

Technical College System of Georgia
Office of Adult Education Programs
1800 Century Place, N.E., Suite 300
Atlanta, Georgia 30345-4304
Josephine Reed-Taylor, Ed.D.
Assistant Commissioner



**REQUEST FOR APPLICATION FEDERAL and STATE FUNDS
ADULT EDUCATION PROGRAM
General Information for All Grants**

FISCAL YEAR 2010
(July 1, 2009 – June 30, 2010)

Federal Funds Authorized Under Section 231 (*Grants and Contracts*), Section 223 (*Professional Development*),
Section 225 (*Corrections and Institutions*) of the *Adult Education and Family Literacy Act of 1998* and *The Catalog of Federal Domestic Assistance (CFDA) 84.002;*
84.255; 97.010 and Official Code of Georgia, Annotated 20-4

INTRODUCTION TO APPLICATION KIT

The Technical College System of Georgia, Office of Adult Education is pleased to make available funds provided through the **Workforce Investment Act (WIA) of 1998: Title II; the Adult Education and Family Literacy Act (AEFLA) and State Adult Education funds**. The **Request for Application** kit contains guidelines, procedures, and forms that are necessary to assist you in applying for the following federal fund sources: **Section 231 which includes Adult Education (ABE), English literacy programs (ELP), English Literacy Civics programs (EL/Civics); Section 225 Corrections and Institutions, Section 223 Professional Development and State Adult Education Funds**.

This application contains supplemental packages:

- The **Definitions Supplement** includes acronyms, and definitions.
- The **Program Forms for All Federal Grants Supplement** contains the forms and directions to be utilized for submitting the program application and budget application for Federal Section 223 Professional Development Application.
- The **Geographic Areas and Allocations Supplement** contains an updated map showing the 159 counties and 30 Service Delivery Areas (SDAs). Included are spreadsheets for target population and budget allocations by geographic areas.
- **The Goals for Core Indicators Supplement** contains the targeted goals for FY2010 for planning purposes in responding to questions within the Program Forms Supplement.
- The **Budget Forms for Federal 231 Grants Supplement** includes the forms to be utilized for submitting the budget application.
- The **Directions for Budget Forms for Federal 231 Grants Supplement** contains the directions for completing the forms.
- The **Budget Forms for Federal 225 Grants Supplement** contains forms to be utilized for submitting the budget application for Federal 225 Grants.
- The **Directions for Budget Forms for Federal 225 Grants Supplement** contains the directions for completing the forms.
- The **Budget Forms for Federal 231 El Civics Grants Supplement** includes the forms to be utilized for submitting the budget application.
- The **Directions for Budget Forms for Federal 231/El Civics Grants Supplement** contains the directions for completing the forms.
- The **Budget Forms for the State Grants Supplement** includes the forms to be utilized for submitting the budget application.
- The **Directions for State Budget Forms Supplement** contains the directions for completing the forms.
- The Office of Adult Education **Policy and Procedure Administrative Manual** is available on our Online Professional Learning Center website at <http://literacy.myweb.uga.edu/index.shtml>. As you develop your application responses, a review of the virtual documents and procedures will be helpful to you.

We strongly urge you to review the entire Application Kit before attempting to prepare your responses to the requested information. The **Office of Adult Education** will provide technical assistance to those persons who desire assistance relating to the contents of this document. These guidelines are based on **Georgia's Updated Plan for July 1, 2009 - June 30, 2010** available at <http://adulitlit.myweb.uga.edu/manual/5yearplan.shtml>. Should changes in the Federal Regulations become effective during Fiscal Year 2010, it may become necessary to modify these guidelines.

Additional statistical resources that may be helpful are: The 2003 National Assessment of Adult Literacy located at <http://nces.ed.gov/naal/estimates/StateEstimates.aspx>. The Census information located at <http://www.census.gov/prod/2001pubs/c2kbr01-3.pdf> and Census Quick Facts at <http://quickfacts.census.gov/qfd/states/13000.html>. Other sources are included in Section 2: Needs Assessment of the Georgia's Updated Plan.

