

**Technical 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**

PROGRAM FORMS SUPPLEMENT

Federal and State Funding

FISCAL YEAR 2010

(July 1, 2009 - June 30, 2010)

This supplement to the Application Kit contains the program forms. Complete one set of the Program Forms regardless of the number of budget applications.

Federal Funds authorized under Title II Adult Education and Family Literacy of the Workforce Investment Act of 1998 and The Catalog of Federal Domestic Assistance (CFDA) 84.002; 84.191; 84.255 and 97.010

Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010

Federal Program Form #1 – 10 Points
Abstract

1. Applicant Organization		2. Application Contact Person:	
Name _____		Name _____	
Address _____		Address _____	
City, State, Zip _____		City, State, Zip _____	
3. <input type="checkbox"/> Adult Education Program (Section 231) <input type="checkbox"/> Corrections & Institutions (Section 225) <input type="checkbox"/> Professional Development Section (223) <input type="checkbox"/> El-Civics (Section 231) <input type="checkbox"/> State			
4. SDA #:		5. Counties Served	
6. Total Budget:		7. Target Population(s):	
8. Projected # of Students:		9. Estimated Cost/Student:	
10. Philosophy:			
11. Vision:			
12. Mission:			
13. Collaborative/Partnership			

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

Directions for Program Form #1 – Abstract

Provide a very concise overview or program abstract. Limit your response to the space provided. Highlight the outstanding aspects of the application.

Instructions:

Item 1 and 2 are self-explanatory.

Item 3: Place an X for types of funds requested in the application.

Item 4 & 5 Enter the counties to be served. Refer to Geographic Areas and Allocations Supplement

Item 6: Enter the budget request for Budget Form #2-Budget Summary, total costs for all budget applications.

Item 7: Enter the Target Population(s) from Geographic Areas and Allocations Supplement, Target Populations.

Item 8: Enter the Projected # of students proposed to be served from Program Form 3A-Capacity Chart.

Item 9: Enter the estimated cost per student. Take funding request for all applications and divide it by number of students to be served for all applications.

Item 10-14: Using the space provided, provide a quick snapshot of the application program.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #2B – 10 Points
Program Needs Narrative**

Statement of Need:

1. Describe and discuss the populations in need of adult literacy services (2.5 Points) Examples of populations to include in the description would be: low income, residents of public housing, English deficient, single parents, displaced homemakers, individuals with disabilities, out-of-school youths, welfare recipients, dislocated workers, 16-24 year old African-American males, institutionalized, Non-native citizenship skills deficient, etc.

2. Discuss events that have affected the populations (i.e., plant closing, downsizing, layoffs, growth in hospitality industry, construction, urban flight, military installation, etc.)

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #2B
Program Needs Narrative**
Continued if Needed

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #2C - 10 Points
English Literacy Program (ELP) Needs**

Identify populations in need of English as a Second Language service. Add the names of the counties proposed for services in the application. List the languages spoken by county (5 points). List the languages needing services by county (5 points). This is an identification of need in the geographic area.

	Languages Spoken	Languages Needing Services
County		
County		
County		
County		
County		
County		
County		
County		
County		
County		

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form 3A – 20 Points
Capacity Chart**

If awarded this grant, how many students will you serve? Estimate the number of undereducated to be served in FY 2010 (based on Needs Assessment). *This is your capacity number.*

SDA # _____

Program	Beginning	Intermediate	Secondary	Limited English Proficient	Total Number Participants
Adult Education (Federal 231)					

Program				Civics Education	Total Number Participants
El-Civics (231)					

Program	Beginning	Intermediate)	Secondary	Limited English Proficient	Total Number Participants
Corrections and Institutionalized (225)					

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #3B – 5 Points
Volunteer Capacity**

SDA# _____

Describe approximate number of volunteers and how you utilize volunteers within your program.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

SDA# _____

**Program Form #4A – 20 Points
Measurable Goals-Retention**

1. List retention goals for each Education Functioning Level in measurable terms (i.e., percentages) such as 80% Of the student will be retained in the EL-Civics Program. Mark N/A if not applicable.
2. List one retention activity planned for FY2010 for each Educational Functioning Level.

Educational Functioning Levels	Goal	Retention Activity
Beginning Basic Education		
Intermediate Basic Education		
Secondary Education		
Beginning ESL Literacy		
Intermediate ESL		
Advanced ESL		
EL-Civics		

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #4B – 20 Points
Strategies to Increase Level Completions**

1. List one goal for increasing the number of level completers at each literacy level in measurable terms (i.e., percentages) If a level is not applicable, mark N/A.
2. Describe a planned activity for increasing the number of level completions.

Literacy Level	Goal	Activity for Increasing Level Completion
Beginning ABE Literacy		
Intermediate ABE Literacy		
Secondary Education		
Beginning ESL Literacy		
Intermediate ESL Literacy		
Advanced ESL Literacy		
EL-Civics		

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #5 – 20 Points
Intensity and Duration**

The Workforce Investment Act of 1998, Title II is results-based oriented. It is expected that programs will meet or exceed state negotiated percentages for the Federal Core Indicators. 1) Discuss how the applicant will track student progress. Describe how instructional sites will be evaluated to determine if the intensity and duration of instruction is sufficient for participants to achieve substantial learning gains.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #6 – 25 Points
Strategies to Serve Special Populations**

1. Describe instructional strategies based on **research** that will be provided to any or all of the following groups. Define clearly the service strategies for each population that is based on research and effective instruction. List the documented research.

