

ARKANSAS DEPARTMENT OF WORKFORCE EDUCATION ADULT EDUCATION SECTION



Adult Education Funding Application

July 1, 1999 to June 30, 2000

July 1, 2000 to June 30, 2001

INTRODUCTION

The 1999-2001 Arkansas Adult Education Funding Application provides the information and standard forms needed to apply for Adult Basic Education, General Adult Education, Direct and Equitable, and Correctional/ Institutional funds. It is strongly encouraged that any potential applicants read the application carefully. Failure to meet the requirements stated in the application may disqualify an application.

It is recommended that applicants read the Application Acceptance Guidelines (page 3 of 18) prior to completing the application. The original and eight (8) copies of the completed application, with requested attachments, must be received in the Adult Education Section, Three Capitol Mall, Luther S. Hardin Building, Room 200-D, Little Rock, Arkansas 72201-1083, no later than 4:30 p.m., March 15, 1999.

The following local providers are eligible to participate in the application process for federal funds (Direct and Equitable, Correctional/Institutional): a local educational agency; a community-based organization of demonstrated effectiveness; a volunteer literacy organization of demonstrated effectiveness; an institution of higher education; a public or private nonprofit agency; a library; and a public housing authority.

The adult education staff will conduct a required workshop at 10:00 a.m. on February 18, 1999, at the Riverfront Hilton, #2 Riverfront Place, North Little Rock, Arkansas, to explain the application process.

Local program providers submitting an application by the required deadline will be scheduled to meet with the Adult Education Funding Committee to present their proposals.

Please review the "Application Checklist" before submitting an application to the Adult Education Section.

ACRONYMS

Adult Basic Education (ABE)

General Adult Education (GAE)

Direct and Equitable (D&E)

English as a Second Language (ESL)

Americans with Disabilities Act of 1990 (ADA)

Learning Disabilities (LD)

Student Performance Level (SPL)

Mainstream English Language Training (MELT)

Correctional/Institutional (C/I)

Basic English Skills Test (BEST)

Comprehensive Adult Student Assessment System (CASAS)

Tests of General Educational Development (GED)

Grants and Aids to Councils (GAC)

Test of Adult Basic Education (TABE)

Fiscal Year (FY)

Student Records System (STUREC)

Local Educational Agency (LEA)

State Plan (SP)

Community Based Organization(s) (CBO)

Arkansas Department of Workforce Education (ADWE)

Adult Education Section (AES)

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Application Checklist

Prior to submitting the application, please use the following checklist to assist in reviewing the 1999-2001 application. The checklist will help ensure the completeness of the application and its compliance with the Arkansas Adult Education Funding Application requirements.

DO NOT RETURN THIS CHECKLIST

- ✂ Have you allowed sufficient time for the complete proposal package to be received in the Adult Education Section by 4:30 p.m., March 15, 1999?
- ✂ Have you included one (1) original and eight (8) copies of the application? Did you clearly identify the original?
- ✂ Do the original copies of each required form have easily identifiable original signatures?
- ✂ Have you completed and compiled all applicable pages of the application in numerical order?
- ✂ Have you completed the Final Line Item Budget Fiscal Year Report July 1, 1997, to June 30, 1998, and attached a narrative providing a detailed line-item explanation?

- ☞☞ Have you completed the Current Year Budget Category Report July 1, 1998, to June 30, 1999, and attached a narrative providing a detailed line-item explanation?
- ☞☞ Have you completed the Projected Line Item Budget Report July 1, 1999, to June 30, 2000, and attached a narrative providing a detailed line-item explanation?
- ☞☞ Have you completed the Projected Line Item Budget Report July 1, 2000, to June 30, 2001, and attached a narrative providing a detailed line-item explanation?
- ☞☞ Have you included the Adult Education Class Schedule and Personnel Page for July 1, 1999, to June 30, 2000?
- ☞☞ Have you included the Adult Education Class Schedule and Personnel Page for July 1, 2000, to June 30, 2001?
- ☞☞ Have you included a copy(ies) of your signed ABE/GAE Program Request Application(s) for all 1998-1999 adult education funds. (Where applicable, include a signed copy of the ABE, GAE, D&E, and C/I applications.)
- ☞☞ Have you checked the Direct and Equitable Funding 1999-2000 county allocation sheets before completing projected budgets?

