

**ADULT EDUCATION AND FAMILY LITERACY GRANT APPLICATION
(P.L. 105-220)**

Fiscal Year: 2009-2011

Submitted to the

Alabama Department of Postsecondary Education

By

(Applicant's Name)

(Date Submitted)

I certify that the information provided in this application for funds is true and correct to the best of my knowledge.

Agency/Institution Chief Administrator's Signature and Date

**All conditions and requirements must be met with the submission
of this application no later than June 12, 2009**

ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION USE ONLY

Postmark Date: _____

Date Received in DPE: _____

It is the official policy of the Alabama Department of Postsecondary Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

GENERAL DIRECTIONS

The Adult Education and Family Literacy Act (Title II of the Workforce Investment Act of 1998) and Alabama's Adult Education and Family Literacy Plan require all eligible organizations and agencies applying for funds in **FY2009-2011** to submit an application to the Department of Postsecondary Education. The following agencies/organizations are eligible to apply for funds to provide adult education services in regions or portions of regions identified in the addendum [*The Adult Education and Family Literacy Act*, section 203, paragraph (5)].

1. Local education agency (LEA).
2. Community-based organization of demonstrated performance (objective evidence must be provided).
3. Volunteer literacy organization of demonstrated effectiveness (objective evidence must be provided).
4. Institution of higher education.
5. Public or private non-profit agency.
6. Library.
7. Public housing authority.
8. Non-profit institution that is not described in paragraphs 1-7 and has the ability to provide literacy services to adults and families.
9. Consortium of the agencies, organizations, institutions, libraries, or authorities described above.

The original narrative (with original signature) plus four (4) copies must be submitted to:

Mr. Joe Macaluso
Interim Director
Adult Education and GED Testing Programs
Division of Instructional and Student Services
Department of Postsecondary Education
401 Adams Avenue, 170
P.O. Box 302130
Montgomery, Alabama 36130-2130
Telephone No. (334) 353-4886 or 1-800-393-8086

Absolute Final Submission Deadline (Determined by Postmark): June 12, 2009.

Applications affixed with a U.S Postal Service postmark dated later than June 12, 2009 will not be accepted for consideration. Those that were mailed/shipped via FedEx, UPS, or other courier services later than June 12, 2009 will not be accepted for consideration. Faxed copies and E-mail submissions will not be accepted. Hand delivered applications will not be accepted after 4:30 p.m. on June 12, 2009.

PURPOSE

The purpose of Adult Education and Literacy is to assist adults to

- (1) Become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;
- (2) Assist adults in the completion of a secondary school education.

Applicants must apply to provide one or more programs providing adult education instructional services in one or more of the following categories:

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

APPLICATION FOR ADULT EDUCATION AND FAMILY LITERACY FUNDING

1. From the following, what best describes your agency/organization [*Adult Education and Family Literacy Act, Section 203(5)(a-i)* and the *Adult Education and Family Literacy Act, Section 203, paragraph (5)(A-I)*]

- Local Education Agency (LEA) (not applying as a member/fiscal agent for a consortium).
- Community-based organization of demonstrated performance
- Volunteer literacy organization of demonstrated performance
- Institution of higher education
- Public non-profit agency
- Private non-profit agency
- Library
- Public housing authority
- Non-profit institution that is not described in any of the other choices listed above and has the ability to provide literacy services to adults and families
- Consortium of agencies, organizations, institutions, libraries, or authorities described in any of the choices listed above

2. In what geographic region or portion of a geographic region is your agency/organization proposing to provide adult education and family literacy services (Refer to Addendum A). _____

NARRATIVE REQUIRED

Using no more than ten pages, excluding required documents, respond to the following:

1. If a first-time applicant, provide evidence of past effectiveness in improving the literacy skills of adults and families.

OR

If an eligible provider currently receiving funding under this subtitle, attach AAESAP Tables 4, 4B, and 5 for the periods July 1, 2007 through June 30, 2008 and July 1, 2008 through March 31, 2009. As evidence of the applicant's degree of meeting or exceeding established performance measures complete Table 1.

