



FLORIDA DEPARTMENT OF EDUCATION

**Request for Proposal  
READVERTISEMENT  
Competitive Grants**

<b>Bureau / Office</b>	Division of Community Colleges and Workforce Education
<b>Title</b>	Adult Education and Family Literacy – <b>Regional Adult Literacy Centers (New)</b>
<b>Specific Funding Authority(ies)</b>	Adult Education and Family Literacy Act State Grant Programs Title II of the Workforce Investment Act of 1998, CFDA #84.002
<b>Funding Purpose</b>	<p>To facilitate Regional Adult Literacy Center for <b>Region III</b> (see <b>Allocation Chart</b> in <b>Attachments</b> section) with services for non-instructional support to help improve the literacy levels of adults in Florida through the following:</p> <ol style="list-style-type: none"><li><b>1. Direct client interventions related to identifying, contacting, counseling, and referring persons who have limited literacy.</b></li><li><b>2. Indirect client interventions such as public awareness.</b></li><li><b>3. Enhancement of collaboration and coordination among service providers and others.</b> In carrying out their functions, the Regional Adult Literacy Centers will:<ul style="list-style-type: none"><li>• collaborate and develop cooperative arrangements/agreements with local agencies and groups such as One-Stop Centers, faith-based organizations, individualized literacy instruction programs, business and industry leaders, the library system, and social services providers, economic development organizations, family literacy or family services organizations and related agencies, and state agencies such as Children and Families, Workforce Innovation, and others. These centers will establish and implement collaboration and coordination strategies to support a statewide linkage system with other Adult Literacy Centers (regional and statewide).</li><li>• have the center director participate in no less than two state level meetings with Florida Department of Education staff during the project year.</li></ul></li><li><b>4. Support of volunteer initiatives.</b> The Regional Adult Literacy Centers will recruit and train volunteers that are needed by all literacy providers within their geographical service region as defined in the project.</li></ol>

<b>Target Population</b>	<b>Educators and service providers for:</b> Qualifying individuals who must be 16 years of age or older, beyond compulsory school age, not have a secondary school diploma, are not enrolled in a secondary school, and who may also be limited in English proficiency.
<b>Eligible Applicants</b>	Public or private non-profit entities, local educational agencies, community-based organizations, volunteer literacy organizations, institutions of higher education, libraries, public housing authorities, faith-based organizations, or consortia of these organizations. Charter schools may apply, but must submit their application through their sponsoring agency.
<b>Application Due Date</b>	Close of business <b>September 30, 2004</b>
<b>Delivery Address</b>	Florida Department of Education Bureau of Grants Management Attention: Sue Wilkinson 325 West Gaines Street, Room 325, Unit B Tallahassee, Florida 32399-0400 Telephone: 850/245-0498
<b>Contact Person</b>	Teresa Bestor, Program Director, telephone: 850/245-9047, fax: 850/245-9052, e-mail: <a href="mailto:Teresa.Bestor@fldoe.org">Teresa.Bestor@fldoe.org</a>
<b>Total Funding Amount</b>	\$100,000
<b>Range of Awards</b>	Up to \$100,000 for this project. Please see the <b>Allocations Chart</b> in the <b>Attachments</b> section.
<b>Budget Period</b>	Upon approval - June 30, 2005
<b>Additional Years of Funding</b>	In accordance with Section 231 of the Act, a program application for eligible recipients will be awarded on a multi-year basis. The definition of a multi-year program for the purpose of the Request for Proposal will be at least 24 months. Continuation of funding may be available for additional years. Projected goals must be increased from previous year's goals for continued funding.  All recipients must submit a continuation application to be considered for funding in the second year.
<b>Funding Method</b>	<b>Distribution of Funds:</b> Awarded projects are based on performance with clearly defined performance measures/goals as deliverables. The performance measures/goals and deliverables must be addressed in the applicant's proposal through completion of the <b>Performance-Based Project Deliverables Form</b> located in the <b>Attachments</b> section.

Performances that do not meet projected goals will result in overpayment. The overpayment must be returned to the Florida Department of Education by August 20, 2005, along with the final DOE 499 form. Monitoring and performance reports will assist grantees in achieving their performance goals and avoiding overpayment.

**Geographical Allocation of Funding:** The Department will allocate funds utilizing an equitable geographic formula for awarding projects. This funding model does not mean that the funds will automatically be awarded to any particular agency.

