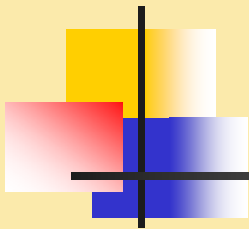


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**Welcome to the  
2007-2008**

**Division of Workforce Education  
Funding Opportunities  
Workshop**



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**2007-2008**

**Part II**

**Adult General Education**

**Family Literacy**

**English Literacy and Civics Education**



# Adult Education Workshop Agenda

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- Welcome
- Adult Education Funding Opportunities
- English Literacy and Civics
- Literacy Education for Households
- The National Reporting System (NRS)
- Program Resources
- Questions and Answers
- Workshop Wrap-Up and Evaluation



# Goals

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- to provide funding opportunities information
- to provide pertinent programmatic information
- to provide Request for Proposal (RFP) submission requirements
- to provide Performance reporting requirements



# Funding Purpose and Priorities

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



# Target Population

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Adults needing services or instruction below the postsecondary level for individuals:

(A) who have attained 16 years of age;

(B) who are not enrolled or required to be enrolled in secondary school under State law; and

(C) who –

(i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;

(ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or

(iii) are unable to speak, read, or write the English language.



# Required Local Activities

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- (1) Adult education and literacy services, including workplace literacy services\*
- (2) Family literacy services
- (3) English literacy programs

**\*Workplace Readiness outcomes are not eligible outcomes for this funding.**



# 2007-2008 Funding Allocations

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## Adult Education and Family Literacy Act (AEFLA)

Adult General Education (Geographical)	\$22,000,000
English Literacy and Civics	\$4,447,000
Literacy Education for Households (Family Literacy)	\$5,000,000
Corrections Education	\$2,600,000
Native Americans	\$100,000



# Eligible Applicants

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- Local Educational Agency (LEA)
- Community-Based Organization (CBO)
- Faith-Based Organization (FBO)
- Volunteer Literacy Organization
- Institution of Higher Education
- Public or Private Nonprofit Agency
- Library
- Public Housing Authority
- Nonprofit Institution
- Consortium of the Above



# The Funding Process

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- Competitive
  - Direct and equitable access
- Full Application Required
  - Not a continuation
- Project Period is: July 1, 2007-June 30, 2008
- Multi-year Awards
  - Reauthorization
  - Meeting performance expectations



# The Funding Process

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- Peer Review
- Scores based on 100 point scale
  - Minimum of 70 points for an application to be funded
- Applications due May 25, 2007



## New Competitive Award Year

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In 2007-2008, core measure goals are not based on prior year award or prior year performance.



# Preparing the Application

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## Application Narrative Components:

1. Project Abstract
2. Project Need
3. Project Design and Implementation
4. Evaluation
5. Support for Strategic Imperatives
6. Dissemination Plan
7. Budget



# Preparing the Application

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1. **Abstract** – projects should be clearly stated, in accordance with the RFP and completely described.
2. **Project Need** – provide supporting data to show that the need is compelling and clearly linked to the outcomes, is strongly justified through data and risk factors are clearly identified.



# Preparing the Application

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## 3. Project Design and Implementation - Measurable Goals

### Core Measure 1: Educational Gains

- **Required** for all Adult Education and Family Literacy projects
- Addressed on the Performance-based Project Deliverables Form in the Attachments Section.



# Preparing the Application

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## 3. Project Design and Implementation - Measurable Goals

Core Measure 2: Entered Employment, Retained Employment, Placement in Postsecondary Education or Training

These projected goals should be based on NRS definitions and must be addressed if your agency provides these services.



# Preparing the Application

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## 3. **Project Design and Implementation** - Measurable Goals

Core Measure 3: Adult High School Diploma or GED

Must be addressed if your agency provides these services



# Preparing the Application

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## 4. Evaluation

- Use appropriate and effective measurement instruments
- Use a comprehensive and effective approach
- Analysis of how projected goals to be achieved



# Preparing the Application

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## 5. Support for Strategic Imperatives

Describe how the proposed project will incorporate reading initiatives and one or more of the Florida State Board of Education (SBE) strategic imperatives.

URL: [http://www.fldoe.org/Strategic\\_Plan/pdfs/StratPres2006.pdf#page=2](http://www.fldoe.org/Strategic_Plan/pdfs/StratPres2006.pdf#page=2)

## 6. Dissemination/Marketing

Describe the methods/strategies you will use to disseminate and market information about the project to appropriate populations.