TABLE OF CONTENTS

• Introduction	2
• General Information and Eligible Providers	4
• Adult Education Program Priorities	5
• Conditions, Procedures and Requirements for Submission of Applications	6
• Project Timelines and Training Schedules	7
• Application Review Procedures	8
• Reader's Checklist for All Programs	9
• Reporting Requirements and Obligations	11
• Funding Availability and Appeal Procedures	13
• Project Dates and Expenditure Requirements	14

AUTHORIZED BY THE WORKFORCE INVESTMENT ACT OF 1998

General Information

The Technical College System of Georgia, Office of Adult Education is requesting applications to provide adult education services for out-of-school persons who are beyond the age of compulsory school attendance, and function at less than a secondary completion level, or are unable to speak, read, or write the English language.

The Adult Education program in Georgia provides (a) literacy, (b) English language skills for limited English proficient adults, (c) basic academic and life skills, and (d) secondary level competencies for out-of-school youth and adults.

The purpose of the program is to assist adults in:

- (a) Becoming literate,
- (b) Obtaining the education skills necessary to become full partners in their children's education, and
- (c) Completing their secondary school education.

Eligible Providers

- Local educational agency
- Community-based organizations of demonstrated effectiveness
- Volunteer literacy organizations of demonstrated effectiveness
- Institutions of higher education
- Public or private nonprofit agencies
- Library
- Public housing authority
- Nonprofit institutions that have the ability to provide literacy services to adults and families.
- Consortium of such organizations
- Community based organizations and non-profit institutions include non-profit faith-based organizations.

Request for Application

This document is intended for applicants to use when applying for the following one-year federal grant funds:

- Federal Adult Education Programs Section 231 (Adult Basic Education and English Literacy Program)
- Federal Corrections and Institutionalized Adult Education Programs – Section 225
- Professional Development – Section 223
- Federal English Literacy /CIVICS – Section 231
- State Adult Education funds

Provision for All Programs

Applicants may apply for any or all of the above funds by submitting an application composed of:

- one complete set of Program Forms addressing all questions
- a separate set of Budget Forms for each funding stream application.

It is advisable to review the entire Application Kit before attempting to prepare your responses to the requested information.

The Office of Adult Education will provide technical assistance to those persons who desire assistance relating to the contents of this document.

These guidelines are based on Georgia's Updated Plan for July 1, 2009 to June 30, 2010. Should changes in the Federal Regulations become effective during Fiscal Year 2010, it may become necessary to modify these guidelines.

ADULT EDUCATION PROGRAM PRIORITIES

When formulating objectives and planning activities to address state program goals, the priorities identified below should be considered:

Federal Funds

- ❑ As required by the Act, The Technical College System of Georgia will give preference, as defined by federal regulations, to:
 - Those applicants who have demonstrated a capability to recruit and serve adults in need of literacy services.
 - The degree to which the applicant will coordinate and utilize other literacy and social services available in the community; and promote partnership between education and job training.
 - The commitment of the applicant to serve individuals in the community who are most in need of literacy services.
- ❑ The past effectiveness of applicants in providing services and learning gains demonstrated by adults served.

Federal Section 225

Programs for Corrections Education
or Education for Other Institutionalized
Individuals may include the following programs:

- a. *Basic education;*
- b. *English Literacy Programs*
- c. *Secondary school credit programs;*
- d. *Instruction for students with special needs; and*
- e. *GED instructional services.*

Federal Section 223

These funds may be utilized for training and professional development of program staff.

State funds – Eligible Grant Recipients

In the State of Georgia, there are 30 service delivery areas that provide services to all 159 counties. If you are applying to service an entire service delivery area, you may apply for state funds for program administrator, support staff and full time teaching staff. The completion of Program Forms is only required one time.

The Office of Adult Education

Through its 30 service delivery areas, the Office of Adult Education (OAE) promotes and provides adult education programs throughout the state of Georgia. Adult Education programs are available to adults needing basic, general, or specialized skills instruction. The Office of Adult Education facilitates collaboration among state and local entities to improve adult literacy efforts.

Mission of the Office of Adult Education

The mission of the adult education programs is to enable every adult learner in Georgia to acquire the necessary basic skills in reading, writing, computation, speaking and listening to compete successfully in today's workplace, strengthen family foundations, and exercise full citizenship.

Vision of Office of Adult Education

The Office of Adult Education's vision is a "Fully Literate Georgia" whose workers are exceptionally well prepared to compete in the global marketplace. OAE envisions this "fully Literate Georgia" emerging as a world leader in economic development, and the provision of educational programs and services that are seamless in delivery, responsive to the individual needs of students, and designed to overcome barriers to educational access and improve the quality of live of Georgia's citizens.