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CBOAEFGG12/2/96

Community Based Organizations (CBOs) Adult Education Federal Grants Guidelines

CBOs awarded federal adult education funds will be required to use the following **Community Based Organizations Adult Education Federal Grants Guidelines**:

CBOs may apply for funding in all budget categories, unless otherwise specified in the Arkansas Adult Education Funding Application.

All personnel paid with adult education funds must meet current requirements as specified and approved by the ADWE-AES.

A maximum of five percent (5%) of federal funds may be spent for administration.

CBOs that serve students with adult education federal grant funds will be permitted to pay personnel from any combination of adult education federal grant funds as follows:

Number of Enrolled Students Served	Maximum Combination of CBOs Personnel
With Ad Ed Federal Funds	Hours Paid From Ad Ed Funds
00-40 students	Up to 20 hours per week
41-80 students	Up to 40 hours per week
81-120 students	Up to 60 hours per week
121 students or more	Up to 80 hours per week

CBOs may not use adult education funds to pay an employee and/or volunteer to teach or tutor.

If the need arises for an adult education class, the local adult education program should be contacted to provide these services.

Each CBO must submit **annually** to the Adult Education Section:

- * Completed and signed Arkansas Department of Workforce Education Adult Education Section (ADWE-AES) Assurances;
- * A letter from the CBOs Board of Directors authorizing a signature person for the CBO; and
- * Proof of bonding to perform proposed duties and to handle funds; and
- * A completed ADWE-AES Inventory Control Form.

DIRECT AND EQUITABLE FUNDING 1999-2000 18+ 1990 CENSUS

County Listing	18 yrs of age and older less than 9th grade	Percent of Total	Total Allocation
ARKANSAS	2,945	1.26%	\$50,348.12

ASHLEY	2,528	1.08%	43,219.03
BAXTER	3,178	1.36%	54,331.52
BENTON	6,578	2.81%	112,458.38
BOONE	2,905	1.24%	49,664.27
BRADLEY	1,596	0.68%	27,285.43
CALHOUN	648	0.28%	11,078.30
CARROLL	1,930	0.82%	32,995.54
CHICOT	2,395	1.02%	40,945.25
CLARK	2,115	0.90%	36,158.33
CLAY	4,199	1.79%	71,786.67
CLEBURNE	2,715	1.16%	46,416.01
CLEVELAND	859	0.37%	14,685.58
COLUMBIA	2,217	0.95%	37,902.13
CONWAY	1,941	0.83%	33,183.60
CRAIGHEAD	7,284	3.11%	124,528.25
CRAWFORD	4,279	1.83%	73,154.37
CRITTENDEN	6,011	2.57%	102,764.87
CROSS	2,691	1.15%	46,005.70
DALLAS	1,231	0.53%	21,045.34
DESHA	2,170	0.93%	37,098.61
DREW	1,737	0.74%	29,695.99
FAULKNER	4,076	1.74%	69,683.85
FRANKLIN	1,918	0.82%	32,790.39
FULTON	1,704	0.73%	29,131.82
GARLAND	6,378	2.73%	109,039.15
GRANT	1,230	0.53%	21,028.25
GREENE	4,640	1.98%	79,326.07
HEMPSTEAD	2,099	0.90%	35,884.79
HOT SPRING	2,682	1.15%	45,851.84
HOWARD	1,459	0.62%	24,943.26
INDEPENDENCE	3,283	1.40%	56,126.61
IZARD	1,640	0.70%	28,037.66
JACKSON	3,219	1.38%	55,032.46
JEFFERSON	7,844	3.35%	134,102.09
	2,377	1.02%	40,637.51