Population	Instructional Strategies	Documented Research
Individuals with limited English proficiency.		
Low Income Students		
Individuals With Disabilities		
Individuals with multiple barriers to educational enhancement		
Single parents and displaced homemakers		
Out-of-School Youth		

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #7 – 10 Points
Recruitment and Student Orientation**

Provide a narrative detailing the recruitment plan and the student orientation plan. List procedures and steps for conducting student orientation. List materials, handouts, etc., that are included in the orientation package (i.e. Orientation Plan, SEP, Intake Assessment Form, etc.) *[This is a Georgia Adult Education Program requirement.]*

1. Describe what plan has been devised to ensure that the program is enrolling students from the targeted population group (i.e. announcements/flyers, canvassing activities, brochures in the targeted groups' language, etc., (5 points)

2. Provide a short narrative regarding the orientation of new adult education students. List procedures and steps for new student orientation and describe the orientation package. (5 points)

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #8A – 25 Points
Assessment Plan, Curriculum, and Available Technologies**

1. Describe available technology, software, and any distance learning activities/opportunities. List the technologies currently available and are not dependent upon these new grant monies. (10 points)

2. Describe the assessment plan and how the Georgia Adult Learner Assessment Policies and Procedures Manual will be utilized. List the approved assessments that will be used by the program. (10 points)

3. Describe the curriculum projects and methodologies to be used. In addition to the Adult Education Curriculum Framework, what additional core curriculum materials will be utilized? (5 points)

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #8B – 20 Points
Description of Self-Study and Data Collection Process**

Each successful applicant must conduct an annual self-study utilizing Georgia's Self Assessment at <http://adulitlit.myweb.uga.edu/manual/3-8sa.doc>. In narrative form, describe how the self-study will be implemented. Include how student files will be maintained to include 1) Intake Assessment Form <http://adulitlit.myweb.uga.edu/manual/3-3.pdf> with student identification demographics information, short and long term goals, signatures, dates, assessment, updated test data and student conference notes, 2) Student Education Plan <http://adulitlit.myweb.uga.edu/manual/3-3sep.doc> individualized for each student with demographics, assigned materials by education functioning levels, dates, results, and 3) the assurance of accurate daily student sign-in sheets <http://adulitlit.myweb.uga.edu/manual/3-4signin.doc>.

The Georgia Adult Education Program requires grantees to utilize the State's designated management information system called Georgia Adult Learners Information System (GALIS) <http://adulitlit.myweb.uga.edu/manual/3-7.pdf> to meet the federal requirement of a relational database that meets the federal guidelines. The system requirements are:

Operating System: Windows 2000 or better
Browser: Internet Explorer 5.0 or better
Monitor resolution: 1024 x 768 or higher
Internet connection: High speed DSL, cable modem or LAN

Georgia utilizes a variety of methods for monitoring, reviews, and audits. The On-site Review document is at <http://literacy.myweb.uga.edu/programreview.shtml>

Please describe the capabilities of your local program to meet the above requirements for self-assessment, student assessments, data collection, and maintenance of student files.

Also, discuss how data quality will be maintained for the purpose of accurate demographics and student data collection.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #8B
Description of Self-Study and Data Collection Process**
Continue – if needed

Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010

Program Form #9 – 20 Points
Description of "Real Life" Contextual Learning

In narrative form, specifically describe how the classroom activities will include real life curriculum for each of the educational functioning levels. Also may include skills needed to compete in the workplace. An [EL Civics application must include skills needed to exercise rights and responsibilities of citizenship.](#)

Educational Functioning Levels	Real Life Curriculum Activities
Beginning Basic Education	
Intermediate Basic Education	
Secondary Education	
Beginning ESL	
Intermediate ESL	
Advanced ESL	

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #10 – 10 Points
Geographic Capacity Chart**

1. SDA# _____

Describe other adult education programs available in the geographic area and include funding sources.
Describe how you will collaborate with those programs to serve adults in the target population.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11A – 15 Points
Coordination with Educational Resources**

1. Describe coordination efforts with other educational institutions including elementary schools, secondary schools, and post-secondary educational institutions. Check if any written agreements with educational institutions are included in Appendix A. Include hard copies of agreements for Appendix A. Electronic submission is not required.

Yes No

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11B - 10 Points
Coordination with WIA Activities**

The Workforce Investment Act of 1998 (WIA) is designed to ensure coordination of services between adult education and workforce development. ***Title I*** provides for One-Stop Centers that serve many of the adult education participants.

