

# 2013-2014 Funding Opportunities

## Adult Education and Family Literacy Education Grants –

**Due May 1, 2013**

Adult General

Corrections

Native American

English Literacy/Civics

<http://www.fldoe.org/workforce/dwdgrants/>

Division of Career and Adult Education (DCAE)

# Funding Conference Calls

March 27, 2013

10:00 AM -12 Noon (EDT)

Call number: 1-888/670-3525

Conference code: 9481055251

# **Welcome and Introduction**

Gloria Spradley-Brown

Bureau Chief

Grants Administration and Compliance

(850) 245-9053

# **Please help minimize background noise during the conference call.**

Please keep your phone on mute while listening to the conference call. This prevents background noise and in-office discussions from disrupting the call.

If you do not have a mute button on your phone, press \*6 to mute and #6 to un-mute.

# Adult Education Funding Opportunities Conference Call Agenda

1. Welcome and Introductions – Gloria Spradley-Brown
2. Adult Education Updates – Zelda Rogers
3. Request for Application Overview – Gloria Spradley-Brown
4. Preparing and Submitting the Application – Gloria Spradley-Brown
5. English Literacy/Civics – Phil Anderson
6. Reporting/Accountability – Craig Winger
7. Online Survey – Ike Gibson
8. Participants' Questions

# **Funding Conference Call Goals**

To provide funding opportunities information

To provide pertinent programmatic information

To provide performance reporting requirements

To provide Request for Application (RFA) submission requirements

# **2013-2014 Updates**

## **Adult Education and Family Literacy**

Zelda Rogers  
Director  
Adult Education  
(850) 245-9906

# Funding Purpose and Priorities

## Assist adults to:

- Become literate and obtain the knowledge, skills, and credentials necessary for entering and/or retaining employment, entering into postsecondary education and training, and attaining self-sufficiency.
- Assist adults in completing high school or the equivalent.
- Assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children.



# Funding Purpose and Priorities

Optional activities and services that may be included with this funding are:

- Family Literacy Education
- English Literacy/Civics Education

# **Applicants must address the following goals in the grant application:**

- Increase the number of adults served
- Increase student achievement
- Improve program and teacher quality
- Support Career Pathways strategic goals
- Ensure accurate data collection and reporting

# Professional Development

## DCAE sponsored workshops

- Webinars, training calendar, and other resources posted on Florida TechNet
- CHOICES, TABE, CASAS, and accountability workshops
- Regional GED® for Language Arts (Reading and Writing) and Math strategies

## Local plans for workshops/meetings

Professional development expenses are allowable with this funding.

# Building Career Pathways System

- There are no additional funds to continue the Adult Career Pathway grants for 2013-2014
- Career Pathway goals integrated into AGE grant priorities
  - Increase the number and percentage of adult education students who enter postsecondary education
  - Career Exploration and Planning

# **Florida Completion Goals Targeted Technical Assistance**

Funded programs must meet or demonstrate improvement in completions and learning gains aligned with the state completion goals for each Educational Functioning Level (EFL).

If a program does not meet goals or demonstrate improvement, the grant recipient will be required to develop and implement an Adult Education Program Improvement Plan (AEP/IP) during the second year of funding.

# **Request for Application (RFA) Overview**

**Gloria Spradley-Brown  
Bureau Chief  
Grants Administration and Compliance  
(850) 245-9053**

# 2012-2013 Funding Allocations

## Adult Education and Family Literacy Act (AEFLA)

Adult General Education	\$31,492,942
Corrections	\$ 2,324,151
Native Americans	\$ 117,352
English Literacy / Civics	<u>\$ 9,209,997</u>
<b>Total</b>	<b>\$43,144,442</b>

Funding is contingent upon approval by the US Dept. of Education.

# Eligible Applicants

See the **Allocation Chart** in the **Attachments** section of the RFA.



# Target Population

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.