LAFAYETTE	1,327	0.57%	22,686.57
LAWRENCE	3,089	1.32%	52,809.96
LEE	2,291	0.98%	39,167.25
LINCOLN	1,748	0.75%	29,884.05
LITTLE RIVER	1,215	0.52%	20,771.81
LOGAN	2,529	1.08%	43,236.13
LONOKE	3,337	1.43%	57,049.81
MADISON	1,880	0.80%	32,140.74
MARION	1,351	0.58%	23,096.88
MILLER	3,696	1.58%	63,187.32
MISSISSIPPI	7,358	3.14%	125,793.37
MONROE	1,800	0.77%	30,773.04
MONTGOMERY	1,079	0.46%	18,446.73
NEVADA	1,022	0.44%	17,472.25
NEWTON	1,178	0.50%	20,139.25
OUACHITA	3,024	1.29%	51,698.71
PERRY	925	0.40%	15,813.93
PHILLIPS	4,628	1.98%	79,120.92
PIKE	1,119	0.48%	19,130.58
POINSETT	5,059	2.16%	86,489.35
POLK	2,181	0.93%	37,286.67
POPE	4,305	1.84%	73,598.86
PRAIRIE	1,486	0.64%	25,404.86
PULASKI	16,806	7.18%	287,317.66
RANDOLPH	3,071	1.31%	52,502.23
SALINE	4,418	1.89%	75,530.73
ST. FRANCIS	3,814	1.63%	65,204.66
SCOTT	1,599	0.68%	27,336.72
SEARCY	1,586	0.68%	27,114.47
SEBASTIAN	7,112	3.04%	121,587.72
SEVIER	1,872	0.80%	32,003.97
SHARP	1,759	0.75%	30,072.10
STONE	1,625	0.69%	27,781.22
UNION	3,698	1.58%	63,221.51
VAN BUREN	1,853	0.79%	31,679.14
WASHINGTON	8,452	3.61%	144,496.54
WHITE	6,072	2.60%	103,807.74
WOODRUFF	1,522	0.65%	26,020.32
YELL	<u>2,384</u>	1.02%	<u>40,757.19</u>

TOTALS

233,971

\$4,000,000.00

\$4,000,000.00 Distribution

18+ 1990 CENSUS DATA BY COUNTY

County	0.0-8.9	9.0-12.9	Total
Arkansas	2945	2943	5888
Ashley	2528	3876	6404
Baxter	3178	4885	8063
Benton	6578	11965	18543
Boone	2905	3798	6703
Bradley	1596	2143	3739
Calhoun	648	886	1534
Carroll	1930	2467	4397
Chicot	2395	2643	5038
Clark	2115	2839	4954
Clay	4199	2908	7107
Cleburne	2715	3063	5778
Cleveland	859	1317	2176
Columbia	2217	4071	6288
Conway	1941	2812	4753
Craighead	7284	7978	15262
Crawford	4279	6402	10681
Crittenden	6011	8037	14048
Cross	2691	2948	5639
Dallas	1231	1574	2805
Desha	2170	2649	4819
Drew	1737	2504	4241
Faulkner	4076	6963	11039

Franklin	1918	2457	4375
Fulton	1704	1597	3301
Garland	6378	10521	16899
Grant	1230	1905	3135
Greene	4640	4887	9527
Hempstead	2099	3717	5816
Hot Spring	2682	3983	6665
Howard	1459	2182	3641
Independence	3283	4774	8057
Izard	1640	1785	3425
Jackson	3219	3287	6506
Jefferson	7844	12554	20398
Johnson	2377	2430	4807
Lafayette	1327	1905	3232
Lawrence	3089	2764	5853
Lee	2291	2393	4684
Lincoln	1748	2648	4396
Little River	1215	2193	3408
Logan	2529	3480	6009
Lonoke	3337	5723	9060
Madison	1880	1460	3340
Marion	1351	2001	3352
Miller	3696	6176	9872
Mississippi	7358	7806	15164
Monore	1800	1821	3621