Describe your organization's coordination with One-Stop Center, Local Regional or State Workforce Investment Board, Local Youth Council, and Rapid Response System for Adult and Dislocated Worker Employment.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11C - 25 Points
Coordination with Support Services**

1. Describe the coordination efforts to provide support services (i.e., childcare, transportation, services for disabilities such as interpreters, etc.) that will enable individuals to participate in adult education and literacy services.
2. Complete the chart below and include a copy of the agreement in Appendix A.

Childcare Services	Disabilities	Transportation Services	Other Support Services

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11D – 25 Points for Questions A and B
Coordination with Other Organizations Chart**

A. Describe the collaboration efforts to provide the coordination of services (not identified in Program Form IIC) to adult education students.

Include only collaborative efforts with a written agreement, such as health services, facilities, referrals, counseling, etc. Include hard copies of the agreements in Appendix A. Electronic submission of Appendix A is not required.

Organization or Agency Name	Describe the Agreement and Type of Service(s)

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program From #11D (Questions A and B) – 25 Points
Coordination With Other Organizations Summary**

B. Enter the number of local agreements developed with the organizations listed below to provide adult literacy services. Include only written agreements that are dated with summary of services and signed by two partners.

Organization	No. of Agreements	Organization	No. of Agreements
Boards of Education (local)		Community Based Organizations	
Business/Industry		Labor Department (local)	
Boys & Girls Club/Scouts		Lions Clubs	
Chambers of Commerce		Libraries	
City/County Governments		Pro Literacy Programs	
Courts (local)		Mental Health Programs	
Colleges		Military	
Churches, Baptist Associations, Catholic Social Services, Salvation Army, Jewish Ed. Alliance		NAACP	
Corrections and Juvenile Justice		Pre-Kindergarten Programs	
CLCP/Advisory Committees		Senior Citizen Programs	
DFCS/PEACH		TANF	
DHR Rehabilitation Services/Refugee Services		Technical Colleges (non-SDA's)	
Easter Seal		Universities	
Start Programs (Even, Head, etc)		United Way Programs	
Goodwill Industries		WIA	
Health Departments		Other	
Housing Authorities			
Homeless Shelter			
JTPA/PIC Programs			
Kiwanis Clubs			

CLCP - Certified Literate Community Program
DHR - Department of Human Resource

DFCS - Department of Family and Children Services
LVA - Literacy Volunteers of America

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11E - 30 Points
Transition to Post Secondary Occupational Training
(*This is a Georgia Initiative*)**

Through its "JumpStart" Initiative the Technical College System of Georgia has paved the way through revised admissions policies for appropriate students enrolled in GED preparation classes in adult education to jointly enroll in technical college certificate programs. Describe any coordination with post secondary institutions to transition students utilizing integrated services (basic skills and/or ESL blended with occupational training) that you have implemented or will implement during this grant period.

The Georgia Workforce Development Office under directives from Governor Sonny Perdue has initiated the Work Ready Certificate Program through the Technical College System of Georgia. The Technical College System of Georgia is the free service delivery provider for the Georgia Work Ready assessment for any citizen of the State... Each college has an established Work Ready Center with staff trained to help every Georgian successfully earn a Work Ready credential.

Describe your collaboration via local technical colleges to implement the Georgia Work Ready Program. Highlight any activities that you provide to offer gap training for students to obtain the Work Ready Certificate.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11F – 15 Points
Participatory Planning Meeting**

All applicants are to engage in coordination/cooperation planning with other public and private agencies for the delivery of adult literacy services. The Participatory Planning Committee and/or Advisory Committee are to assist in preparing the application.

List the date(s) of the meeting, topics covered, name of participants and organization represented. Attach meeting agenda, minutes, and verified attendance in Appendix B. Electronic submission of Appendix B is not required. Please attach hard copies in Appendix B.

Date	Agenda Items	Participant	Organization Represented

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11G – 15 Points
Local Advisory Committee**

After the awarding of grants, successful applicants must have an Advisory Committee involved in the ongoing operation of the adult education program. Provide an anticipated schedule for the committee to meet (quarterly at a minimum), with anticipated approval dates for review of the emergency plan, facility needs, program needs, and personnel needs. Each committee must have a current or former student representative and a representative from the Health Community. *[This is a State of Georgia requirement]*

	Scheduled Meeting Dates	Scheduled Emergency Plan Review Date	Scheduled Review of Facility, Program & Personnel needs

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Form # 11H – 25 Points
Description of Program**

If you are awarded this grant, describe the program that will be offered and highlight what makes your program unique.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #11I – 15 Points
Flexible Schedules**

Flexible schedules often assist in meeting the needs of the various populations. Please list any classes that meet outside the normal Monday-Friday 9-6 timeframe or that meets on Saturday or Sunday. Also, identify location and type of class.

Day	Time	Location	Type of Class

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form #12 - 25 Points
CLCP**

List each of the counties in this grant application, and discuss the progress of each county toward becoming a Certified Literate Community Program (CLCP). CLCP is a Georgia Adult Education Initiative.

(a) County	(b) Progress on becoming a CLCP

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form 13A – 0 to 30 Points
Applicant Experience**

Please check with an X indicating the organization or agency applying for this grant. If applicable, attach an audited financial statement covering a two-year period, certified public accountant compiled report, or similar report with the application. The financial statement should be marked "Appendix C." Submit a hard copy. Electronic submission is not required but acceptable.