# Preparing the Application

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## 7. Budget

- All state and federal fiscal policies must be observed.
- Expenditures - Must be:
  - Directly tied to program goals
  - Reasonable, allocable and allowable
- Changes to the budget must be approved in accordance with Green Book guidelines.
  - Use amendment forms DOE 150 and DOE 151



# Preparing the Application

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## Budget Narrative Form, DOE 101(Continued)

- Carefully read the instructions
- Function Code required only of School Districts
- Object codes:
  - School Districts: <http://www.firn.edu/doe/fefp/pdf/red4.pdf>
  - Community Colleges: <http://www.dbcc.edu/cba/sam.htm>
  - Private agencies: agency chart of accounts



# Preparing the Application

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## Budget Narrative Form, DOE 101(Continued)

- Examples of Budget Items:
  - Salaries
  - Other Personal Services
  - Professional/Technical Services
  - Contractual Services
  - Capital Outlay (Equipment)- must provide list
  - Materials and Supplies
  - Administrative Cost

**For every line item provide these descriptors: who, what, for whom, where, quantity and when.**



# Preparing the Application

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## Budget Narrative Form, DOE 101(Continued)

- Include details about the equipment you are purchasing:
  - Number of computers, manufacturer name, desktop or laptop, external devices
  - Cost per each item
  - Program for which the item will be used
  - Grant funds cannot be used to purchase property such as buildings



# Preparing the Application

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## **Budget Narrative Form, DOE 101(Continued)**

- Indicate Full Time Equivalent (FTE based on the standard workweek for the types of position)
- Provide the budget amount requested for each object code
- Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A



# Application Checklist

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- Read the instructions
- Be sure that every item on this checklist is included in the application packet
- Documents should be in the order indicated on the Checklist
- Checklist should be page one of the documents in the application package



# Project Application Form, DOE 100A

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- Select the correct Application
- Fill-out the form completely
- Original Signature of Agency Head Required
  - Note: Documentation of Delegating Authority



# Performance Based Project Deliverables Form

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- Comprehensive instructions are included
- Pay close attention to the following:
  - Definitions of the outcome measures
  - Check your math
    - (column 3  $\div$  column 2 = column 4)
    - Total of column 3 = requested grant amount



# Project Performance Accountability Form

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- This is the “Student Performance Form”
- Include this form in the application
- Do not change or modify the form
- The Department’s program managers will track each project’s performance based on the information provided
- Form is in the Attachments section of the RFP



# Regional Workforce Board Coordination Assurance Form

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- Complete Section A if application covers one Workforce Development Region
- Complete Section B if application covers more than one Workforce Development Region



# Invoice Schedule Form for CBOs and FBOs

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- To be completed by all agencies that are not paid through the FLDOE Cash Advance On-line System.
- This includes agencies paid by:
  - Reimbursement of Expenditures
  - Reimbursement with Performance
- Check the math
  - number of goals X amount per core measure = cost per goal



# GEPA Form

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A current fiscal year Federal Programs General Education Provisions Act (GEPA) plan is required; applicant must submit a copy of their plan with this application. In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a one-page description of the steps proposed by the District or other entity to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs must be submitted.

Website: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>



## CBOs and FBOs

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Must also include the following documents:

- 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
- Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)



## Conditions for Acceptance

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The following requirements must be met for applications to be considered eligible for competition:

- Completed and properly signed application received at DOE within the timeframe specified in the RFP
- Application includes all required forms
- Required forms have the appropriate **TAPS** number included. It is located on the upper right corner of the DOE 100A.



## Due Date and Mailing Address

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By close of business **May 25, 2007**

Submit one application with original agency head signatures and seven copies of the entire package to:

Office of Grants Management  
Attention: Sue Wilkinson  
Florida Department of Education  
325 West Gaines Street, Room 325  
Tallahassee, FL 32399-0400



## Once funded...

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- See instructions on the Project Award Notification, DOE 200, to determine reimbursement requirements

Agencies will be paid via:

- Electronic Federal Cash Advance Request System
- Reimbursement of Expenditures
- Reimbursement with Performance, or
- Invoice for Reimbursement.



# Reporting Requirements

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- On-line Performance Reports
- Financial Reports
- NRS Reports, more about this later



# On-Line Performance Reports

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For Performance Outcomes (not NRS data)

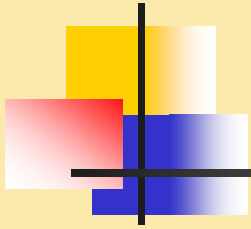
- Mid-Year Performance Report Due:
  - January 15, 2008
- Final Performance Report Due:
  - July 15, 2008
- On-line reporting available at:
  - [www.firn.edu/doe/dwdgrants/grants.htm](http://www.firn.edu/doe/dwdgrants/grants.htm)
  - New applicants will receive a user ID and password.