Notes on State Funds

- State funds that are not spent in grant period will lapse.
- The allocation number is a lump sum. The applicant must determine break-down for 1-938 and 1-937.
- The cost of GED tests or test administration is NOT an allowable cost and cannot be reimbursed by the Technical College System of Georgia for Federal or State Grants.

**ADULT EDUCATION PROGRAM FUNDS, CONDITIONS, PROCEDURES
AND
REQUIREMENTS FOR SUBMISSION OF APPLICATIONS**

All applications for adult education programs are to be submitted using the Technical College System of Georgia's application process.

Mailing Address

Applicants are responsible for ensuring delivery of their completed applications to the:

**Technical College System of Georgia
Office of Adult Education
1800 Century Place, Suite 300
Atlanta, Georgia 30345-4304**

Time and Date

Applications are due **3:00 p.m., Friday, May 1, 2009**. Applications arriving after 3:00 p.m. on Friday, May 1, 2009 will not be considered for awards.

Note: It is suggested that the applicant obtain proof of delivery from a commercial carrier. The Office of Adult Education will provide a receipt for hand-delivered applications.

Delivery Procedures

Applicants are responsible for delivery of 3 (three) complete sets of the Application including program forms and appropriate budget forms. Applicants may mail or hand-deliver **three (3) copies of the Budget application**, two (2) bearing original signatures. An enclosed cover letter is acceptable but do not attach. **Cover letters are not forwarded to Project Readers.** The Budget application starts with Budget Form #1 - General Information and the Program Application begins with Program Form #1 - Abstract.

Electronic Submission

Program and budget forms are to be submitted electronically.

Complete the program and budget forms and submit electronically to oaerfa@tcsge.edu

- All the documents must be under one "root" folder.
- The root folder must contain the SDA number in the name such as SDA #21 – RFA FY 2010.
- The root folder must be zipped.

Electronic submission must be on or before **3:00 p.m. Friday, May 1, 2009**.

Binding of RFA's

RFA's are to be stapled in upper left-hand corner. A heavy-duty large metal clip is also acceptable. Paper clips are not acceptable.

Conditions and Requirements

Special Emphasis

Special emphasis is highlighted in the review process to ensure that applicants place priority on recruiting and servicing adults most in need of literacy services, promoting partnerships, and coordinating literacy activities in the community.

Special Committees

All applicants must have a Participatory Planning Committee and/or Advisory Committee to assist in preparing the application. After the awarding of grants, the successful applicants must have an Advisory Committee involved in the ongoing operation of the adult education program to meet Georgia requirements.

Planning

All applicants must have engaged in coordination/cooperative planning with other public and private agencies for the delivery of programs and/or services.

Additional Requirements or Updates

At the FY2010 Orientation/Operations Meeting, Additional guidelines will be supplied.

ADULT EDUCATION GRANT PROGRAM PROJECT TIMELINES AND TRAINING SCHEDULES

Technical Assistance for Grant Writing

March 27, 2009

10:00 am – 3:00 pm

Brasstown Valley Resort

6321 US Highway 76

Young Harris, GA 30582

<http://www.brasstownvalley.com/>

March 30, 2009

10:00 am – 3:00 pm

Atlanta Technical College

The Cleveland Dennard Conference Center

1560 Metropolitan Parkway, S.W.

Atlanta, GA 30310

<http://www.atlantatech.edu/>

April 1, 2009

10:00 am – 3:00 pm

Central Georgia Technical College

H Building Auditorium

3300 Macon Tech Drive

Macon, GA 31206

<http://www.centralgatech.edu/general/locations/macon/Maccampus.html>

Please print copies from the pdf (Adobe) documents for the Technical Assistance Workshops. Then use the Microsoft Word documents when you are ready to complete responses.

FY2010 Deadline

- Deadline for receipt of the project application is **Friday, May 1, 2009 by/or before 3:00 p.m.**
- Project applications reviewed.
- Notification will be made in writing by June 1, 2009.

FY2010 Orientation

- Successful Applicants will be provided additional information at the Orientation/Operations meeting.