- Applicants that are not public education entities must submit indicators of financial stability.
- Indicate organization's number of month's experience recruiting and serving educationally disadvantaged adults with adult education services.

Check With X	Organization/Agency	Financial Statement
_____	1. Local education agencies (LEA's) or institutions of higher education Number of months experience providing adult literacy services _____	Not required, add a page marked, "Appendix C – N/A"
_____	2. Community-based organizations (CBO's) Number of months experience providing adult literacy services _____	Required
_____	3. Public or private nonprofit agencies, a volunteer literacy organization, a library, or public housing authority, or non-profit institution. Number of months experience providing adult literacy services _____	Required
_____	4. A consortium of organizations Number of months experience providing adult literacy services _____	Required

POSSIBLE 30 POINTS:

- 11 Months or Less Experience = 0 Points**
12 Months to 23 Months = 20 Points
Over 24 Months = 30 Points

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

Using available statistics (cited source required), demonstrate past effectiveness of services for each county for July 1, 2007 to June 30, 2008. Demonstration must be by Educational Functioning Levels and defined as number of completions/graduations for each county; placement in, retention in, or completion of post-secondary education, training unsubsidized employment, or career advancement; and receipt of a secondary school diploma or its recognized equivalent. Refer to Goals for Core Indicator Supplement.

PROGRAM FORM 13 B – 25 Points

County	Educational Functioning Levels	# of Students Served Per Level	# of Completions Per Level	# Placed in Post-Secondary Ed	#Obtained Job Or Advanced	# GED® Diplomas	# Adult High School Diploma
	Beginning ABE Literacy						
	Beginning Basic Education						
	Low Intermediate Basic Education						
	High Intermediate Basic Education						
	Secondary Education						
	Beginning ESL Literacy						
	Low Beginning ESL						
	High Beginning ESL						
	Low Intermediate ESL						
	High Intermediate ESL						
	ESL Advanced						

Source: _____

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Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010

Budget Form A – Provisions & Assurances
5 points to read and attach

SDA # _____

Statement of provisions and assurances for the program(s) in this application:

A. As used in these Provisions and Assurances,

“Contract” - the entire document, whatever its name or form, of which these Provisions and Assurances and other attachments and forms, if any, are a part;

“Agency” - Technical College System of Georgia (TCSG);

“Contractor” - the party or parties of this contract other than Agency;

“Project Administrator” - the person representing Agency or Contractor;

“Contract Project” - the purpose intended to be achieved through the contract of which these Provisions and Assurances are a part;

“Applicant” - refer to “Contractor”;

“Application” - the entire package submitted by the Applicant including the forms included in the application and so Indicated on the General information page of the application package;

“Grant” - refer to “Contract”

“Grantee” - refer to “Contractor”;

“Grantor” - refer to “Agency.”

- B. This contract is executed by the Agency subject to the availability of funds for the purposes stated. All amendments and/or extensions or subsequent contracts entered into for the same or continued purposes are executed contingent upon the availability or appropriated funds. Notwithstanding any other provision in this contract or any other document, this contract is void upon appropriated funds becoming unavailable. In addition, this contract may be terminated by the Agency at any time upon notice to Contractor. Expenditures and/or activities for which the Contractor may claim reimbursement shall not be extended or otherwise amended unless by formal written amendment; properly executed by both Agency and Contractor. No other agreement, written or oral, purporting to alter or amend this contract shall be valid.
- C. Contractor shall hold Agency harmless from and shall indemnify Agency against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising out of, or in connection with any acts of Contractor, its agents, employees, and subcontractors, done in the conduct of the contract project.
- D. Contractor shall not assign or subcontract any of its rights or responsibilities under this contract, except as may be otherwise provided for in this contract, without prior formal written amendment of this contract properly executed by both Agency and Contractor.
- E. All encumbrances, accounts payable and expenditures shall occur on or between the beginning and ending dates of this contract. All goods must have been received or obligated and all services rendered during the contract period in order for the contractor to recover funds due.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