# Quality Assurance Tools and Resources

- Adult Education and Family Literacy  
<http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/index.html>
- Quality Assurance Policies, Procedures, and Protocols  
<http://www.fldoe.org/workforce/compliance.asp>
- U.S. Office of Management and Budget (OMB) Circulars  
<http://www.whitehouse.gov/omb/circulars/>

# Quality Assurance Tools and Resources

- A-133 Compliance Supplement  
[http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2012](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012)
- Florida Department of Education “Green Book”  
<http://www.fldoe.org/comptroller/gbook.asp>
- Education Department General Administrative Regulations (EDGAR)  
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Grant Award - Terms, Conditions, and Assurances  
<http://www.fldoe.org/workforce/perkins/pdf/AppendixMAssurances.pdf>

# **Preparing and Submitting the Application**

# Preparing the Application

Choose the correct RFA from the website:

<http://www.fldoe.org/workforce/dwdgrants/adulted.asp>

Read the entire RFA carefully and follow the instructions.

Applications must contain a series of forms and a narrative.

Use the Checklist (last page of the RFA) to assure all required items are included and arranged in the proper order.

# Preparing the Narrative Components

Twenty page maximum for addressing Narrative Components (1-6) – excluding any required forms

Any pages exceeding the twenty page Narrative Components maximum will not be included in the evaluation.

Follow the Narrative Component response format:

- Font - Arial / Size – 12
- Margin size - 1” – both sides and top/bottom margins
- Double spaced
- Single-sided pages
- Complete the narrative using the same sequence presented in the Narrative Components Section.

# Preparing the Narrative Components

1. Project Abstract or Summary
2. Project Planning and Design (a-l)
3. Evaluation
4. Support for Reading/Strategic Imperatives, Next Generation Reading, Math, and Science
5. General Education Provisions Act (GEPA)
6. Budget

# Submitting the Proposal

Submit one application with the original Agency Head signature and four identical copies of the original proposal.

It is the submitting agency's responsibility to ensure that all four copies are identical to the original.

## Submit to:

Office of Grants Management  
Florida Department of Education  
325 West Gaines Street, Room 332, Unit B  
Tallahassee, FL 32399-0400  
Attention: Sue Wilkinson



# Budget Narrative Form

## DOE 101S

DOE 101S Form is in addition to the required Budget Narrative Component #6

Expenditures must be:

- Directly tied to program goals
- Reasonable, allocable, allowable, and necessary

See Example Budget in RFA

Line item descriptors – must indicate:

for whom, what, why, where, quantity, and when

# Budget Narrative Form

## DOE 101S

Examples of budget items are:

- Salaries
- Professional/Technical Services
- Contractual Services (Signed contractual agreements needed)
- Equipment (must also provide Projected Equipment Purchases Form)
- Materials and Supplies
- Administrative Costs

# Budget Narrative Form

## DOE 101S

Function Codes are only required for school districts.

Object Codes (only one per line item) are for:

- School Districts
- Community Colleges
- Private Agencies: Agency Chart of Accounts

# Budget Narrative Form

## DOE 101S

### **Administrative Costs including Indirect Costs:** In accordance with AEFLA, Section 233 (a-b):

- (a)(1) 95 percent or more expended for carrying out adult education and literacy activities
- (2) Five percent for planning, administration, personnel development, and interagency coordination.
- (b) *Special Rule.* -- In cases where the cost limits described in subsection (a) are too restrictive, eligible provider shall negotiate with the state eligible agency in order to determine an adequate level of funds to be used for non-instructional purposes.

Agencies interested in pursuing the Special Rule Provision must use the required form at:

<http://www.fldoe.org/workforce/dwdgrants/default.asp>

# Local Performance Forms

Details for completing the Local Performance Forms will be discussed in the Reporting/Accountability section of this presentation.

Choose the appropriate Excel form for the RFA proposal being submitted.

Local Performance Forms are located on our website at:  
<http://www.fldoe.org/workforce/dwdgrants/adulted.asp>

Instructions for completing the form(s) are found in the **Attachments** section of the RFA.

# Contractual Service Agreements

The RFA contains a Contractual Service Agreements section for subcontracting services to another entity (sub-recipient).

The applicant is solely responsible for all programmatic, reporting and fiscal management of the project and ensuring that sub-recipients who provide instructional services accurately report all required data for the NRS.

Additional resource information: State of Florida Contract and Grant User Guide (pages 11 and 12 for a checklist).