APPLICATION REVIEW PROCEDURES

Application Review

1. Internal OAE staff completes **Administrative Review** based upon:
 - a. Date and time of receipt of application.
 - b. Proper copies and signatures are submitted.
 - c. All forms, support forms and appendices are submitted for a complete application.
 - d. Evidence of Participatory Planning Committee and/or Advisory Committee to assist in preparing the application (Appendix A to the Application).
 - e. Evidence of coordination/ cooperative planning with other public and private agencies for the delivery of programs and services (Appendix B to the Application).

Applicant must successfully pass the Administrative Review for the application to be considered.

2. **Program** applications will be evaluated and rated by **Project Readers** according to criteria and priorities, which are established for the federal grant program. Refer to Readers' Checklist on the next two pages.
3. **Budget** applications will be reviewed by **Project Readers** for fiscal criteria, which are established for the federal grant program.
4. **Applications** receiving 468 points or less will not be funded. If no applications for a geographic area score above the identified passing scores, then another Request for Application (RFA) will be requested by OAE for the geographic area.

Special emphasis is highlighted in the review process to ensure that applicants place priority on recruiting and servicing educationally disadvantaged adults.

Geographic Application

Eligible recipients will apply directly to provide services to a **Service Delivery Area**, to a county, or to multiple counties or to a part of a county. Applications are sorted by the geographic area proposed to be served, and such grouping is reviewed competitively. Geographic Areas and Allocations Supplement provides county and SDA areas.

Applications are scored based on the Evaluation criteria designated in this **Request for Application**.

Applications are ranked in descending order from the highest cumulative score received. The **Technical College System of Georgia** reserves the right to deny any and all bids.

Special Note: *If an applicant is applying for funds to serve more than one Service Delivery Area an application must be submitted for each SDA or partial SDA represented.*

Example

Provider A applies to serve Counties I, II, and III.

Counties I and II are within the SDA #51 configuration and County III is within the SDA #52 configuration.

Provider A must submit two applications, one for Counties I and II (SDA #51) and one for County III (SDA #52).

Technical College System of Georgia
Adult Education Programs
 FY 2010 - Reader's Checklist

READER: _____ DATE _____

Program Form #	Title	Possible Points	Points Reader Assigns
1	Abstract	10	
2B	Program Needs Narrative	10	
2C	ELP Needs	10	
3A	Capacity Chart	20	
3B	Volunteer Capacity	5	
3C	Key Personnel Profile	5	
4A	Measurable Goals - Retention	20	
4B	Measurable Goals – Level Completions	20	
4C	Measurable Goals - Outcomes	25	
5	Intensity and Duration	20	
6	Strategies to Serve Special Populations	25	
7	Recruitment and Student Orientation	10	
8A	Assessment Plan, Curriculum and Available Technologies	25	
8B	Description of Self Study and Data Collection Process	20	
9	Description of Real Life Contextual Learning	20	
10	Geographic Capacity Chart	10	
11A	Coordination with Educational Resources	15	
11B	Coordination with WIA Activities	10	
11C	Coordination with Support Services	25	
11D	Coordination with Other Organizations Chart A & B	25	
11E	Transition to Post Secondary Occupational Training	30	
11F	Participatory Planning Meeting	15	
11G	Local Advisory Meeting	15	
11 H	Description of Program	25	
11I	Flexible Schedules	15	
12	CLCP	25	
13A	Applicant's Experience	30	
13B	Demonstration of Past Effectiveness	25	
A	Assurances	5	
B	Certifications Regarding Debarment, Suspension, etc.	5	
C	Lobbying Disclosures	5	
D	Professional Development Plan	10	

E	Professional Development Program Budget Plan	25	
Subtotal:		560	
Is all the necessary information provided? Were the questions answered?, Is the information readable and clear?, Are appendices attached? Overall, how do you score the proposal?		60	
Total Points Assigned by Reader:		620	
Fiscal Review – Points assigned:		100	
Totals:		720	

REPORTING REQUIREMENTS AND OBLIGATIONS

The following information is applicable to successful grantees/applicants.

