appearing to read "J.T. Waggoner". The signature is fluid and cursive, with a large initial "J" and "W".

J.T. "JABO" Waggoner
Senate Minority Leader
District 16

JTW:ans



ALABAMA STATE SENATE
ALABAMA STATE HOUSE
11 SOUTH UNION STREET, 7TH FLOOR
MONTGOMERY, ALABAMA 36130-4600

LARRY D. DIXON
STATE SENATOR 25TH DISTRICT
820 E. FAIRVIEW AVENUE
MONTGOMERY, ALABAMA 36106
(334) 242-7895

COMMITTEES:
CONFIRMATIONS
FINANCE & TAXATION EDUCATION
GOVERNMENTAL AFFAIRS
HEALTH
VETERAN AND MILITARY AFFAIRS

March 22, 2010

Secretary Gary Locke
U.S. Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW
Washington, DC

Dear Secretary Locke:

As the State Senator for District 25, it is with great pleasure that I submit this letter of support for three grant applications submitted by the Alabama Department of Economic and Community Affairs. These applications support the initiative of the Governor and the ALBI board. The project areas are:

- o Public Computing Centers – The Alabama Rural Action Commission PC2U program
- o Sustainable Broadband Adoption – Connecting Alabama: Boosting Broadband to Bridge the Digital Divide
- o Comprehensive Community Infrastructure – Connecting Alabama: ASAP Alabama Service Accessibility Program

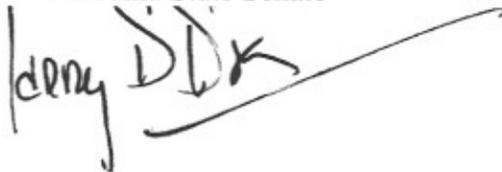
These projects are so important to the future of the State of Alabama, because they will expand access to Broadband internet to communities throughout the state, enhance job creation, expand economic development opportunities, greatly increase educational opportunities and help close the digital gap between the poor communities and the more affluent communities and the country. These projects will give the state's business communities access to consumer markets throughout the country and the world.

I clearly understand the tremendous impact that expanded access to broadband would have on my constituents. It would also help increase distance learning opportunities and expand telemedicine into communities that currently lack access to adequate healthcare.

March 22, 2010
Secretary Gary Locke
Page 2 of 2

Thank you in advance for your consideration, and please contact me if I can assist in any way possible to help make these programs a reality.

Sincerely,
Alabama State Senate

A handwritten signature in black ink that reads "Larry Dixon". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Larry Dixon
District 25

LDD:ans

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



ALABAMA BROADBAND INITIATIVE
STATE CAPITOL
MONTGOMERY, ALABAMA 36130

(334) 353-8760
FAX: (334) 353-1190

STATE OF ALABAMA

March 25, 2010

Broadband Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW, HCHB Room 4887
Washington, DC 20230

RE: Connecting Alabama: Boosting Broadband to Bridge the Digital Divide ID # 6927

To Whom It May Concern:

Earlier this week, ConnectingALABAMA and the Alabama Department of Economic and Community Affairs (ADECA) received e-mail notification from the NTIA BTOP Team (copy enclosed) encouraging the State to submit a paper copy of the SBA application and waiver request for its priority broadband initiative, "Boosting Broadband to Bridge the Digital Divide." Please find the following enclosed: the paper application, all required and supporting attachments, and a CD containing all electronic files.

As previously documented in ADECA communication with NTIA officials, several Alabama applicants experienced extraordinary barriers while using the Easygrants system and were unable to upload their BTOP application packets prior to the deadline. Due to the application intake system's continued failure on March 15, the State's own application was unable to be submitted on time. While trying to upload and submit this priority application, we experienced the following:

- Upon attempting to upload documents, the applicant would be logged out of the system, and uploads would not be accepted.
- The upload process was painstakingly slow, delaying submission.
- Character counts within the electronic forms were incompatible with Word documents.
- The applicant repeatedly received a screen message indicating that the server was busy and requested operations could not be completed.
- The copy and paste function did not work within the electronic forms.