Montgomery	1079	1308	2387
Nevada	1022	1822	2844
Newton	1178	1078	2256
Ouachita	3024	4692	7716
Perry	925	1366	2291
Phillips	4628	4368	8996
Pike	1119	1766	2885
Poinsett	5059	3855	8914
Polk	2181	2667	4848
Pope	4305	6201	10506
Praire	1486	1530	3016
Pulaski	16806	37635	54441
Randolph	3071	2224	5295
Saline	4418	8151	12569
St.Francis	3814	4430	8244
Scott	1599	1783	3382
Searcy	1586	1141	2727
Sebastian	7112	13778	20890
Sevier	1872	2263	4135
Sharp	1759	2145	3904
Stone	1625	1303	2928
Union	3698	7771	11469
Van Buren	1853	2194	4047
Washington	8452	12395	20847
White	6072	7948	14020
Woodruff	1522	1726	3248
Yell	2384	3130	5514
TOTAL	<u>233971</u>	<u>328790</u>	<u>562761</u>

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Arkansas Adult Education Funding Application--Year One--July 1, 1999, through June 30, 2000

Local Education Agency (LEA) _____ (_____) _____
 Address or P.O. Box Number LEA Name LEA Number Street

City	Zip Code	Contact Person's Name (TYPED)					Phone #	
County(ies) Served 1. _____	1999-2000 Requested \$			1999-2000 Proposed Adults <u>to be</u> Enrolled				
	State* ABE/GAE	Federal D&E	Federal C/I	Level I (0-1.9)	Level II (2-5.9)	Level III 6-8.9)	Level IV (9-12.9)	All ESL Students
_____	_____	_____	_____	_____	_____	_____	_____	_____

2.	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	<u>ABE/GAE*</u>	<u>D&E</u>	<u>C/I</u>	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Level IV</u>	<u>ESL</u>	

I understand and agree to the following:

- Completion of this form is required of all applicants for any adult education funding effective July 1, 1999.
- Funding for 1999-2000 will be contingent upon past performance evaluated at the end of each year.
- This application will not be considered for funding in the event any items or pages are omitted unless an acceptable written explanation is provided.
- I have reviewed my application and certify the information provided is complete and accurate and I will comply with the Adult Education Section Assurances.

LEA Administrator Signature Title (Typed) LEA Administrator Name (Typed) Date Signed

***Only those programs currently funded with ABE/GAE grants may apply for ABE/GAE funds.**

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Arkansas Adult Education Funding Application --Year Two--July 1, 2000, through June 30, 2001

Local Education Agency (LEA) _____ (_____) _____
LEA Name LEA Number Street Address or P.O. Box Number

City Zip Code Contact Person's Name (TYPED) Phone #

County(ies) Served	2000-2001 Requested \$			2000-2001 Proposed Adults <u>to be</u> Enrolled				
	State* ABE/GAE	Federal D&E	Federal C/I	Level I (0-1.9)	Level II (2-5.9)	Level III 6-8.9)	Level IV (9-12.9)	All ESL Students
1. _____	_____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____	_____	_____
Total	<u>ABE/GAE*</u>	<u>D&E</u>	<u>C/I</u>	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Level IV</u>	<u>ESL</u>

I understand and agree to the following:

- Completion of this form is required of all applicants for any adult education funding effective July 1, 1999.
- Funding for 2000-2001 will be contingent upon past performance evaluated at the end of each year.
- This application will not be considered for funding in the event any items or pages are omitted unless an acceptable written explanation is provided.
- I have reviewed my application and certify the information provided is complete and accurate and I will comply with the Adult Education Section Assurances.

LEA Administrator Signature Title (Typed) LEA Administrator Name (Typed) Date Signed

*Only those programs currently funded with ABE/GAE grants may apply for ABE/GAE funds.

Arkansas Adult Education Funding Application July 1, 2000, to June 30, 2001 - Page 2 of 18

1. Application Acceptance Guidelines:

1. Federal funds **must be** used to *supplement* (add to, extend) and not *supplant* (take the place of) other funding.
2. Each item **must be** submitted in the order of the application format.