❑ **Requests for Reimbursement- Monthly Funds Requisition/cash Draw -**

Contractors may apply for reimbursement of services performed on appropriate forms. **All entities** will be reimbursed for expenditures, as approved, by billing the Technical College System of Georgia. **Requests for reimbursement must be submitted monthly.**

❑ **Electronic Database and National Reporting System**

❑ The Contractor must enter demographic, goal setting and staff data into GALIS (Georgia Adult Learners Information System). The user manual is located at <http://adulitlit.myweb.uga.edu/manual/3-7.pdf>

❑ An Inventory is due August 31, 2010.

❑ Adult Literacy and Title II Activities of the Workforce Investment Act (WIA) information is included within the Self Assessment. Updates are to be submitted to OAE on a regular basis.

❑ The following document information is to be maintained in GALIS:

- Intake Assessment Form
- Pre and Post Test Assessment
- Level Completion
- Continuing at Same Level Adult Learners
- Project Learner Information
- Core indicators Goal Setting and Progress
- Adult Learner Daily Attendance

❑ **Self Assessment, Program Review and Audits**

- The **Contractor** will conduct the SDA Self Assessment located at <http://adulitlit.myweb.uga.edu/manual/3-8.pdf>.
- The Contractor will submit to periodic program review, monitoring and/or technical assistance on-site visits.
- The Contractor will submit to periodic fiscal audits and adhere to assurances.
- The Contractor will evaluate each county's progress toward meeting Georgia's Core Indicator Goals.

❑ **Student Assessment**

The **Contractor** will conduct an **ongoing** student assessment program according to the rules and regulations as discussed in the Adult Learner Assessment Policies and Procedures Manual.

❑ **Local Advisory Committee**

The **Contractor** will establish an Advisory Committee in the service delivery area according to the Georgia Local Advisory Committee Tasks and Function, General Information, Instructions and Requirements at <http://adulitlit.myweb.uga.edu/manual/5-2advisory.doc>.

❑ **Request for Information and Meetings**

- The **contractor** will respond in a timely manner to any request for information submitted to the **contractor** by the **Agency**.
- When **meetings** are required for full-time staff (program administrators, support staff, teachers or tech teams) the **contractor** will be responsible for **registration and travel expenses**.
- When meetings are required for part-time teachers, the Contractor will be responsible for registration, salary and travel expenses.
- The Contractor will register personnel for OAE meetings according to OAE procedures.
- Fiscal Training
When meetings are required for fiscal personnel, the contractor will be responsible for a fiscal representative to attend fiscal orientation, amendment supplement, Funds Requisition, etc. training.
- When meetings are required for fiscal personnel, the Contractor will be responsible for fiscal representative's registration and travel expenses to attend fiscal orientation and training.

❑ **Travel Requirements**

1. All in-state and out-of-state travel performed in connection with approved project activities must be in compliance with the State of Georgia's Code of Regulations and other official policies implemented by the Technical College System of Georgia which cover per diem and travel expenses, other applicable expenses and procedures.
2. Teachers report to work at first site of the day. Mileage may be charged for travel to second or additional site.

❑ **Student Files**

The Contractor will maintain Student Files including: Intake Assessment Form with student identification, demographic information, identified short-term and/or long term goals and updates, signatures and dates, updated test data and student conference notes; Student Education Plan with demographics, assigned materials, dates and results; assessment instruments and results; instructional strategies and materials, and other pertinent information as determined by the intake process. This file must be maintained for any student counted on statistical reports.

❑ **RFA Amendments**

The contractor will submit requests for amending the RFA Contract following procedures for:

- Budget Amendments
- Personnel Changes
- Out of State Travel
- Staff Development Expenditures of \$1,000 or more

The Office of Adult Education is to be notified within five (5) working days of a personnel change utilizing the designated form for the specific change

Data Quality

- ❑ The Contractor must review statistical report data locally on a continuous basis. The contractor must review data for accuracy, comparison between quarters or years, crosswalk numbers between reports and tables, review patterns that raise a question, check for missing data , review numbers that are unrealistically too high or too low and review out of range data such as 0% or 100%.
- ❑ Core Indicator II and III data is to include identified goals and updates. Outcomes are included if Follow-up Survey is utilized.
- ❑ The Contractor will maintain documents that are the beginning of the data collection process called “source Documents”. These documents are not required to be submitted to OAE but must adhere to OAE procedures for data collection:
 - Adult Learner Daily Attendance Sign-in Sheet.
- ❑ Follow-Up Survey Data
If Social Security Numbers are not available for data matching, the Contractor must conduct and provide Follow-up Survey Report data to GALIS on the core and optional outcome measures.