# Financial Reports

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- DOE 499 Adult Education
  - No longer use FA 399 for Adult Ed
  - Interim and Final Reports
- June 30, 2008: last day to encumber funds
- August 20, 2008: Final Fiscal Report (DOE 499) with original signature to DOE Comptroller's Office



# English Literacy and Civics Education



# English Literacy and Civics Education

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- Primary focus is to expand English Literacy into Civics Education, to teach students how to master not only English, but understand and navigate the main systems of American society:
  - Governmental
  - Educational
  - Workplace



# English Literacy and Civics Education

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Four Secondary Measures:

1. Community Activities
2. U.S. Naturalized Citizenship
3. Voter Registration
4. Involvement in Children's Education

See sample activities that can be used to complete these measures

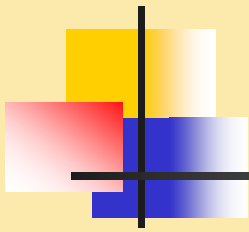


# English Literacy and Civics Education

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## Citizenship Benchmark:

- The only approved benchmark for citizenship in an English Literacy and Civics project is to the receipt of U.S. Naturalized citizenship.
- The completion of a Progress Report in the Citizenship Course cannot be used to claim an LCP in an EL Civics project.



# Literacy Education for Households



# Literacy Education for Households

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- Previously called “Family Literacy”
- Competitive project this year, not continuation
- Total funding amount is \$5,000,000
  - \$150,000 per project (instead of \$75,000)
  - Limit of five applications per institution
- Same suggested literacy education activities as last year, but different invoicing procedures



# Literacy Education for Households

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- Three primary core measures more clearly defined
- Core Indicator One: Educational Gains (LCPs) - required for all applicants
- Core Indicator Two: Entered, Retained or Placement – required if provided
- Core Indicator Three: Receipt of secondary diploma/GED – required if provided



# Literacy Education for Households

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New requirement - family literacy activities must be addressed as a part of the narrative (10 pts)

- Describe the proposed instructional activities for the program that address the activities and suggested implementation strategies for Family Literacy Projects as stated in the program background information in the Attachments section of the RFP.
- The proposed instructional activities for family literacy regarding involvement between parents and children are clearly addressed.



# Literacy Education for Households

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- Secondary core outcome measures will no longer be paid as deliverables:
  - Increased involvement in education of children
  - Increased involvement in literacy-related activities of children
- Performance funds earned by completing primary core measures may still be used to support secondary core measure activities



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# National Reporting System for Adult Education



## What is NRS?

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- A uniform national database demonstrating the effectiveness of adult literacy and numeracy instruction at the state and national levels
- Provides common definitions and standardized procedures for collecting literacy outcome measures
- Ensures coordination with other outcome reporting systems
- Allows for data-driven local program improvement



# Why is NRS important?

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- Statutory Requirement
  - Adult Education and Family Literacy Act
  - Workforce Investment Act
- Impacts future funding
  - Basis for Florida continuing to receive dollars
- Can be used to improve local programs



# National Reporting System

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NRS Online Training is available at the

US DOE NRS website:

<http://www.nrsweb.org/>



## NRS - When is data reported?

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- In Florida, data submitted annually through web based system, usually in the fall (Sept/Oct)
- FLDOE will notify project recipients of reporting deadlines in June



# NRS - How is Data Reported?

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Florida DOE Online Reporting System at:

<http://www.firn.edu/doe/arm/cctcmis/pubs/nrs/nrs.htm>

- Login/password required – contact Debbie Fitzpatrick at
  - [debbie.fitzpatrick@fldoe.org](mailto:debbie.fitzpatrick@fldoe.org)
- Or, Mario Zuniga at
  - [mario.zuniga@fldoe.org](mailto:mario.zuniga@fldoe.org)



# Workforce Education Web-Site Resources

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- Funding Opportunities

<http://www.firn.edu/doe/dwdgrants/grants.htm>

- To Go Paperless

<http://www.fldoe.org/menu/communications.asp>

- Forms

<http://www.fldoe.org/comptroller/gbook.asp>



## Forms on the Internet:

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- DOE Web site link:

<http://www.firn.edu/doe/comptroller/gbook.htm>

- Grants Administration Web site Link:

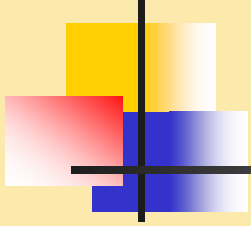
- <http://www.firn.edu/doe/dwdgrants/grants.htm>



# Questions & Answers

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- Additional questions should be emailed to: [Ken.Plummer@fldoe.org](mailto:Ken.Plummer@fldoe.org)
  - Please put the word “Question” in the subject line
- The Q & A website listing will be continually updated



**Thank You!**