3. All items **must be** answered completely.
4. Applications **must be** submitted in 12 point or larger type and returned on the pages provided.
5. The signed, original application, signed in a colored (not black ink) **must be** easily identified as the original.
6. Each application **must** demonstrate that Adult Education funds will be used effectively and efficiently.
7. Each application **must** assure coordination among providers to avoid duplication of services, programs, and/or activities made available to adults under other local, federal or state adult education programs.
8. Adult literacy services for adults in family literacy programs **may be** supported from ABE/GAE and/or D & E grant funds.
9. Students aged 16 and 17 **may be** served with Adult Education funds if they are waived into an adult education center, according to Act 837 of 1995.
10. Literacy Councils **must follow** CBO Adult Education Federal Grants Guidelines.
11. Literacy councils **may not** use adult education federal funds to serve students under the age of 18.
12. Faxed copies **will not** be considered for funding.
13. Additional pages **may not** be submitted except where noted within this application.
14. A cover letter or transmittal letter **may not** be submitted as part of the application.
15. D & E and C/I funds **may not** be used to provide services to adults that function above the 8.9 level **[State Plan (SP 6.5.3)]**.
16. D & E funds **may not** be used to provide services to adults in Correctional/Institutional (C/I) settings. Those services may only be supported with C/I grant funds, state funds and/or other public or private funds.
17. D & E and/or C/I proposal requests for equipment **will not** be considered.
18. C/I requests for Ad Ed Application Amendment/Budget Page Maintenance and Operation-03 and Other-04 **will not** be considered.

NOTE: Throughout this application references to the specific section within the 1999-2000 Arkansas State Plan submitted under the requirements in the Workforce Investment Act of 1998 (PL105-200), are found in parenthesis. Example: (SP6.5.2)

The original and eight (8) copies of the complete application, with requested attachments, must be received no later than 4:30 p.m. March 15, 1999, at the Adult Education Section, Three Capitol Mall, Luther S. Hardin Building, Room 200-D, Little Rock, Arkansas 72201-1083.

Each application must be received in the Adult Education Section on or before the stated deadline in order to be considered for funding. Applications will be accepted Monday through Friday between 8:00 a.m. and 4:30 p.m. No competitive grant applications will be considered if received after 4:30 p.m. on the closing date unless the applicant can show proof that the application was:

- (1) sent by registered or certified mail not later than five (5) calendar days before the deadline; or
- (2) sent by a commercial carrier not later than two (2) calendar days before the deadline.

The following are acceptable as proof of mailing:

- (1) a legibly dated U.S. Postal Service postmark; or
- (2) a legible mail receipt with the date of mailing stamped by the U.S. Postal Service; or
- (3) a dated shipping label, invoice, or receipt from a commercial carrier.

2. All Programs Applying for Adult Education State and/or Federal Funds

Using the "Funding Source Report" obtained from adult education student records system (STUREC), provide the number of enrolled adults (12 hours or more) who received services with **all adult education funds** during **FY 1997-98** for each county. **Duplicate this form if the LEA serves more than three (3) counties. (SP6.5.2), (SP6.5.4.1), (SP6.5.3)**

County where adult education services were provided. _____	<u>7/1/97 to 6/30/98</u> Grade Level of Adults Level I (0.0-1.9) Level II (2.0-5.9) Level IV (9.0-12.9) ESL Only Column Total	<u>7/1/97 to 6/30/98</u> Number of County Eligibles Proposed to be Served _____ _____ _____ _____ _____	<u>7/1/97 to 6/30/98</u> Number of County Eligibles Actually Enrolled _____ _____ _____ _____ _____	<u>7/1/97 to 6/30/98</u> Number of Adults Enrolled 60+Hrs. _____ _____ _____ _____ _____
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County where adult education services were provided. _____	<u>7/1/97 to 6/30/98</u> Grade Level of Adults Level I (0.0-1.9) Level II (2.0-5.9) Level IV (9.0-12.9) ESL Only Column Total	<u>7/1/97 to 6/30/98</u> Number of County Eligibles Proposed to be Served _____ _____ _____ _____ _____	<u>7/1/97 to 6/30/98</u> Number of County Eligibles Actually Enrolled _____ _____ _____ _____ _____	<u>7/1/97 to 6/30/98</u> Number of Adults Enrolled 60+Hrs. _____ _____ _____ _____ _____
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County where adult education services were provided. _____	<u>7/1/97 to 6/30/98</u> Grade Level of Adults Level I (0.0-1.9) Level II (2.0-5.9) Level IV (9.0-12.9) ESL Only Column Total	<u>7/1/97 to 6/30/98</u> Number of County Eligibles Proposed to be Served _____ _____ _____ _____ _____	<u>7/1/97 to 6/30/98</u> Number of County Eligibles Actually Enrolled _____ _____ _____ _____ _____	<u>7/1/97 to 6/30/98</u> Number of Adults Enrolled 60+Hrs. _____ _____ _____ _____ _____
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3-A. Adult Education Programs Only