- F. Contractor shall maintain its records and accounts in a manner that shall assure a full accounting for all funds received and expended by Contractor in connection with the contract project. These records and accounts shall be retained by Contractor and made available for audit, by Agency and by others authorized by law or regulation to make such an audit, for a period of not less than six (6) years (see record retention chart) from the latter of the date of completion of the contract project or the date of the receipt by Agency of Contractor's final claim for payment or final expenditure report in connection with this contract or if an audit has been announced the records shall be retained until such audit has been completed
- G. All materials, conceptions and products produced or conceived by Contractor, its employees, agents, consultants or subcontractors arising out of the contract project shall be the sole property of the Agency, and Agency shall have the exclusive right to copyright and patent these materials, conceptions, and products subject to applicable law. Contractor shall so bind all concerned.
- H. If this contract is canceled, terminated or suspended by Agency prior to its expiration date, the monetary value of services properly performed by the contractor pursuant to this contract shall be determined by Agency and paid to Contractor as soon as reasonably possible.
- I. If Contractor, in Agency's sole determination, fails or refuses for any reason to perform any of its obligation under this contract, Agency may impose such sanctions as it may deem appropriate, including but not limited to cancellation, termination, withholding of payments to Contractor until Contractor complies or suspension of this contract in whole or in part, and the seeking of other remedies as may be provided by this contract or law. Any cancellation, termination, or suspension of this contract, if imposed, shall become effective at the close of business on the day of Contractor's receipt of written notice thereof from Agency.
- J. If Agency determines that Agency is due a refund of money paid to Contractor pursuant to this contract, Contractor shall pay the money due to Agency within 30 days of Contractor's receipt of written notice that such money is due to Agency. If Contractor fails to make timely payment, Agency may obtain such money from Contractor by any means permitted by law, including but not limited to offset, counterclaim, cancellation, termination, suspension, total withholding, and/or disapproval of all or any subsequent applications for said funds.
- K. In the event of loss, damage, or destruction through the negligence on the part of any grantee or any property owned by or loaned by Agency while in the custody or control of Contractor, its employees, agents, consultants or a subcontractor whether the property is developed or purchased by Contractor pursuant to this contract or is provided by Agency to Contractor for use in the contract, project Contractor shall indemnify Agency the full value of or the full cost of repair or replacement of such property, whichever is the greater, within 30 days of Contractor's receipt or written notice of Agency's determination of the amount due. If Contractor fails to make timely payments, Agency may obtain such money from Contractor by any means permitted by law, including but not limited to offset or counterclaim against any money otherwise due to Contractor by Agency.
- L. In the conduct of the contract project, Contractor shall be subject to the laws of the State of Georgia governing this contract and the contract project. This contract constitutes the entire agreement between Agency and Contractor for the accomplishment of the contract project. This contract shall be interpreted according to the Laws of the State of Georgia except as may be otherwise provided for in this contract.

The contractor agrees to comply with applicable Federal and State Laws, rules and regulations and State's policy relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, physical handicap, age, or national origin. Non-discrimination in employment practices is applicable to employees for employment, promotions, dismissal, and other elements affecting employment.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

The provisions of the **Fair Labor Standards Act of 1938** (29 U.S.C. § 201, et. seq.) as promulgated by the United States Department of Labor in Title XXIX of the Code of Federal Regulations is applicable to this contract.

The Contractor covenants that it presently has no interest and shall not acquire any **interest** direct or indirect, which would conflict in any material manner or degree with, or have a material adverse effect on the performance of the Contract. No person having any such interest shall be employed.

All of the parties herby certify that the provisions of O.C.G.A. § 45-1-6, which **prohibits gratuities**, have not been violated and will not be violated in any respect throughout the term of this Contract.

The Contractor will treat all information that is obtained by it through its performance under the Contract as **confidential information**, and shall not use any information so obtained in any manner except as necessary for the proper discharge of its obligations. The agency, the Attorney General, and/or federal officials, or the authorized representatives of these parties, shall have access to all confidential information in accordance with the requirements of state and federal laws and regulations.

The Contractor shall certify to the State that a **drug-free workplace** will be provided for the Contractor's employees during the performance of the Contract as required by the "Drug-Free Workplace Act"

(O.C.G.A. § 50-24-let seq.). Contractor will secure from any subcontractor such similar certification. Any false certification by the Contractor or violation of such certification, or failure to carry out the requirements set forth in the Code, may result in the Contractor being suspended, terminated, or debarred from the performance of this Contract.

- M. Contractor shall be subject to and shall abide by all federal laws, rules and regulations pertaining to the Contract project, including but not limited to **Title VI of the Civil Rights Act of 1964**, as amended (prohibition of discrimination by race, color, or national origin), and the regulations effectuating its provisions contained in 34 CFR Part 100; **Section 427 of the General Education Provisions Act (GEPA)**; **Title IX of the Education Amendments of 1972**, as amended (prohibition of sex discrimination in education institutions) and the regulations effectuating its provisions contained in 34 CFR Part 106, if Contractor is an educational institution; **Section 504 of the Rehabilitation Act of 1973**, as amended (non-discrimination on the basis of handicapping condition), and the regulations effectuating its provisions contained in 34 CFR Part 104; the **Age Discrimination Act of 1975**, as amended (prohibition of discrimination on basis of age), and any regulation issued there under; the **Family Education Rights and Privacy Act of 1975**, as amended, and any regulations issued there under, if Contractor is an education institution; Section 509 of H.R. 5233 as incorporated by reference in P.L. 99-500 and P.L. 99-591 (prohibition against the use of federal grant funds to influence legislation pending before Congress); and 34 CFR Part 99 (Privacy Rights of Parents and Students). Contractor shall timely make and file with the proper authorities all forms, assurances and reports required by the foregoing laws and regulations. Agency shall be responsible for reporting to the proper authorities any failure by Contractor to comply with the foregoing laws and regulations coming to Agency's attention, and may deny payments or recover payments made by Agency to Contractor in the event of Contractor's failure to comply.
- N. The Contractor's proposal, furnished to Agency in response to a request for application, or otherwise furnished by Contractor, is incorporated in this contract by reference for all necessary purposes. It is specifically provided; however, that the provisions of this contract shall prevail in all cases of conflict arising for the terms of Contractor's proposal whether such proposal is a written part of this contract or is attached as a separate document.
- O. The terms, conditions, and assurances that are stated in the Request for Application, in response to which Applicant is submitting this application, are incorporated herein by reference of all purposes.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