2. Describe how prospective students will be recruited and retained.

3. Provide evidence that justifies the prospective program is of sufficient intensity and duration for students to achieve one or more of the National Reporting System for Adult Education outcomes. Complete Table 2 regarding the program's proposed duration and intensity.

4. Describe the integration of instructional practices, such as phonemic awareness, systematic phonics, fluency and reading comprehension to teach reading to adult education students.
5. With respect to instructional activities, describe the research or effective educational best practices that are used by the program to ensure that students achieve substantial learning gains.
6. Describe the integration of technology into instructional activities.
7. Describe how instructional activities provide learning in real life contexts.
8. Describe how adult education funds are leveraged through cooperative arrangements with other agencies, institutions, organizations, and community-based or faith-based institutions resulting in the expansion of adult education and literacy activities, especially into rural areas or hard-to reach populations .
9. Describe the support services (e.g., child care, transportation, counseling, etc.) provided to adult education students.
10. Describe how students with limited English proficiency will be served.
11. Detail the applicant's experience with effectively managing state, federal, or other public funds for the past 3 years. List the dates, sources and amounts. If not a government agency and not required to pay income tax, attach IRS Form 990, Return of Organization Exempt from Income Tax, and all attached schedules, for the past five years.
12. List the applicant's experience with administering standardized assessment instruments used to assess adult students' literacy skills.
13. Describe the pre- and in-service training programs.
14. Describe how the program employs qualified and trained staff. Complete staff qualifications and experiences on Table 3. Attach a copy each individual's official job description.
15. If selected for funding, how will public funds be used? Complete Table, 4.
16. Enter the number of students enrolled in your adult education program between July 1, 2007 and June 30, 2008 and July 1, 2008 and May 15, 2009. What is your enrollment goal for the period October 1, 2009 through September 30, 2010? (final goal subject to negotiation with the DPE)
17. Enter the number of students earning a high school equivalency credential (GED or adult high school diploma) between July 1, 2007 and June 30, 2008 and July 1, 2008 and March 31, 2009. What is your goal regarding the number of students who will earn a high school equivalency diploma for the period October 1, 2009 through September 30, 2010? (final goal subject to negotiation with the DPE)
18. Enter the number of students who separated from your program before completing an educational functioning level (EFL) or a student placement level (SPL) between July 1, 2007 and June 30, 2008 and July 1, 2008 and May 15, 2009. What is your goal for reducing the number of students who drop out prior to such achievements? (final goal subject to negotiation with the DPE)
19. Enter your cost per learner for the periods July 1, 2007 through June 30, 2008 and July 1, 2008 through May 15, 2009. What is your cost per learner goal? (final goal subject to negotiation with the DPE)

20. It is the intent of the DPE to award funds to those applicants that extend the reach of their programs to the greatest number of the eligible population in their service area.
- How will you ensure that your services are accessible to the widest segment of your eligible population?
 - How will you determine where classes will be placed?

Applicants selected for funding will be held accountable for meeting the state's goals for the following Federal Core Indicators of Performance (FCIP). Additionally, applicants must project their anticipated achievements in the following table [Adult Education and Family Literacy Act, Section 231, (e)(1)].