Report the number of enrolled adults (12 or more hours) served with **any adult education funds** that advanced. Advancements are to be reported unduplicated in each of the following columns. **Only adults showing educational gain(s) should be reflected on this report.** This information may be obtained from the Adult Education Section STUREC operator. **(SP6.5.2), (SP6.5.4.1), (SP6.5.3)**

Enrolled Adult Advancement 7/1/97 to 6/30/98				Enrolled ESL Adult Advancement 7/1/97 to 6/30/98			
Less than a grade level	One grade level	More than one grade level	Total number advancing	Less than a grade level	One Grade level	More than one grade level	Total number advancing
_____	_____	_____	_____	_____	_____	_____	_____

3-B. Literacy Councils, Other Community Based Organizations, Etc.

Report the number of adults (18 years of age or older) enrolled (12 or more hours) who were served with any **adult education funds** who advanced. Advancements are to be reported unduplicated in each of the following columns. This information may be obtained from the Adult Education Section STUREC operator. **Only adults showing educational gain(s) should be reflected on the advancement section on the left side of this page.** **(SP6.5.2), (SP6.5.4.1), (SP6.5.3)**

Enrolled Adult Advancement--Ad Ed Funds 7/1/97 to 6/30/98				Students Provided Services with Other Funds (United Way, *GAC, etc.)	
Less than a grade level	One grade level	More than one grade level	Total number advancing	Adults	Children
_____	_____	_____	_____	Total Provided	_____
				Other Services	_____

Enrolled ESL Adult Advancement 7/1/97 to 6/30/98			
Less than a grade level	One grade level	More than one grade level	Total number advancing
_____	_____	_____	_____

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4. Entry status of all enrolled adults (12 or more hours) entering the adult education/literacy program from July 1, 1997, to June 30, 1998.

Program Participants Entry Status:

1. _____ Number of adults that were disabled?
2. _____ Number of adults in programs that were for the homeless?
3. _____ Number of adults that were in a correctional facility?
4. _____ Number of adults that were in other institutional settings?
5. _____ Number of adults that entered adult education unemployed?
6. _____ Number of adults that were employed?
7. _____ Number of adults that were not in the labor force?
8. _____ Number of adults that were on public assistance?
9. _____ Number of adults in workplace literacy programs?
10. _____ Number of adults in family literacy programs?
11. _____ Number of adults in employment and training programs?
12. _____ Number of adults in community correctional programs?

5. Achievements of all enrolled (12 or more hours) adults served with all adult education funding from July 1, 1997, to June 30, 1998.

Program Participants Achievements:

1. _____ Number of adults that obtained the Arkansas High School Diploma by passing the Tests of General Educational Development (GED)?
2. _____ Number of adults that entered other academic or vocational programs?
3. _____ Number of adults that received United States citizenship?
4. _____ Number of adults that registered to vote or voted for the first time?
5. _____ Number of adults that gained employment?
6. _____ Number of adults that secured employment, retained employment, or obtained job advancement?
7. _____ Number of adults that were removed from public assistance?

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001- Page 6 of 18

Each applicant for Adult Education funding will set local program goals by completing Items 6, 7, 8 and 9.

All recipients of state and federal adult education funding will be required to include the starred (***) state and federal core indicators and additional state indicators in your local program goals. The other indicators may be included as goals for your program as appropriate for your community. Each year the performance levels of each goal must exceed the three-year average. Final goals and the specifics of those goals will be negotiated with the Adult Education Section prior to the grant award.