- P. Federal Regulations that apply to this contract/grant:
1. For Local Education Agencies (LEAs): OMB Circulars A-87, A-102, and A-133.
 2. For Institutions of Higher Education (IHEs): OMB Circulars A-21 and A-133.
 3. For Private Nonprofit Organizations: OMB Circulars A-122 and A-133; and
 4. For State Agencies: OMB Circulars A-87, A-102, and A-133.
- Q. For federally-funded projects and for those personnel whose salaries are prorated between or among different funding sources, time and effort records will be maintained by the applicant/contractor that will confirm the services provided within each funding source. The applicant/contractor must adjust payroll records and expenditures based on this documentation.
- R. Amounts authorized for maximum recovery for travel and subsistence costs against any state or federal funding source is restricted to those amounts that are approved by the State Auditor in effect for the particular funding period. Any amount over this limit must come from local funding sources.
- S. Contractor employees will not be employees of the Agency while performing services pursuant to this contract and will not be entitled to fringe benefits normally accruing for employees of the Agency. This provision applies only to contractors that are not state owned technical institutes.
- T. All non-expendable personal property purchased, in total or in part, with funds received pursuant to this contract shall remain property of the State of Georgia and is subject to the rules and regulations of the Department, through the life and disposition of said property. Contractor shall report the acquisition of said property on the form specified by the TCSG/OAE, within 30 days after acquisition of such property. Contractor also shall affix a Department issued property identification decal to said property. Any loss, damage, or theft of said property shall be investigated, fully documented and reported to TCSG/OAE. The Contractor further assures that adequate protection from loss, damage and theft shall be provided for the property and that maintenance procedures shall be implemented to keep the property in good, serviceable condition. The property cannot be transferred or otherwise disposed of without approval from TCSG/OAE. Upon termination of this contract, the Contractor shall account for all non-expendable personal property purchased with contract funds, and the Department may relocate the property or direct its disposition in accordance with State regulations.
- U. Funds received through this contract will be used to supplement programs operating with local funds and will in no case be used to supplant local and state funding.
- V. Contractor agrees to submit periodic program and fiscal reports to the Agency, as specified by the Agency

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

- W. Contractor will organize a literacy advisory committee from citizens of its defined service area for each county as specified by the Agency. Employees of the contractor are not eligible to be members of the committee.
- X. Contractor agrees that funding provided by the Agency pursuant to this contract is provided on a reimbursement basis. Amounts requested for reimbursement are to be based upon the contractor's expenses within the approved budgets.
- Y. An organization that has been designated as the lead agency for State funded adult education services in a specified geographical area known as a Service Delivery Area, further agrees:
- 1) It will appoint a full time (40 hours+) Program Administrator of adult education services for the specified Service Delivery Area and assure that the Program Administrator applies an effort in literacy tasks commensurate with funds received from the Agency for this position.
 - 2) It will appoint a secretary to assist the Program Administrator. Said secretary's compensation from funds provided by the Agency will be in proportion to the time applied to grant activities.
 - 3) Personal services expenditures and other administrative costs for the program administrator and secretary referred to in paragraphs Y.1 and Y.2 may be charged to State funds provided expressly for that purpose pursuant to this contract. There must be prior approval for any other administrative personnel to be charged to these State funds.
 - 4) It will not charge the grant for costs of fringe benefits for teachers whose duties are divided between this grant and other activities.
 - 5) It will be responsible for the performance of providers that participate in collaborative projects and will contract such providers for services delineated in this collaborative proposal that is incorporated in this contract by reference.
 - 6) It agrees to operate other programs proposed by the Agency. Funding and operational guidelines for said programs will be agreed upon by Agency and fiscal agent apart from this contract.
- Z. Contractor agrees that all costs that are charged directly to budgeted projects will apply to those projects. If Contractor offers classes in which students from multiple academic levels attend, Contractor will allocate the instructional expenses to the appropriate levels.
- AA. The applicant will consult with other appropriate agencies, groups, and individuals that are involved in, or interested in, the development and implementation of activities described in this Request for Application (RFA).
- BB. The applicant will coordinate for nonduplication with other Federal and State education, training, corrections, public housing and social services programs.
- CC. The organization will attempt to coordinate with other social service agencies to deliver support services.
- DD. The applicant will not expend the federal funds for any purposes other than those permitted under the Adult Education and Family Literacy Act of 1998.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

EE. The applicant shall :

- 1) ensure that equal opportunities to participate are available to all eligible students, teachers, and other program beneficiaries for any project or activity carried out under this program.
- 2) and promote the ability of said students, teachers, and beneficiaries to meet high standards to promote educational excellence throughout the Nation.