The allocation for the Region III Adult Regional Adult Literacy Center is for up to \$100,000.

No funds may be obligated prior to the approved budget period or after the project period ends

**There are three methods of payment for performance projects:**

1. **Federal Cash Advances** will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, request for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.
2. **Performance-Based Funding:** As expressed in the Performance-Based Project Deliverables Form, performance-based payments to community-based organizations will be distributed upon receipt of a properly prepared invoice and acceptance of units of deliverables by the designated DOE program manager. Performance funded projects may be asked to provide documentation as is outlined in the Reimbursement Funding section.
3. **Reimbursement Funding:** Projects that are funded by reimbursement may request payment on a monthly basis. All reimbursement requests must be made using the appropriate forms (refer to DOE Green Book - <http://www.firn.edu/doe/comptroller/gbook.htm>), in accordance with the instructions on each form. The invoices and the entries on the forms should correspond with the agency's account codes. Reimbursements will be by state warrant after disbursements are made by the recipients. Request for reimbursement with the appropriate back-up documentation ie. proof of payment must be submitted in accordance with applicable program requirements and instructions on future project award notification. The schedule for reimbursement is decided by the recipient, but may not be more frequent than monthly. Request for reimbursement should be submitted to the DOE Comptroller's Office, 325 West Gaines Street, Room 944, Tallahassee, FL 32399-0400.

Funded recipients will receive their allocation by one of the three methods listed above to be determined by the Florida Department of Education.

**Important notice for all funded agencies:**

Documentation to support either type of method of payment may include proof of payment of all expenditures be submitted upon requested. If proof is requested, back-up documentation must be complete, and may consist of copies of lease agreements, utilities, contracts, student and teacher records such as valid sign-in sheets and signed time sheets, copies of paid checks and purchase orders, and travel expenses paid according to state guidelines. If conference or workshop travel and expenses are claimed, a copy of the agenda must be included. Additional examples of documentation include but are not limited to bank statements and cell phone bills. Allowable expenses clearly identified as belonging to the project must be indicated. An accurately completed DOE 499 must be included with the request.

**Local Match**

None required

## **General Terms, Assurances and Conditions for Participation in Federal and State Programs**

The Department of Education has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR Part 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;
- applicable regulations of other Federal agencies; and
- state regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at <http://www.firn.edu/doe/comptroller/gbook.htm>

### **School Districts, Community Colleges, Universities and State Agencies**

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

### **Private Colleges, Community-based Organizations and Other Agencies**

In order to complete requirements for funding, applicants must submit the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non-public agencies must also submit copies of the organization's current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by an independent certified public accountant licensed in this state. These items must be submitted prior to the issuance of a project award.

### **Conditions for Acceptance**

**Applications must include the following:**

1. DOE 100A, Project Application – with original signature

**The original signature of the appropriate agency head is required.**

- The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
  - **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.
2. DOE 101, Budget Narrative Form

## **Other Requirements:**

1. Performance-Based Project Deliverables Form
2. Invoice Schedule Form
3. Written responses to the **Narrative Requirements** section
4. Regional Workforce Board Coordination Assurance Form
5. Collaboration Agreement(s) – with original signatures
6. Application Checklist
7. Application received by the due date
8. **For Community-Based Organizations** - in addition, include the following:
  - List of current Board of Directors and Articles of Incorporation
  - Copy of current operating budget
  - Copy of current audit report – if available
  - Copy of Chart of Accounts
  - General Terms, Assurances and Conditions for Participation in Federal and State Programs

Please see the **Attachments** section for forms. The **Application Checklist** explains the sequence in which the application is to be assembled.

## **Technical / Format Requirements**

Submit one application with original signatures and four copies of the complete application.

Narrative responses must be typed in 12-point font. There is an eight page maximum for the narrative response portion of the application package.

For a list of all items to be included in the application package, please see the **Application Checklist** in the **Attachments** section.

## **Funding Priorities**

Not Applicable

## **Program Priorities**

### **National Priorities based on the Federal Adult Education and Family Literacy Act**

It is the purpose of this Act to create a partnership among the federal government, states and localities to provide, on a voluntary basis, adult education and literacy services in order to:

1. Assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency.
2. Assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children.
3. Assist adults in completing high school or the equivalent.