6. Federal Core Indicators-(SP5.2)

*** F-1 Projected number of enrolled Beginning Literacy ABE students (0.0 to 1.9) making measurable progress (.1+) in reading, writing and speaking the English language, numeracy, problem solving, English language acquisition, and other literacy skills as measured by mastery of one or more competencies identified on a standardized assessment instrument approved by the Arkansas Department of Workforce Education-Adult Education Section (ADWE-AES). **(SP5.2.1)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

*** F-2 Projected number of enrolled Beginning ABE students (2.0-5.9) making measurable progress (.1+) in reading, writing and speaking the English language, numeracy, problem solving, English language acquisition, and other literacy skills as measured by mastery of one or more competencies identified on a standardized assessment instrument approved by ADWE-AES. **(SP 5.2.2)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

F-3 Projected number of enrolled Intermediate ABE students (6.0-8.9) making measurable progress (.1+) in reading, writing and speaking the English language, numeracy, problem solving, English language acquisition, and other literacy skills as measured by mastery of one or more competencies identified on a standardized assessment instrument approved by ADWE-AES. **(SP 5.2.3)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

F-4 Projected number of enrolled Beginning Literacy English as a second language (ESL) students who will acquire the level of English language skills needed to complete the educational functioning level. **(SP5.2.4)** Test Benchmark: CASAS 165-180; ORAL BEST 0-15; MELT/SPL 0-1

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

F-5 Projected number of enrolled Beginning ESL students who will acquire the level of English language skills needed to complete the educational functioning level. **(SP5.2.5)** Test Benchmark: CASAS 181-200; ORAL BEST 16-41; MELT/SPL 2-3

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 – Page 7 of 18

F-6 Projected number of enrolled Intermediate ESL students who will acquire the level of English language skills needed to complete the educational functioning level. **(SP5.2.6)** Test Benchmark: CASAS 201-220; ORAL BEST 42-57; MELT/SPL 4-5

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

F-7 Projected number of enrolled Advanced ESL students who will acquire the level of English language skills needed to complete the educational functioning level. **(SP5.2.7)** Test Benchmark: CASAS 221+; ORAL BEST 58+; MELT/SPL 6+

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

*** F-8 Projected number of enrolled adults who will be placed in, retained in, or complete postsecondary education and/or training. **(SP5.2.8)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

*** F-9 Projected number of enrolled unemployed adults who will obtain unsubsidized employment. **(SP5.2.9)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

***F-10 Projected number of enrolled employed adults who will be retained or advance on the job. **(SP 5.2.10)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

F-11 Projected number of enrolled adults who will earn an Arkansas High School Diploma by passing the GED. **(SP5.2.11)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = ___

7. State Core Indicators- (SP5.2), (SP5.3)

S-1 Program will provide one or more of the following component(s): workplace education; family literacy; education for adults in correctional institutions; and/or English as a second language. **(SP5.1.3)**

List 1999-2000 components: _____

List 2000-2001 components: _____

S-2 Projected number of adults taking the GED Tests who will earn an Arkansas High School Diploma. **(SP5.3.2)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = _____

*** S-3 Projected number of county eligibles (18 yrs. + without a high school diploma) who will be enrolled in the local program. **(SP5.3.3)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = _____

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 – Page 8 of 18

*** S-4 Projected number of educationally disadvantaged adults (functioning on 0.0 to 8.9 grade level) who will be enrolled in your program must be at least a proportional share of the educationally disadvantaged adults in your program eligibles. **(SP5.3.4)**

_____ # of program eligibles based on the most recent US Census data who are educationally disadvantaged.
_____ # of educationally disadvantaged adults who will be enrolled in your program in 1999-2000.
_____ # of educationally disadvantaged adults who will be enrolled in your program in 2000-2001.

**8. Additional state indicators to be used as part of the annual evaluation of local programs.
(SP6.5.1), (SP6.5.3)**

***AS-1 Americans with Disabilities Act (ADA) of 1990 compliance. **(SP2.2.2)**

_____ Yes _____ No ADA Coordinator has been named. Name: _____
_____ Yes _____ No ADA Self-evaluation Fiscal Year 98 was conducted.
_____ Yes _____ No ADA Grievance Procedure has been established.