On behalf of the Alabama Broadband Initiative Advisory Board (comprised of key members of the Governor's Cabinet), I would like to respectfully ask that NTIA reviewers give priority consideration to the enclosed application. We feel the proposed scope of work and approach possess unusually strong potential for boosting sustainable broadband adoption and subscribership throughout Alabama, especially among its most vulnerable populations and members of its rural communities, and in unserved and underserved areas of the state. With a projected impact of 349 jobs saved or created at a federal cost of only \$3,385/job, this project strongly supports the overall objectives of the American Recovery and Reinvestment Act.

Sincerely,

A handwritten signature in black ink that reads "Gerald Dial". The signature is written in a cursive style with a prominent initial "G".

Gerald Dial, Chairman
Alabama Broadband Initiative Advisory Board

Enclosure

Mail Properties

From: "Dent, Jessica" <Jessica.Dent@adeca.alabama.gov>

3/23/10 8:26 AM

To: Amelia Hall Stehouwer

Subject: FW: BTOP Application

FYI a response from NTIA

Jessica Dent
Interim Director

(w) 334-353-5682

(m) 334-546-0214

From: BTOP [mailto:BTOP@ntia.doc.gov]
Sent: Monday, March 22, 2010 7:44 PM
To: Dent, Jessica
Subject: BTOP Application

Ms. Dent,

Section X.N. of the NOFA and the Grant Guidance address how to request a waiver of the electronic filing requirement and application deadline. A paper copy of the application for Public Computer Centers or Sustainable Broadband Adoption projects can be found at www.broadbandusa.gov. We encourage you to submit your complete application and waiver request expeditiously.

Best Regards,
BTOP Team



STATE OF ALABAMA

March 22, 2010

Department of Commerce
National Telecommunications and Information Administration (NTIA)
Broadband Technology Opportunities Program (BTOP)
1401 Constitution Avenue, NW, Washington, DC 20230

RE: Connecting Alabama: Boosting Broadband to Bridge the Digital Divide ID # 6927

To Whom It May Concern:

The Alabama Broadband Initiative ("ConnectingALABAMA") is submitting a paper application for the Boosting Broadband to Bridge the Digital Divide application, per a March 22, 2010 email from the BTOP team. Since the ConnectingALABAMA initiative creation by Governor Bob Riley in 2008, we have conducted a comprehensive inventory of existing broadband accessibility, produced a digitized map of the network, guided the state's Internet service providers to fill the gaps to eliminate technologically underserved areas of our population, and began developing a comprehensive plan to increase broadband throughout Alabama. The initiative is supported by stakeholders throughout the state; these stakeholders have developed projects that support the increased adoption and deployment of broadband directly in coordination with the mission of ConnectingALABAMA.

However, due to the application intake system continued failure during March 15, 2010; the referenced application was not able to be submitted on time. We experienced the following:

- Character counts were not compatible with standard word documents
- Upon uploading documents, the system would boot the applicant out and not accept the upload
- Uploads were incredibly slow, delaying submission
- Server is busy message, delaying submission
- Copy and paste function

I would like to respectfully ask the attached paper application be included in the applications considered for funding.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Dent".

Jessica Dent, Director
ConnectingALABAMA

Alabama Institute for Deaf and Blind (AIDB) Budget for SBA Grant

	Requested	Match
TOTAL BUDGET = \$47,500+\$13,578=\$61,078	\$47,500	\$13,578
Provision of space and assistance for delivering 3 training modules (with 2-3 sessions per module) at each of the 8 AIDB regional training sites		
Fixed Rate of \$5,000 / site times 8 training sites for technical assistance and staff support	\$40,000	
Use of Sites - Estimated at: (\$0.20/square foot)(8 labs)(Avg size of 1,131.5 sq. ft.)(7.5 training sessions)		\$13,578
Totals	\$40,000	\$13,578
Advisory Counsel for Accessible Design of Training Modules (based on fixed price agreement of \$7,500)		
Totals	\$7,500	