Table 1- Performance Goals/ Outcomes

GOALS	Alabama's 2009-2010 Goals	Applicant's Proposed 2009-2010 Goals	Alabama's 2008-2009 Goals	Applicant's July 1, 2008 - March 31, 2009 ¹ Performance	ACKNOWLEDGEMENT and ACCEPTANCE OF NATIONAL REPORTING SYSTEM FOR ADULT EDUCATION GOALS
ABE Beginning Literacy (0- 1.9 grade level)	72%		59%		I/we, _____ as applicant, propose the following performance goals. I/we understand the Chancellor may reduce the amount of a grant, terminate a grant, or take other measures relevant to the grant if any agency/organization allocated funds under this subtitle fails to provide effective/efficient adult education and literacy services, including failure to achieve these performance goals. I/we further understand that individual goal achievement may be reported in the Adult Education Report Card or any other public report deemed necessary or appropriate by the Chancellor. I/we also understand that these goals will be a part of the budget negotiation process and I/we may be asked to adjust our goals.
ABE Beginning (2- 3.9 grade level)	68%		60%		
ABE Low Intermediate (4- 5.9 grade level)	70%		62%		
ABE High Intermediate (6- 8.9 grade level)	64%		61%		
ASE Low (9- 10.9 grade level)	68%		63%		
ESL Beginning Literacy	58%		55%		
ESL Low Beginning	66%		75%		
ESL High Beginning	68%		65%		
ESL Low Intermediate	62%		60%		
ESL High Intermediate	66%		61%		
ESL Low Advanced	60%		50%		
Entered Postsecondary Education or Training	70%		93%		
Entered Employment	84%		87%		
Retained Employment	87%		75%		
GED/ High School Completion	85%		59%		

¹ For current funding recipients only

Table 3- Staff Qualifications and Experience

Name	Position	Employment Status	Educational Completion	Years of AE Experience
	<input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Support <input type="checkbox"/> Instructional Support <input type="checkbox"/> Other (attach justification)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> H.S. <input type="checkbox"/> AA/AAS <input type="checkbox"/> B.S./B.A. <input type="checkbox"/> M.A./M.S. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph. D./Ed. D.	
	<input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Support <input type="checkbox"/> Instructional Support <input type="checkbox"/> Other (attach justification)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> H.S. <input type="checkbox"/> AA/AAS <input type="checkbox"/> B.S./B.A. <input type="checkbox"/> M.A./M.S. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph. D./Ed. D.	
	<input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Support <input type="checkbox"/> Instructional Support <input type="checkbox"/> Other (attach justification)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> H.S. <input type="checkbox"/> AA/AAS <input type="checkbox"/> B.S./B.A. <input type="checkbox"/> M.A./M.S. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph. D./Ed. D.	
	<input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Support <input type="checkbox"/> Instructional Support <input type="checkbox"/> Other (attach justification)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> H.S. <input type="checkbox"/> AA/AAS <input type="checkbox"/> B.S./B.A. <input type="checkbox"/> M.A./M.S. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph. D./Ed. D.	
	<input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Support <input type="checkbox"/> Instructional Support <input type="checkbox"/> Other (attach justification)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> H.S. <input type="checkbox"/> AA/AAS <input type="checkbox"/> B.S./B.A. <input type="checkbox"/> M.A./M.S. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph. D./Ed. D.	
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	<input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Support <input type="checkbox"/> Instructional Support <input type="checkbox"/> Other (attach justification)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> H.S. <input type="checkbox"/> AA/AAS <input type="checkbox"/> B.S./B.A. <input type="checkbox"/> M.A./M.S. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph. D./Ed. D.	

Agency/Institution

ADULT EDUCATION & FAMILY LITERACY ACT: P.L. 105-220, CFDA 84.002
 2010 FY RFP FISCAL WORKSHEET

Description (1)	Adult Education Program (2)	Institutional Program (3)	Total Requested Budget (4)
A. Salaries			
B. Benefits			
C. Director's Travel			
D. Other Travel			
E. Professional Development			
F. Operational Expenses			
1. <u>Instructional Materials</u>			
2. <u>Instructional Supplies</u>			
3. <u>Cleaning Supplies (non-campus)</u>			
4. <u>AE Equipment Repair/Maintenance</u>			
5. <u>Other (itemize below)</u>			

G. Subcontract Services			
1. <u>Salaries</u>			
2. <u>Benefits</u>			
3. <u>Other</u>			
H. Non-capitalized Equipment			
I. Outreach (child care/transportation)			
J. Rental of Non-public Facilities			
K. Equipment (>=/> \$5,000 per unit)			
L. Grand Total			

- At least 80% - Classroom Focus
 - At least 5% of the amount on Professional Development
- No More than 20% Equipment/Supplies
- Not more than 5% can be for administrative purposes