## **State Priorities based on the Federal Adult Education and Family Literacy Act**

1. Provide educational services to adults who are functioning at the eighth grade level and below.
2. Provide English language courses for adults whose native language is other than English.
3. Strengthen linkages with private sector employers and other agencies.
4. Improve family literacy through adult/child learning.
5. Disseminate exemplary programs in adult education and family literacy.

### **For additional information, please see:**

*Florida's Program Plan for Adult Education and Family Literacy*

[http://www.firn.edu/doe/workforce/plan\\_adult.htm](http://www.firn.edu/doe/workforce/plan_adult.htm)

## **Narrative Requirements**

Narrative responses must be typed in 12-point font. There is an eight page maximum for the narrative response portion of the application package. Be sure to respond to all information requested and follow the outline below when writing narrative responses.

### **I. Need Statement**

**(Maximum points possible 10)**

- a) Identify the target population for the **Regional Adult Literacy Center** service area.
- b) Describe the need the project will serve for adult education.
- c) Identify the risk factors and indicators that contribute to the problem.
- d) Describe the impact of the problem on the target population.
- e) Provide supporting data to validate the need.

### **II. Proposed Services**

**(Maximum points possible 25)**

- a) Describe how direct client interventions will be provided related to identifying, contacting, counseling, and referring persons who have limited literacy.
- b) Describe how indirect client interventions, such as public awareness, will be provided.
- c) Explain the center directors participation with Florida Department of Education staff during the project year for at least two state level meetings.
- d) Describe the planned support of volunteer initiatives to recruit and train volunteers that are needed by all literacy providers within their geographical service region as defined in the project.

### **III. Collaboration**

**(Maximum points possible 15)**

- a) Identify collaborative partnerships for developing and implementing the project such as One-Stop-Centers, consortia of literacy organizations, business and industry, libraries, volunteer literacy organizations and faith-based organizations.
- b) Identify the specific role, activities and expected contributions of each of the partners
- c) Explain the strategies to support a statewide linkage system with other Adult Literacy Centers (regional and statewide).

#### **NOTE:**

- The applicant is solely responsible for all fiscal management of the project.
- Include a collaborative agreement in the application package that is signed by all partners and that outlines the role, activities and expected contributions of each partner.
- Collaboration with faith-based organizations is encouraged.

#### **IV. Project Management**

**(Maximum points possible 10)**

- a) Describe **staffing** for the program, outlining the experience and training qualifications for all full-time and part-time instructors, counselors, volunteers, and administrative staff.
- b) Describe the **management information system** and processes that will be used to monitor the program and report performances/goals attained for the services of the **Regional Adult Literacy Center**.

#### **V. Past Effectiveness**

**(Maximum points possible 10)**

- a) Describe how past projects or programs provided by the applicant have improved services **regionally** for adult education and family literacy skills, especially for those with the lowest levels of literacy.
- b) Describe past successes in providing educators and service providers with successful strategies for outreach, recruitment and retention of educationally disadvantaged students.

#### **VI. State Requirement for Reading**

**(Maximum points possible 5)**

Describe how the project will support the Department's reading initiative, "Just Read, Florida!" Information about the initiative is available at the following web site: [www.justreadflorida.org](http://www.justreadflorida.org).

#### **VII. State Requirement for Dissemination**

**(Maximum points possible 5)**

Describe how information about the methodology and potential replication of Best Practices will be shared with other adult education and family literacy service providers statewide.

**Note:** Maximum scoring for the **Narrative Requirements** equals 80 points. The remaining 20 points are for the **Budget Narrative Form** and the **Performance-Based Project Deliverables Form** located in the **Attachments** section.

**Total maximum points possible per project is 100.**

**All recipients must meet the minimum score of 70 to be considered for funding.**

#### **Scoring Criteria**

The Review Committee will use the following criteria to score applications:

##### **I. Need Statement**

**(Maximum points possible 10)**

- a) Is the target population clearly identified and specific to the service area of the region?
- b) Is the need for the project clearly defined?
- c) Are the risk factors and indicators that contribute to the problem clearly defined, along with an explanation of how they contribute to the problem?
- d) Is the impact of the problem on the target population clearly described?
- e) Does the supporting data validate the need for the project?