❑ **EL/Civics**

If awarded a federal EL/Civics grant, the Contractor will adhere to the rules and regulations for EL/Civics monies and programs.

FUNDING AVAILABILITY and APPEAL PROCEDURES

Allocations

A list of the Federal Funds allocation for FY 2010 can be found in the Geographic Areas and Allocations Supplement of this Application Kit.

Availability for Funds

All awards are subject to availability of funds from the federal government and state government. A delay in the receipt of federal and/or state allocations may delay the issuance of a contract.

Funding of Applications

The Technical College System of Georgia reserves the right:

- To reject any and all applications,
- To negotiate portions of an application, and
- To negotiate a grant award based upon proposed student contact hours, student level completions, and other project outcomes and recommendations or comments from the ***Project Readers***.

Additional Procedures

We may request the applicant send a representative to Atlanta, Georgia, for oral presentation of application. Applications may be rated again following oral presentations.

The recommendations of the ***Project Readers*** will be assembled and presented to the ***Commissioner of the Technical College System of Georgia*** or designee, who, as authorized by the ***Board of Technical and Adult Education***, either:

1. Approves the application,
2. Disapprove the application, or
3. Defer action on the application for such reasons as a requirement for further evaluation.

Appeal Procedures

Applicants who are not selected for funding will receive written notification.

The following procedures provide the opportunity for applicants to appeal the denial of funding for an application. Applicants intending to appeal must follow these steps. Applicants needing to modify a proposal may also use this process.

1. ***An applicant appealing the final decision of the Project Readers is first encouraged to contact the Assistant Commissioner, Office of Adult Education, to seek resolution of their grievance informally. The applicant must contact the Assistant Commissioner with a written request postmarked within ten (10) calendar days after receipt of the application evaluation. The Office of Adult Education will reply to your concern in writing within five (5) business days of receipt of your request.***
2. ***If informal resolution does not satisfy the applicant, the applicant may request in writing a paper hearing with the Assistant Commissioner, Office of Adult Education postmarked no later than ten (10) calendar days after the conclusion of informal negotiations. The Office of Adult Education will reply in writing to your concern within five (5) business days of receipt of your request.***
3. ***If written response from the Assistant Commissioner is not satisfactory, the applicant may request in writing a paper hearing with the Commissioner, Technical College System of Georgia with a written appeal postmarked no later than ten (10) calendar days after the receipt of the Assistant Commissioner's response. The Commissioner will reply to your concern within five (5) business days of receipt of your request. The decision of the Commissioner is final.***

DATES AND EXPENDITURE REQUIREMENTS

Project Dates

The project period **begins July 1, 2009 and ends June 30, 2010.**

A recipient may not begin to obligate funds under a project until an award is confirmed in writing by the Agency. After confirmation, funds may not be obligated until the effective date of the grant award or until the beginning date specified in writing by the Technical College System of Georgia, whichever is later.

Budget Expenditures

- ❑ (1) Complete Budget Forms. Applicants are required to submit three (3) copies of which two (2) are bearing original signatures. Refer to **Budget Form Supplement** of this application kit.

General Rules

- ❑ Adults enrolled in adult education programs, including programs for adults with limited English proficiency **will not be charged tuition, fees, or any other charges, or be required to purchase any books or any other materials that are needed for participation in the program.**

- ❑ The costs of GED® Testing materials and administration are **not allowable and cannot be reimbursed** by the Technical College System of Georgia.
- ❑ Instructional preparation to eligible adults for taking the GED Tests are allowable.
- ❑ At least **ninety-five percent (95%) of federal Section 231 and Section 225 funds must be expended for adult education instructional activities. The remainder (not more than 5%) may be used for local administrative costs, defined as non-instructional expenses, including planning, administration, evaluation, personnel development, and coordination that are necessary and reasonable (CFR 461.40)**
- ❑ **Federal funds may be used to increase to the extent practical, the level of nonfederal funds that would be available in the absence of federal funds, and, in no case, replace these nonfederal funds. These funds should not be used for the purpose of supplanting, only for supplementing.**

GED® and the GED Testing Service® are registered trademarks of the American Council on Education® and may not be used or reproduced without the express written permission of the American Council on Education.