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

# Funded Projects

Project Award Notification, DOE 200, will outline the method of reimbursement requirements.

Agencies will be reimbursed via one of the following methods:

- CARDS - Cash Advance and Reporting of Disbursements System
- Reimbursement with Performance (must invoice)

# Funded Projects Financial Reports

DOE 499 Adult Education: interim and final reports and invoices

June 30, 2014: last day to encumber funds

August 20, 2014: final fiscal Report (DOE 499) with original signature to DOE Comptroller's Office



# Funded Community Based Organizations (CBO's)

The following are required:

- 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)

# **English Literacy/Civics Education**

Phil Anderson  
English Literacy / Civics Education  
(850) 245-9450

# English Literacy\Civics Education

Integrates English literacy instruction and civics education.

Participants will gain the skills and knowledge to be successful as family members, citizens, and workers.

Participants will understand and navigate government, educational, workplace systems, and key institutions.

# English Literacy/Civics Education

Expands English language skills through activities in the following areas:

- Problem-solving
- Understanding local resources and services
- Citizenship instruction
- Understanding and using labor market information
- Other activities are listed in the RFA

# Instruction must cover the following content areas:

- **Rights and responsibilities of citizenship**

- Citizenship is meant in the broader sense of being a good neighbor, a responsible member of one's community.

- **U.S. naturalization procedures**

- Has 3 parts: Complete the N400 form, respond orally to selected questions from a list of 100 questions, and write statements dictated by the examining officer.

- **Civic participation**

- Participation is meant in a broad sense of engaging in activities that we all benefit from, such as visiting monuments, attending public school, meetings of public entities, using the library, health department, and post office.

- **U.S. history and government**

- Basic knowledge of important events in the history of the US, the names and roles of major government office holders, the systems of representation and voting, and the branches of government.

## **Compatible with EL/Civics Grants**

- Adult ESOL SD #9900040; SC #1533.010300

## **NOT Compatible with EL/Civics Grants**

- **Citizenship SD #9900090 SC #1533.010200**
  - **NOT SUFFICIENT LANGUAGE CONTENT/EXAM PREPARATION ONLY**
- **ELCATE SD #9900050 SC #1533.010301**
  - **NOT SUFFICIENT CIVICS CONTENT**
- **Academic Skills SD #9900051 SC #1533.010302**
  - **NOT SUFFICIENT CIVICS CONTENT**
- **Workplace Readiness SD #9900080 SC #1533.010502**
  - **NOT SUFFICIENT CIVICS CONTENT**
- **Literacy Skills SD #9900300 SC #1533.010303**
  - **NOT SUFFICIENT CIVICS CONTENT**

# English Literacy/Civics Education Resources

Free online course:

<http://www.elcivicsonline.org>

Navigating the Community/EL Civics Toolkit:

<http://www.aceofflorida.org>

EL Civics Teacher Handbook

<http://www.fldoe.org/workforce/adulted/resources.asp>

# **National Reporting System (NRS) Reporting Requirements**

Craig Winger

Program Specialist

Bureau of Budget Accountability and  
Assessment

(850) 245-0720



# Why is NRS Important?

## Statutory requirements

- Adult Education and Family Literacy Act
- Workforce Investment Act

## Impacts future funding/incentive dollars

- Basis for Florida receiving incentive dollars

## Major component of accountability process

## Supports program improvement

# Who Reports NRS Data?

All grantees receiving federal funding for:

- Adult Basic Education (ABE)
- Adult High School (AHS)(ASE)
- GED® Prep
- English for Speakers of Other Languages (ESOL)

# NRS Report Overview

Annual federal report used to evaluate state level adult education program effectiveness

Uniform reporting system with common definitions and terminology across the nation

- Educational Gain became effectiveness measure
- Tied performance to continued federal funding
- Established Educational Functioning Levels (EFLs)

# Unique Reporting Requirements

Students must be enrolled a minimum of 12 contact hours in the program year to be NRS reportable

An EFL gain is calculated from the lowest EFL only

Distance education courses must use on-site proctored assessments to be NRS reportable