ASSURANCES

The _____, as applicant, hereby assures the Alabama Department of Postsecondary Education, Division of Instructional and Student Services, Adult Education and GED Testing Program, the following:

1. The applicant, if currently receiving an adult education grant from the Department of Postsecondary Education, understands that the purpose of this application is not for a grant continuation. The applicant understands that if selected to receive a grant, the award amount may be based on the availability of funds as well as other factors such as the workforce development needs in specific areas of the state.
2. The applicant accepts overall responsibility for ensuring that the grant funds are managed in accordance with the AEFLA, GEPA, OMB Circulars, EDGAR, and any other relevant statutes, regulations or guidance. Furthermore, the applicant accepts the responsibility to use fiscal control and fund accounting procedures that will ensure the proper disbursement of, and accounting for, federal funds.
3. The applicant agrees to maintain Time and Effort Reports that are signed by the employee and the supervisor.
4. The applicant certifies that it has on-hand a Federal Grants Management Handbook.
5. The applicant will provide such methods of administration as are necessary for the proper and efficient administration of the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act of 1998 and *Alabama's Adult Education and Family Literacy Plan*.
6. Federal funds granted under the Act will be used to supplement, and not supplant, the amount of state and local funds available for uses specified in the Act and Alabama's Adult Education and Family Literacy Plan.
7. Allocations for programs, services, and/or activities shall be conducted in accordance with the uses specified in Sections 222 and 225 of the Act and Alabama's Adult Education and Family Literacy Plan.
8. All programs, services, and/or activities shall be coordinated with other services, programs, or activities made available in other federal, state, and local programs within the applicant's service delivery area.
9. The applicant shall provide data/information to the DPE as described in the Act, Alabama's Adult Education and Family Literacy Plan, and/or as determined by the DPE.
10. The applicant will provide a description of the actions to be taken to ensure equitable access to, and participation in, an adult education program for instructors and other program beneficiaries who may face the potential barriers of gender, race, national origin, color, disability, or age.
11. By October 31 of each year, the applicant agrees to provide to the Vice Chancellor, Instructional and Student Services a written report addressing the type and amount of non-federal funds, in cash or in-kind, contributed to the adult education and family literacy program during previous program year.
12. The applicant shall comply with Chapter V, Annual Evaluation of Adult Education and Literacy, of Alabama's Adult Education and Family Literacy Plan.
13. By accepting funds made available under the Workforce Investment Act of 1998, the applicant agrees that in spending such funds, the entity will comply with the Buy American Act (41 U.S. C 10a). Further, the applicant understands that it is the sense of Congress that entities receiving assistance under the Act should purchase only American-made equipment and products.

14. The applicant agrees to provide instructional programs to the disabled, persons who cannot speak English, and those who cannot read.
15. The applicant understands that the Chancellor, Department of Postsecondary Education may reduce the amount of a grant, terminate a grant, or take other measures relevant to the grant if the agency/organization allocated funds under this subtitle, fails to provide effective/efficient adult education and literacy services.
16. The applicant assures that National Reporting System for Adult Education data quality standards will be met.
17. The applicant assures that funds will not be spent to provide adult education services to the institutionalized, including the incarcerated, unless the applicant has been awarded funds specifically for the purpose of providing services to the institutionalized/incarcerated.
18. The applicant receiving adult education funds agrees to collaborate with Career Center officials to determine the appropriate number of instructional hours to be provided.
19. The applicant assures that if an adult education employee is paid an amount that exceeds the schedule for that purpose as adopted by the State Board of Education, then the difference will be paid by the applicant from a non-adult education funding source.
20. The applicant assures that classes will be provided year-round and will not be influenced by the local education agency (LEA) or postsecondary cycles/schedules.
21. The applicant will provide a quarterly review according to deadlines established by the Department of Postsecondary Education.
22. The applicant agrees to enter all data into the adult education MIS by the fifteenth day of the month following the month being reported.
23. The applicant, if a non-government agency, agrees to purchase a surety bond in an amount equal to the amount of the grant (if awarded). The applicant further agrees that the cost of such surety bond can not be reimbursed from adult education funds (if granted).
24. The applicant, if a non-government agency, agrees to provide proof of non-profit status.
25. The applicant agrees to detail experiences with receiving, managing, and accounting for federal, state, and/or other public funds.
26. Fiscal control and fund accounting procedures will be provided as may be necessary to ensure proper disbursement of, and accounting for, federal and state funds.
27. Activities described in Sections 222, 223, and 225 of the Adult Education and Family Literacy Act; and allowed in Alabama's Adult Education and Family Literacy Plan shall be provided to recipients of the service(s) at no cost (includes tuition, fees, materials, supplies, etc.).
28. The applicant will provide a description of current programs, activities, and services receiving assistance from federal, state, and local services in the area to be served.