Alabama Community College BEACON Consortium Budget for SBA Grant

	Requested	Match
TOTAL BUDGET = \$59,695 + \$385,000 = \$444,695	\$59,695	\$385,000
Snead State Cost Recovery - Based on Snead State Indirect Cost Rate of 8%	\$4,422	
Design and Delivery of Local Marketing and Awareness Campaigns		
Price Quotes from the BEACON Consortium of the Alabama Community College System	\$55,273	\$385,000
Totals	\$55,273	\$385,000

**Alabama Department of Economic and Community
Affairs**

**Functional Analysis
&
Records Disposition Authority**

**Revision
Presented to the
State Records Commission
August 3, 2005**

Table of Contents

Functional and Organizational Analysis of the Alabama Department of Economic and Community Affairs	<u>1-1</u>
Sources of Information	<u>1-1</u>
Historical Context	<u>1-1</u>
Agency Organization	<u>1-1</u>
Agency Function and Subfunctions	<u>1-1</u>
Planning and Programming	<u>1-1</u>
Disseminating and Publicizing	<u>1-2</u>
Applying and Disbursing	<u>1-2</u>
Monitoring and Reporting	<u>1-2</u>
Processing and Distributing	<u>1-2</u>
Administering Internal Operations	<u>1-2</u>
Organizational Chart	<u>1-4</u>
Analysis of Record Keeping System and Records Appraisal of the Alabama Department of Economic and Community Affairs	<u>2-1</u>
Agency Record Keeping System	<u>2-1</u>
Records Appraisal	<u>2-1</u>
Temporary Records	<u>2-1</u>
Permanent Records	<u>2-2</u>
Alabama Department of Economic and Community Affairs Records Disposition Authority ..	<u>3-1</u>
Explanation of Records Requirements	<u>3-1</u>
Records Disposition Requirements	<u>3-2</u>
Planning and Programming	<u>3-2</u>
Disseminating and Publicizing	<u>3-2</u>
Applying and Disbursing	<u>3-2</u>
Monitoring and Reporting	<u>3-3</u>
Processing and Distributing	<u>3-3</u>
Administering Internal Operations	<u>3-4</u>
Requirement and Recommendations for Implementing the Records Disposition Authority	<u>3-7</u>

Functional and Organizational Analysis of the Alabama Department of Economic and Community Affairs

Sources of Information

Representatives of Alabama Department of Economic and Community Affairs

Code of Alabama 1975, Sections 41-23-1 through 41-23-7; 32-4-1 through 32-4-7; 41-6A-1 through 41-6A-11; 41-8A-1 through 41-8A-4; 41-8A-8 through 41-8A-10; 41-8A-12 through 41-8A-13; 41-9-205 through 41-9-214; 41-16-120 through 41-16-125.

Alabama Administrative Code, Chapters 305-0-1 through 305-7-12.

Alabama Government Manual (2002), page 31

Department of Economic and Community Affairs Annual Reports

Government Records Division, State Agency Files (1985-ongoing)

Holdings of the Department of Archives and History for Alabama Department of Economic and Community Affairs

Agency Organization

Created in 1983, Alabama Department of Economic and Community Affairs (hereafter referred to as ADECA) is headed by a director who is appointed by the governor and serves at the pleasure of the governor. The director, with the approval of the governor, establishes such divisions as are necessary and all division chiefs are merit system positions. Currently, ADECA is organized into nine divisions: Administrative Division; Communication and Information Division; Community Services Division; Director's Office; Law Enforcement and Traffic Safety Division; Office of Water Resources Division; Surplus Property Division; Science, Technology, and Energy Division; and Workforce Development Division.