## **II. Proposed Services**

### **(Maximum points possible 25)**

- a) Are direct client interventions clearly defined and sufficient for identifying, contacting, counseling, and referring persons who have limited literacy?
- b) Are indirect client interventions, such as public awareness, clearly defined and sufficient for the scope of the project?
- c) Is the center director's participation with Florida Department of Education staff during the project year for at least two state level meetings clearly outlined and adequate?
- d) Is the planned support of volunteer initiatives to recruit and train volunteers that are needed by all literacy providers clear and sufficient for the regional needs and scope of the project?

## **III. Collaboration**

### **(Maximum points possible 15)**

- a) Are collaborating partners identified for this project and is a signed agreement included? Are there collaborative relationships with faith-based organizations?
- b) Are the roles, activities and expected contributions each of the partners clearly stated in the agreement and will they be effective for the scope of the project?
- c) Are the strategies described adequate to support a statewide linkage system with other Adult Literacy Centers (regional and statewide).

## **IV. Project Management**

### **(Maximum points possible 10)**

- a) Is the proposed staff and their qualifications sufficient in numbers, training and time-on-the-project adequate to be effective?
- b) Is there an appropriate project management information system and a process in place for reporting on performances/goals for the services proposed by the applicant?

## **V. Past Effectiveness**

### **(Maximum points possible 10)**

- a) Does the applicant convincingly document previous experience in providing programs that improved services **regionally** for the literacy skills of adults, especially those with the lowest levels of literacy?
- b) Do the data and strategies provided by the applicant prove success in providing services, especially with respect to outreach, recruitment and retention of educationally disadvantaged adults?

## **VI. State Requirement for Reading**

### **(Maximum points possible 5)**

Does the project describe feasible support for the department's reading initiative?

## **VII. State Requirement for Dissemination**

### **(Maximum points possible 5)**

Does the application describe an effective plan for how information about the methodology and potential replication of Best Practices will be shared with other adult education and family service providers statewide?

## Additional Scoring Criteria

### **DOE 101 Budget Narrative Form (Maximum points possible 10)**

Is the budget form complete and are items accurately justified and appropriate for achieving the program goals?

### **Performance-Based Project Deliverables Form (Maximum points possible 10)**

Is the information on the form complete and accurately justified for the program described?

**Total maximum points possible per project is 100.**

**All recipients must meet the minimum score of 70 to be considered for funding.**

## Fiscal Requirements

### **Funding shall not supplant other state or local adult education and literacy funding.**

The funds made available for this project shall supplement and not supplant other state or local public funds expended for these activities.

### **Local Administrative Cost**

Requires that:

1. Not less than 95% of funds shall be expended for carrying out these activities.
2. The remaining amount, not to exceed 5%, may be used for:
  - Planning
  - Personnel development
  - Interagency coordination
  - Administration
  - Indirect Costs

For example, positions such as director, accountant, clerical staff, or other positions not directly serving students are considered administrative. Travel, equipment and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to program and/or students, and direct assistance students. **Indirect costs are considered administrative costs.**

**No funds may be obligated prior to the approved budget period or after the project period ends.**

## Required Attachments

Not Applicable

## Method of Answering Frequently Asked Questions or Providing Changes or Addenda

To assure fair and equitable treatment of all potential applicants **the last date for accepting questions** regarding this Request for Proposals is **September 23, 2004**. Please direct all questions to Teresa Bestor at this e-mail address: [Teresa.Bestor@fldoe.org](mailto:Teresa.Bestor@fldoe.org) or by telephone: 850/245-9047. All questions and

answers will be posted on the web site and updated as needed. The web address is:  
<http://www.firn.edu/doe/dwdgrants/grants.htm>

### **Notice of Intent to Apply**

Please send an intent-to-apply e-mail to Teresa Bestor at [Teresa.Bestor@fldoe.org](mailto:Teresa.Bestor@fldoe.org) by **September 16, 2004**. This will assist with planning for the appropriate number of persons for the proposal review committee. Responding with an intent-to-apply does not obligate eligible applicants. Conversely, not responding does not eliminate eligible applicants from applying.

### **Method of Selection**

Proposals will be read and scored by a geographically and demographically diverse committee of adult education and family literacy educators and administrators.

The review committee will use the judging criteria found in the **Scoring Criteria** section. All applications must meet the minimum score of 70 to be considered for funding. Total maximum points possible is 100.