Co-enrolled high school students excluded

# Educational Gains

- Advancing to the next Educational Functional Level in the program year
- Initial placement for ABE and ESL students into lowest EFL must be based on assessment test scale scores

Technical Assistance Paper on Adult  
Education Assessments:

<http://www.fldoe.org/workforce/AdultEd/taps.asp>

# How are NRS Data Collected?

Using Standardized records/forms/screens

- Intake staff must collect and record demographic data
  - Age, Ethnicity, Race, Gender, etc.
  - (NEW) Level of Schooling
    - U.S. Based or Not
- Teachers must
  - Collect and report attendance
  - Collect and report student progress
  - Report other missing information
- Assessment staff must collect and record
  - Pre- and post-test scores and all required test data elements

# How are NRS Data Reported?

Districts, Colleges, and CBO's will send all Adult Education data through the appropriate state reporting system during the year on the published schedule.

Workforce Data Information System - for districts

Florida College Student Database - for colleges

CBO - submit individual student records through web-based submission similar to colleges.

## NEW - Adult Level of Schooling

Highest degree or level of school completed  
(Check one box in middle column)

<b>No schooling</b>		<p style="text-align: center;">Where was this level achieved?</p> <p><input type="checkbox"/> <b>U.S. Based Schooling</b></p> <p><input type="checkbox"/> <b>Foreign Schooling</b></p>
<b>Grades 1-5</b>		
<b>Grades 6-8</b>		
<b>Grades 9-12 (no diploma)</b>		
<b>High school Diploma or alternate Credential</b>		
<b>Equivalency Diploma based on passing GED® test</b>		
<b>Some College no degree</b>		
<b>College or Professional degree</b>		
<b>Unknown</b>		



# NRS Data Quality Improvement Processing

Grantees must:

- Use locally-standardized student intake/processing and achievement forms
- Collect individual student records in a relational database
- Collect data monthly, at a minimum
- Run edit checks monthly, at a minimum
- Produce required monthly reports for program improvement
- Submit data to state on a prescribed time schedule

# Exit Cohorts for Measuring Goal Achievement (NEW)

Federally defined outcome measures that students may achieve at some time following participation in adult education.

- Entered Employment
- Retained Employment
- Receipt of a secondary school diploma or GED®
- Placement in postsecondary education or training

The Department will establish annual exit cohorts. These will be used for generating a data-match. The result of the match will be used to identify which outcome measures were achieved by those who are successfully matched.

# Federal Performance Measures

The data collected for the NRS Table 4 are used to calculate performance measures and set state targets, which are negotiated annually with the USDOE.

# Florida Performance Measures

Approved Performance Measures and State Completion Targets (located in the Attachments section of the RFAs)

State targets for Florida's performance measures provide a frame of reference to encourage higher goals for Florida student outcomes.

Recipients are expected to meet their goals or demonstrate improvement.

Achieving Florida's Adult Education State Completion Goals will be based on each recipient's accurate data submission of EFLs for enrolled students as reported in the National Reporting System (NRS) Table 4, Column D.

# Local Performance Forms

Local Performance Forms are designed to align with Florida's Performance Measures.

Choose the appropriate Excel form for the RFA proposal being submitted -

<http://www.fldoe.org/workforce/dwdgrants/adulted.asp>

Instructions for completing the form(s) are found in the **Attachments** section of the RFA.

# NRS Contacts and Web Information

- Program NRS Contact  
Craig Winger, (850) 245-0720  
[craig.winger@fldoe.org](mailto:craig.winger@fldoe.org)
- MIS NRS Contact  
Debbie Gabert, (850) 245-9508  
[debbie.gabert@fldoe.org](mailto:debbie.gabert@fldoe.org)
- Florida NRS Web Site  
<http://www.fldoehub.org/CCTCMIS/Pages/nrs.aspx>
- USDOE NRS Web Site  
<http://www.nrsweb.org>

# Online Survey

Ike Gibson

Senior Educational Program Director  
Grants Administration and Compliance  
(850) 245-9026

# Online Survey

## Survey for this conference call -

Please take a few minutes to give us your feedback via this survey posted on our website:

[Adult Education and Family Literacy Survey](#)



# Participants' Questions