Agency Function and Subfunctions

The mandated function of ADECA is to provide the governor with a mechanism to “encourage comprehensive and coordinated planning and programming of economic and community affairs.” (Code of Alabama 1975, Section 41-23-4 [b]). It is one of the major state agencies responsible for performing the Economic Development function of Alabama government. In performance of its mandated function, ADECA may engage in the following subfunctions:

- **Planning and Programming..** This subfunction involves collection and analysis of data, projection of needs, and development of program plans. According to the Code of Alabama 1975, Section 41-23-1 et seq., ADECA provides the governor with a mechanism to encourage comprehensive and coordinated planning and programming of economic and community affairs in Alabama. ADECA serves as a catalyst in this process by helping fund various projects through federal and state grants to improve basic

services, law enforcement, job training, waste disposal, and energy conservation. In the process of requesting federal and state funds to sponsor various economic development and community improvement projects, each program division of ADECA is required to complete a comprehensive state plan for each individual grant project for approval by the granting institution. Those plans reflect a statewide strategy or approach to the problems addressed by the federal program whereby grants are made to assist state and local units.

- **Disseminating and Publicizing.** This subfunction includes all activities related to the agency's efforts in composing and disseminating news releases, brochures, publications, and all information concerning the programs and services available through ADECA to the public.
- **Applying and Disbursing.** This subfunction may involve applying for grants, and receiving and disbursing grant money. ADECA's grants are made available through a number of federal agencies such as the departments of Housing and Urban Development, Labor, Energy, and Health and Human Services. The agency's program division staff acts on behalf of the state in applying for available grants, and in turn awards grants to subgrantees that may use the money to improve economic or community affairs. In addition, ADECA receives appropriations out of the state's General Fund every year for special projects.
- **Monitoring and Reporting.** In carrying out its grant contracts with the federal government, ADECA is required to conduct regular evaluations of subgrantees to ensure compliance with federal grant regulations and guidelines. The agency also prepares regular financial reports and narrative progress reports to inform the granting bodies about the status of the projects.
- **Processing and Distributing.** This subfunction is performed mainly by the agency's Surplus Property Division, which maintains warehouses for storage of state and federal surplus property, and provides for property management, and for distribution and sale of surplus property to public agencies and nonprofit organizations.
- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency including:

Managing the agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating; scheduling; meeting; documenting policy and procedures; reporting; litigating; drafting, promoting, or tracking legislation; publicizing and providing information; managing records; and managing information systems and technology.

Managing Finances: Activities include budgeting (preparing and reviewing budget package,

submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; assisting in the audit process; investing; and issuing bonds.

Managing Human Resources: Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

Managing Properties, Facilities, and Resources: Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining agency property, including vehicles.

Analysis of Record Keeping System and Records Appraisal of the Alabama Department of Economic and Community Affairs

Agency Record Keeping System

ADECA's record keeping system relies on both paper and electronic records. The agency currently maintains an IBM AS400 which is at approximately 48 % of its capacity. Within the agency, there are about 350 PCS and 150 of them are connected to the AS400. The PCs are a mixture of IBMs, Dells, Gateways, and MacIntoshs. The agency has installed a fully functioning Local Area Network. All applications are backed up daily on cartridges and stored in the agency's fire-proof safe. Systems are backed up monthly and back-up cartridges are maintained by Records Retention, Inc. in Montgomery. Five full-time programmers are employed to maintain the agency's information system. The agency has no plans to utilize micrographic or digital imaging technology for its record keeping system.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by ADECA: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the board are discussed below:

- **Grant Project Files.** Although the agency is organized into various program divisions for subgrant proposes, the types of records created by all of them are identical. Grant project files are created/maintained by all program divisions to assist the staff in administering various subgrant programs. Typical records found in these files include subgrant applications, resumes of subgrant administrators, subgrant award notices, contracts, periodic narrative and financial reports, newspaper clippings, and correspondence. Because of potential investigation and litigation involving these records, this series must be retained for at least six (6) years after the submission of the final expenditure reports before destruction.
- **Legal Case Files.** Most legal case files are considered as long-term records. The process of litigation and appeal requires the maintenance of these records for an extended period of time.
- **Surplus Property Transaction Records.** The purpose of these records are to assist the staff in receiving, processing, and distributing surplus property. Included in this group are eligibility applications, transfer of property forms, inventory records, invoices, property utilization compliance inspection files, and other related reports. They are kept for their

administrative and fiscal value.