### **Implementation Requirements**

Funded projects must comply with all reporting and invoicing requirements, and amendment procedures (see *Project Application and Amendment Procedures for Federal and State Programs Administered by the Department of Education*, also known as the *DOE Green Book*)  
<http://www.firn.edu/doe/comptroller/gbook.htm>.

**Monitoring** provisions are applicable to all projects funded by the Department. The state will evaluate the effectiveness of project activities based on established and approved performance goals.

### **Reporting Outcomes**

- Timely invoices as stated on the Invoice Schedule form.
- DOE 499, Project Disbursement Report is due August 20, 2005.

### **Attachments to the RFP**

- Allocation Chart -- READVERTISEMENT
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Performance-Based Project Deliverables Form
- Invoice Schedule Form
- Regional Workforce Board Coordination Assurance Form
- Application Checklist

**READVERTISEMENT**  
**ALLOCATION CHART**  
**REGIONAL ADULT LITERACY CENTER SERVICE AREA**  
**FISCAL YEAR 2004-2005**

<b>Region III</b>	<b>\$100,000</b>
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<b>Region III Service Area</b>
Brevard Flagler Indian River Lake Martin Okeechobee Orange Osceola Seminole St. Lucie Sumter Volusia

# FLORIDA DEPARTMENT OF EDUCATION

## Project Application

TAPS Number  
**5B021**

<b>Please return to:</b>  Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	<b>A) Program Name:</b>  <b>Adult Education and Family Literacy                  Regional Adult Literacy Centers (New)                  Competitive                  Fiscal Year 2004-2005                  READVERTISEMENT</b>	<b><u>DOE USE ONLY</u></b>  Date Received						
<b>B) Name and Address of Eligible Applicant:</b>		<b>Project Number (DOE Assigned)</b>						
<b>C) Total Funds Requested:</b>  \$ _____  <hr style="width: 20%; margin-left: 0;"/> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> <b>DOE USE ONLY</b> </div> <b>Total Approved Project:</b>	<b>D) Applicant Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name:</td> <td style="width: 50%;">Mailing Address:</td> </tr> <tr> <td>Telephone Number:</td> <td>SunCom Number:</td> </tr> <tr> <td>Fax Number:</td> <td>E-mail Address:</td> </tr> </table>		Contact Name:	Mailing Address:	Telephone Number:	SunCom Number:	Fax Number:	E-mail Address:
Contact Name:	Mailing Address:							
Telephone Number:	SunCom Number:							
Fax Number:	E-mail Address:							
<b>CERTIFICATION</b>								
<p>I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p>								
<b>E)</b> _____ Signature of Agency Head								

DOE 100A  
Revised 01/03

Jim Horne, Commissioner



## Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter name of the program for which funds are requested.
  - B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
  - C.** Enter the total amount of funds requested for this project.
  - D.** Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
  - E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.





## Instructions for Completion of Budget Narrative Form DOE 101

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

**A.** Enter Name of Eligible Recipient.

**B. (DOE USE ONLY)**

### **COLUMN 1**

#### **OBJECT: SCHOOL DISTRICTS:**

Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

#### **COMMUNITY COLLEGES:**

Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

#### **UNIVERSITIES AND STATE AGENCIES:**

Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

#### **OTHER AGENCIES:**

Use the object codes as required in the agency's expenditure chart of accounts.

### **COLUMN 2 - ALL APPLICANTS:**

**ACCOUNT TITLE:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**NARRATIVE:** Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

### **COLUMN 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.**

**FTE** - Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

### **COLUMN 4 - AMOUNT**

Provide the budget amount requested for each object code.

**C. TOTAL** - Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.

## PERFORMANCE-BASED PROJECT DELIVERABLES FORM

### A. Project Information

Agency:	Telephone:
County:	E-Mail:
Contact Person:	Fax:
Title:	Grant Amount:

### B. Performance Goals (See definitions for Performance Measures and Deliverables below.)

(1) Performance Measures Regional Adult Literacy Centers	(2) Deliverables	(3) Amount
1. Direct client interventions		\$
2. Indirect client interventions		\$
3. Enhancement of coordination and collaboration among service providers		\$
4. Director's statewide meeting participation		
5. Support of volunteer initiatives		\$
<b>Totals</b>		<b>\$</b>

#### Instructions for completing Section B:

1. Add rows as necessary. Cells will expand when text is typed.
2. In column 1 the performance measures are identified for the project.
3. In column 2 the applicant is to list deliverables that will be submitted as proof of the performance measures achieved.
4. In column 3 the applicant is to list the dollar amount allocated for each of the performance measures identified.