FF. This applicant will ensure that any contracts entered into for the purpose of providing services, such as for Workplace Learning Programs, will adhere to state and federal regulations.

GG. The applicant will have an Emergency Operations and Safety Plan in place as specified by the Agency.

HH. 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.

II. The cost of GED tests or test administration is not an allowable cost and cannot be reimbursed by the Technical College System of Georgia.

JJ. Expansion of General Educational Development (GED) Services to eligible adults is an allowable expenditure.

KK. Adult education funds are utilized 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.

LL. The federal and state rules and regulations will apply to both federal or state paid adult education teachers.

MM. Contractor will base its statistical reports upon the students' lowest scores derived from standardized tests accepted by the Agency.

NN. Contractor will utilize Federal Section 225 monies to serve adult learners in institutionalized settings. Federal Section 231 monies will not be utilized to serve adult learners in institutionalized settings. Failure to utilize funds as set forth may result in the Contractor being suspended, terminated, or debarred from the performance of the contract.

OO. Contractor must utilize the State's designated management information system (Georgia Adult Learners Information System). Contractor will review prior to submission to the Technical College System of Georgia/Office of Adult Education (TCSG/OAE) all statistical and narrative reports to verify the reports are accurate and adhere to the TCSG/OAE data collection policies and procedures for collecting and reporting data to TCSG/OAE.

PP. Upon accepting federal grant funds, the Contractor shall mandate that its grant paid full-time teachers of ABE, ELP, teachers in institutionalized settings and EL/Civics grantee representatives will be in attendance at all OAE required staff development. All adult education personnel are encouraged to attend appropriate professional development offered through TCSG or its grantees.

QQ. Federal grant funds will not be utilized to teach classes in any language other than English.

End of Program Form A – Directions for Program Form A follow on page 40.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Directions to Program Forms A, B, and C
Program Form A - Assurances**

General Instructions

- Applicant should **carefully review** all provisions and assurances included in Program Form A, **Assurances**.
- The applicant's signature on Federal Program # 1 Abstract – **General Information** indicates that the applicant has read and **will comply** with all of the requirements on these forms.
- Applicant must include **Program Form A** in **program forms application**.

Program Form B

ED 80-0014 9/90 (Replaces GCS-009 (Rev. 12/88) which is obsolete)

Definitions

- **Lower Tier Participant** is any organization or person receiving a grant or contract. This also includes subsequent sub-grants and subcontracts.
- **Covered Transactions** is the act of applying for federal funds or submitting a contract for federal funds.
- **Lower Tier Transaction** is the making of a (1) sub-grant to another entity or person or (2) procurement contract by a Lower Tier Participant's organization or within a sub-organization or subcontractor (i.e, superintendents and the key person in the school district who will exert control or management influence over this project. At a university, it would be the president and principal investigator).

General Instructions

- Refer to the top of Program Form B for instructions for **Certification Regarding Debarment, Suspension, etc.**
- Applicant must include **Program Form B** in program forms application.
- Signature on the cover page to the RFA certifies that the lower tier is not debarred or suspended from any Federal department or agency.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

Program Form C, Lobbying Disclosure, SF-LLL

General Instructions

- This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.
 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
 2. Identify the status of the covered Federal action.
 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
 4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
 5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
 6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
 10. (a) Enter the full name, address, city, State, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Applicant must include **Program Form C – SF-LLL, Lobbying Disclosure** in the program forms application.

Federal note regarding Program Forms B and C : According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

End of Instructions for Program Form C – SF-LLL

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form B - Certification Regarding Debarment, Suspension, Ineligibility, and
Voluntary Exclusion -- Lower Tier Covered Transactions – 5 points to attach
Directions for Program Form B are on page 40.**

ED 80-0014 9/90 (Replaces GCS-009 (Rev. 12/88) which is obsolete)

SDA # _____

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification Program Form B (continued)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Certification Regarding Debarment, Suspension,
etc. Program Form B**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ED 80-0014 9/90 (Replaces GCS-009 (Rev. 12/88) which is obsolete)

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE
A signature on Program Form # 1 Abstract indicates that this Certification has been met.	

ED 80-0014 9/90 (Replaces GCS-009 (Rev. 12/88) which is obsolete)

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

SDA # _____

Program Form C – SF LLL - Disclosure of Lobbying Activities – 5 points to attach

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352, Approved by OMB 0348-0046

<p>1. Type of Federal Action: a. contract ___X___ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application ___X___ b. initial award c. post-award</p>	<p>3. Report Type: X a. initial filing ___ b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	
<p>Federal Use Only</p>		

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

Directions for Program Form D for Professional Development Plan

General Instructions

Use the form on the next page to develop and describe your **Professional Development Plan** for the year. The plan will assist you to plan the amount of training you anticipate for your staff and the approximate cost. Information provided in your plan should support your request for funds on Budget Form E Line Items 1-20. The lines will expand to accommodate your input.

The sample below is provided to assist you to understand how to complete this form.