- **Still Photographs.** These photographs are utilized by the agency staff in publishing pamphlets, brochures, posters, annual reports, newsletters, and other promotional or outreach materials. They do not possess any archival value on their own.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

Planning and Programming:

- **Meeting Minutes.** These records are created to document proposed and executed proceedings of the agency's top management. The meeting minutes serve collectively as the core documentation of ADECA's major functions with regard to the policy and decision making process.
- **State Plans.** In the process of requesting federal grants for various programs administered by ADECA, each program unit is required to complete and submit a comprehensive state plan for consideration and approval by the federal government agency that has granting and monitoring authority. These plans reflect a statewide strategy or approach to the problems addressed by the federal program whereby grants are made to assist state and local government entities. Information available in these files includes nature and extent of the problem, areas of need, current efforts and available resources, strategy goals and objectives, major programs planned to implement the strategy, program descriptions, staffing, and evaluation plans. These plans document the efforts of the agency to promote the development of the state and to alleviate many of the problems within the state.

Disseminating and Publicizing:

- **Press Releases.** In order to keep the public informed and to promote various grant programs, ADECA frequently releases information to the news media. This series consists of statements or announcements concerning the availability of program funds or achievements of certain programs for distribution to the news media and the public.
- **Director's Speeches.** These speeches are prepared for delivery by the director of ADECA at meetings, interviews, conventions, or other public functions to promote the agency's services.
- **Informational and Promotional Publications.** These are brochures, pamphlets, guides, directories, monthly newsletters, and other informational packets designed and published by ADECA to advertise available funding programs for the business and industrial communities that operate in or may relocate to Alabama.

Monitoring and Reporting:

- **Grant Project Annual Reports.** As a recipient of federal grants, the agency's program divisions must prepare and submit grant program annual reports to document progress and activities of programs funded by the federal government. Combined with the State Plans, these records constitute the official records of ADECA's performance of its functions and the state's achievements in utilizing resources to address critical needs of its communities.

- **ADECA Annual Reports.** These records provide a summary of the agency's financial conditions and program activities by divisions over the year.

Alabama Department of Economic and Community Affairs Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Alabama Department of Economic and Community Affairs. The RDA lists records created and maintained by the Alabama Department of Economic and Community Affairs in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the agency to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the Alabama Department of Economic and Community Affairs' records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for record regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term internal purposes that may include, but are not limited to: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal

communications about social activities. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Alabama Department of Economic and Community Affairs and lists the groups of records created and/or maintained by the agency as a result of activities and transactions performed in carrying out these subfunctions. The agency may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

■ **Planning and Programming**

TOP MANAGEMENT MEETING MINUTES
Disposition: PERMANENT RECORD.

STATE PLANS
Disposition: PERMANENT RECORD.

■ **Disseminating and Publicizing**

PRESS RELEASES
Disposition: PERMANENT RECORD.

DIRECTOR'S SPEECHES
Disposition: PERMANENT RECORD.

INFORMATIONAL AND PROMOTIONAL PUBLICATIONS
Disposition: PERMANENT RECORD.

■ **Applying and Disbursing**

Grant Project Files (federally-funded)
Disposition: Temporary Record. Retain 6 years following the date of submission of the final expenditure report.

Grant Project Files (state-funded)
Disposition: Temporary Record. Retain 6 years following the date of submission of the final expenditure report..

Grant Project Property Inventory Files
Disposition: Temporary Record. Retain 3 years after final disposition of property.

■ **Monitoring and Reporting**

GRANT PROJECT ANNUAL REPORTS
Disposition: PERMANENT RECORD.