#### Definitions:

##### Performance Measures

Program goals that can be quantifiably measured.

##### Deliverables

Information submitted by the program coordinator as proof of achievement of performance measures.

# INVOICE SCHEDULE

**This form is to be completed by applicants required to invoice for performance-based deliverables.**

Agency Name: \_\_\_\_\_

<b>Invoice #1</b>		<b>Projected Due Date:</b> _____
Deliverable(s)		Amount
		\$
		\$
		\$
<b>Invoice #2</b>		<b>Projected Due Date:</b> _____
Deliverable(s)		Amount
		\$
		\$
		\$
<b>Invoice #3</b>		<b>Projected Due Date:</b> _____
Deliverable(s)		Amount
		\$
		\$
		\$
<b>Invoice #4</b>		<b>Projected Due Date:</b> _____
Deliverable(s)		Amount
		\$
		\$
		\$
<b>Invoice #5</b>		<b>Projected Due Date:</b> _____
Deliverable(s)		Amount
		\$
		\$
		\$
<b>Invoice #6</b>		<b>Projected Due Date:</b> _____
Deliverable(s)		Amount
		\$
		\$
		\$

**Instructions for completing Invoice Schedule:**

1. Add rows as necessary. Cells will expand when text is typed.
2. List performance measures and the dollar amount and the due date for each projected invoice submitted.
3. The number of invoices is at the discretion of the applicant. Applicants who intend to invoice only twice during the project period will complete the form indicating only two invoices. Applicants who intend to invoice more than six times during the project period may duplicate the form for a total of 12 invoices.

**REGIONAL WORKFORCE BOARD  
COORDINATION  
ASSURANCE FORM**

**Complete Section A or B as appropriate and include in application package.**

**-----Section A**

**The Superintendent or Agency Head certifies** that this application has been submitted to the Regional Workforce Board and that the activities outlined in the application are consistent with current Regional Workforce Board plans.

\_\_\_\_\_  
Signature of Superintendent/Agency Head

\_\_\_\_\_  
Date Submitted to Regional  
Workforce Board

*Regional Workforce Boards are invited to submit comments regarding the application to the Division of Community Colleges and Workforce Education, Grants Administration office by September 16, 2004.*

**Note:** Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

**-----Section B**

**The Superintendent or Agency Head certifies** that this **application covers more than one Workforce Development Region**. The activities outlined in this application are related to Workforce Development and are consistent with the current Regional Workforce Board plans for all regions included in this application. *Application submission to the Regional Workforce Board is not required.*

\_\_\_\_\_  
Signature of Superintendent/Agency Head

\_\_\_\_\_  
Date

**Note:** Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

# APPLICATION CHECKLIST

Please include this form in the application package.

## Competitive -- READVERTISEMENT Regional Adult Literacy Centers FY 2004-2005

- Please place all items requested in the order indicated below.
- Please include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings, notebooks or cover pages, please).

Place in the following order	Item	Applicant Indicate Page Numbers Below
1	DOE 100A, Project Application – with original signature	
2	DOE 101, Budget Narrative Form	
3	Performance-Based Project Deliverables Form	
4	Invoice Schedule Form	
5	Regional Workforce Board Coordination Assurance Form	
6	<b>Narrative Requirements</b> (eight page maximum – does not include requested forms)	
	I. (a-e) - Need Statement	
	II. (a-d) - Proposed Services	
	III. (a-c) - Collaboration	
	IV. (a-b) - Project Management	
	V. (a-b) - Past Effectiveness	
	VI. State Requirement for Reading	
	VII. State Requirement for Dissemination	
7	Collaboration Agreement(s) - with original signatures	
8	Application Checklist	
9	<b>For Community-Based Organizations</b> - in addition, include the following in the order listed:	
	• List of current Board of Directors and Articles of Incorporation	
	• Copy of current operating budget	
	• Copy of current audit report – if available	
	• Copy of Chart of Accounts	
	• General Terms, Assurances and Conditions for Participation in Federal and State Programs	