29. The applicant further assures the Department of Postsecondary Education that the following compliances will be met:

Civil Rights - PL 88-352

Protection of Human Subjects - HEW Policy

Sex Discrimination, Title IX, Education Act, 1972

Privacy Act of 1974 - PL 93-579

Freedom of Information - PL 93-502

Individuals with Disabilities Education Act - PL 93-516

Department of Education, Section 427, General Education Provisions Act

Buy American Act-41 U.S.C. 10a

To the best of my knowledge, the enclosed information is true and correct.

Chief Administrator Signature/Title

Date

ADDENDUM A
Geographic Regions

A proposal may encompass more than one Geographic Region, a portion of a Geographic Region, or a portion of multiple Geographic Regions. The Chancellor may make exceptions to this list as appropriate.

<u>Region 1</u> Lauderdale County Colbert County Franklin County Lawrence County (western one-half) Winston County (northwestern one-fourth)	<u>Region 2</u> Limestone County Madison County Morgan County (northern two-thirds) Lawrence County (eastern one-half)
<u>Region 3</u> Jackson County DeKalb County (northern one-half) Cherokee County (northern one-fifth)	<u>Region 4</u> Marion County Lamar County Fayette County Walker County Winston County (southwestern one-fourth) Jefferson County (extreme western edge) Pickens County
<u>Region 5</u> Cullman County Winston County (eastern one-half) Morgan County (southern one-third) Blount County (northeastern one-half)	<u>Region 6</u> Marshall County Blount County (southwestern one-half) DeKalb County (southern one-half)
<u>Region 7</u> Etowah County Cherokee County (southern nine-tenths) St. Clair County Calhoun County Cleburne County	<u>Region 8</u> Jefferson County (eastern one-half) Shelby County (northwestern one-half) St. Clair County
<u>Region 9</u> Jefferson County (western one-half)	<u>Region 10</u> Tuscaloosa County Bibb County Sumter County Greene County Hale County Pickens County
<u>Region 11</u> Talladega County Coosa County Tallapoosa County Shelby County (southeastern one-half) Macon County (center one-third) Clay County (western one-half)	<u>Region 12</u> Randolph County Chambers County Clay County (eastern one-half) Lee County (northwestern two-thirds)

<u>Region 13</u> Elmore County Montgomery County Macon County (western one-third) Lowndes County Bullock County (western one-half)	<u>Region 14</u> Russell County Lee County (southwestern one-third) Macon County (eastern one-third)
<u>Region 15</u> Chilton County Perry County Dallas County	<u>Region 16</u> Autauga County
<u>Region 17</u> Choctaw County Marengo County Clarke County Monroe County (western nine-tenths) Wilcox County	<u>Region 18</u> Conecuh County Monroe County (eastern one-tenth) Butler County Wilcox County
<u>Region 19</u> Escambia County	<u>Region 20</u> Washington County Mobile County
<u>Region 21</u> Covington County Crenshaw County Butler County	<u>Region 22</u> Pike County Coffee County Geneva County Dale County (western one-half)
<u>Region 23</u> Houston County Henry County Barbour County Bullock County (eastern one-half) Dale County (eastern one-half) Geneva County (eastern one-fifth)	<u>Region 24</u> Baldwin County

SERVICE REGIONS

Highlight/outline proposed region(s) on the following Alabama state map.