ADECA ANNUAL REPORTS
Disposition: PERMANENT RECORD.

MEETING SUMMARIES AND RESOLUTIONS OF THE STATE SAFETY COORDINATING
COMMITTEE
Disposition: PERMANENT RECORD.

ANNUAL ALABAMA TRAFFIC SAFETY CONFERENCE FILES
Disposition: PERMANENT RECORD.

Annual Alabama Traffic Safety Conference Supporting Documents (staging guides, registration records, conference site booking notices, and routine correspondence)
Disposition: Temporary Record. Retain 10 years.

Weekly Highway and Traffic Safety Legislative Watch Lists
Disposition: Temporary Record. Retain 5 years.

■ **Processing and Distributing**

Surplus Property Application and Eligibility Verification Files
Disposition: Temporary Record. Retain 5 years after files become inactive.

Surplus Property Inventory and Transfer Records
Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the transaction occurred.

Invoices Sent
Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the transaction occurred.

Surplus Property Utilization Inspection Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the specified period of restriction expired.

Surplus Property Financial Management Reports
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

■ **Administering Internal Operations**

Managing the Agency:

Legal Case Files

Disposition: Temporary Record. Retain 10 years after the case is closed.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Still Photographs

Disposition: Temporary Record. Retain for useful life.

Printing Service Records

Disposition: Printing Service Requests: Temporary Record. Retain until completion of one audit and the release of the audit report.

Camera-Readies, Negatives, and Plates: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to the Archives and the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Copies of RDA

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA is superseded.

Computer systems documentation (hardware/software manuals and diskettes, warranties)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Managing Finances:

Records documenting the preparation of a budget package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of original entry or routine accounting transactions, such as journals, registers, ledgers, and funds deposited outside the state treasury.

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business either within or outside the state, and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting contracts for services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses

Disposition: Retain in office (Code of Alabama 1975, Section 41-16-24).

Audit Reports

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

Attorney Billing Files

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the last transaction occurred.

Managing Human Resources:

Position Classification Files

Disposition: Temporary Record. Retain 4 years after position is reclassified.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee's work history - generally maintained as a case file
Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting employees' daily and weekly work schedules
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting employee disciplinary actions (reprimands, demotions, transfers, terminations, appeals, and administrative hearings)
Disposition: Temporary Record. Retain 3 years following decision.

Records documenting an employee's hours worked, leave earned, and leave taken (including time sheets)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting sick leave donations
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Employee Flexible Benefits Plan Files
Disposition: Temporary Record. General information -- Retain until superseded.
Other (applications, correspondence) -- Retain 6 years after termination of participation in program.

State Employee Injury Compensation Trust Fund Files
Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Equal Employment Opportunity Commission Case Files
Disposition: Temporary Record. Retain 3 years.

Managing Properties, Facilities, and Resources:

Semiannual Inventory Lists
Disposition: Retain in office. (Code of Alabama 1975, Section 36-16-8 [1]).

Transfer of State Property Forms (SD-1) (Agency copies)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the items were removed from inventory.

Receipts of Responsibility for Property
Disposition: Temporary Record. Retain until return of item to property manager.

Real Property Leasing/Renting Records

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Facilities/Building Security Records (including visitor logs)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Vehicle and Equipment Maintenance Files

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the property is sold or replaced.

Insurance Policies/Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Building Maintenance Work Orders

Disposition: Temporary Record. Retain 1 year.

Requirement and Recommendations for Implementing the Records Disposition Authority

Under the Code of Alabama 1975, Section 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the the Alabama Department of Economic and Community Affairs (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit an annual Records Disposition Authority (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in January of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis--for example, after the successful completion of an audit, at the end of an

administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.

- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on August 3, 2005.

Edwin C. Bridges, Chairman, by Tracey Berezansky
State Records Commission

Date

Receipt Acknowledged:

Bill Johnson, Acting Director
Alabama Department of Economic and Community Affairs

Date