GOAL/ACTION: <i>Will provide training to all staff on improving instructional delivery based upon identified needs.</i>			
OBJECTIVE	METHODS	RESPONSIBLE INDIVIDUALS	TIMELINE
<i>Improve instructional planning and delivery skills of all teachers.</i>	<i>Schedule training on Lesson planning.</i>	<i>Program Administrator – Identified Staffer</i>	<i>August 2008</i>
	<i>Annual Teachers' Academy</i>	<i>State Office</i>	<i>Fall 2008</i>
<i>All staff will be proficient in use of technology.</i>	<i>Determine level of knowledge</i>	<i>Designated Technology Person</i>	<i>September 2008</i>
	<i>Provide class on use of the computer</i>	<i>Jarrod Brogdon</i>	<i>July 2008</i>
	<i>Training on use of distance learning</i>	<i>Online class</i>	<i>January 2009</i>

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

**Program Form E Directions
Professional Development Program Budget Form**

SDA # _____

General Instructions

This form is used to request funds for training. The line items, although not exhaustive, have been supplied to guide in the development of the staff development budget. It reflects standard, identified activities and leaves room for identification of additional training opportunities for the year.

Use this form to request funds for all training as follows

Line 2 - Use Line 2 to request funds for the annual adult education conference and teachers' academy. The conference held in Atlanta, may require at least two nights lodging (depending upon your distance from Atlanta) and generally the registration fee is about \$300 per person. Staff development funds to attend the teacher's academy and annual conference may be used for the following to attend:

- Fiscal Organization Head: the person who "signs off" on Federal Grants or the designee
- SDA Program Administrator
- Teachers: to include full-time and part-time, ABE, ELP, EL/Civics, TANF, Workplace, Health Literacy, Family Literacy, teachers in institutionalized settings, lead teachers and program coordinators
- Administrative Assistant and Support Staff: to include clerical and secretarial personnel
- Instructional Aide: Aides and paraprofessionals assigned to assist with instruction
- Literacy Ambassadors
- Local Advisory Committee Members
- Volunteers
- Certified Literate Community Program Directors (CLCP) and Board Members
- Tutors
- Not included are GED Examiners and Proctors.

> OTHER LITERACY SUPPORTERS MAY ATTEND UTILIZING LOCAL FUNDS.

Any expense in Line 4 or Lines 11-19 that exceeds \$1,000 and is non-state required requires prior approval. Use form: Request for Staff Development Expenditures and FAX to 404- 679-1630.

Lines 5-19 – Use these lines to request funds for indicated activities.

- ◆ Salary for full-time or part-time teachers attending training is to be charged to the regular accounts.
- ◆ The salary of substitutes for teachers attending training may come from Section 223, Staff Development Program. No other salaries may be charged to this account.
- ◆ The usual work hours for part-time employees attending training may be charged to the account at the regular rate.

NOTE: The project allocations on this form are budget estimates. The actual payroll expense allocations claimed for Project Reimbursement should be based on monthly time sheets completed by each Teacher.

**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

Technical College System of Georgia – Federal Section 223		
Professional Development Program Budget Form E – 25 points		
Line	Expense Items	Project 26-491-001
		Teacher/Administration/Volunteer Training/Staff Development Estimate Costs
1.	Administrative Support Professional (Ex. GALIS)	
2.	Annual Adult Education Institute	
3.	Assessment and Evaluation Training	
4.	EAGLE Program Staff Development	
5.	CAELA Network Project (EL/Civics Staff Development and Training)	
6.	Distance Education Training	
7.	Fall Teacher’s Academy	
8.	GED® Prep Program Training	
9.	Grant Writing Technical Assistance	
10.	Learning Disabilities Training	
11.	Operations Staff Development	
12.	Regional Meetings and Trainings (2 meetings)	
13.	Reporting and Data Quality Training	
14.	SDA Program Administrator’s Retreat	
15.	Spring Training for Teachers	
16.	STAR (Student Achievement in Reading)	
17.	Volunteer training	
18.	Workplace Staff Development	
19.	*Local Staff Development and Training (Such as: Family Literacy, Technology, Underage Learners, GED Prep, Numeracy, Reading, ELP, etc.)	
20.	**Substitute Teachers (ONLY when substituting for Teachers to attend Staff Development and Training)	
21.	Other – please specify	
22.		
23.		
24.	Total Amount Requesting	\$

Successful Grantees will be provided more information regarding Staff Development Expenditure Requests for \$1,000 or more in the Amendment Supplement and Substitute Guidelines.

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**Technical College System of Georgia
Federal Adult Education Programs
Fiscal Year 2010**

Appendix A

Submit hard copies labeled ***Appendix A*** of local agreements for Educational Resources, Support Services and agreements with Other Organizations

Electronic submission not required.

Appendix B

Submit hard copies of Agenda, Minutes, and Verified Attendance for Participatory Planning Meeting labeled ***Appendix B***.

Electronic submission not required.

Appendix C

Submit Financial Statement labeled ***Appendix C*** from agencies other than local education agencies or institutions of higher education

Electronic submission not required but would be acceptable.