***AS-2 Projected number of enrolled GAE students (9.0-12.9) making measurable progress (.1+) in reading, writing and speaking the English language, numeracy, problem solving, English language acquisition, and other literacy skills as measured by mastery of one or more competencies identified on a standardized assessment instrument approved by ADWE-AES. **(SP6.5.1)**

___ # in 1999-2000 ___ # in 2000-2001 95-96 # = ___ 96-97 # = ___ 97-98 # = ___ Local 3 yr. Average = _____

***AS-3 Projected number of enrolled ABE students who will be screened with one or more learning disability (LD) screening instruments.

1999-2000 _____ # of students LD screened List screening instrument(s): _____
2000-2001 _____ # of students LD screened List screening instrument(s): _____

***AS-4 Cost per student hour based on total program expenditures.

\$_____ 1999-2000 \$_____ 2000-2001 Three-year average (95/96, 96/97, & 97/98) for adult education is: **\$7.80**
Three-year average (95/96, 96/97, & 97/98) for literacy councils is: **\$6.47**

***AS-5 Projected number of students to be retained for 9 months or 60 hours (must continue to have consecutive monthly instructional hours to be considered retained). **(SP6.5.4.1)** _____ # in 1999-2000 _____ # in 2000-2001

***AS-6 Percentage of administrators, instructors, and/or tutors participating in adult education funded staff development.
_____ % 1999-2000 _____ % 2000-2001

***AS-7 Certification **(SP6.5.8)**

_____ Yes _____ No _____ NA

All full-time adult education instructional staff who have been employed full-time for four or more years have adult education certification/endorsement.

_____ Yes _____ No _____ NA

All literacy council tutors have completed a literacy tutor training program recognized by the Adult Education Section.

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001- Page 9 of 18

9a. Local Indicators. Include additional indicators and measurable local goals for 1999-2000 in addition to those requested in this proposal, if applicable.

- 9b. *Local Indicators.*** Include additional indicators and measurable local goals for 2000-2001 in addition to those requested in this proposal, if applicable.

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001- Page 10 of 18

- 10. *List instructional practices that will be used to teach adults to read, advance in math, and/or language arts. (SP6.5.4.2)*** (For example: Manipulatives, concrete learning experience, peer coaching, Laubach, Rosetta Stone, Plato, etc.)

- 11. Submit an explanation of how an annual program review was conducted for the 1997-1998 program year. Explain how the results were used to demonstrate that the needs of eligibles functioning below 8.9 grade level were met using all sources of funding. (SP4.2)**

(For example: may include advancement(s), types of instructional programs offered, test results, census data, student follow-up, employer follow-up, LD screenings, etc.)

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001- Page 11 of 18

- 12. Describe how technology is utilized in instructional activities and how these activities have effectively enhanced student gains. (SP6.5.6)** (For example: may include calculators, computers, distance learning, Internet, etc.)

- 13. *What instructional activities are used to provide learning in real-life contexts to ensure that an adult has the skills needed to compete in the workplace? (SP6.5.7)***

- 14. What instructional activities are used to provide learning in real-life contexts to ensure that an adult has the skills needed to exercise the rights and responsibilities of citizenship? (SP6.5.7)**
- 15. If there is a need to increase the capacity of English literacy services, describe this need and provide documentation. (SP6.5.12)** (For example: may include waiting lists, new census figures, etc.)

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001- Page 13 of 18

16. Describe the coordination efforts that your program has with other service providers in order to enable adults, including those with disabilities or other special needs, to attend and complete programs. List agencies with which you coordinated services and describe coordinated efforts from July 1, 1998, to the present. Include local adult education programs, literacy councils, Department of Human Services, Arkansas Rehabilitation, local optometrist, Job Training Partnership Act, Employment Security Department, elementary and secondary schools, post-secondary educational and training institutions, one-stop centers, job training programs, social service agencies, etc. The agency administrator with which the applicant coordinated services must date and sign in the space provided below. **(SP6.5.9), (SP6.5.10)** Duplicate this form if needed.

Specific Services Coordinated

1. _____
Agency Phone Number

Coordinating Agency
Administrator Name (Typed)

Coordinating Agency
Administrator Name (Signed)

2. _____
Agency Phone Number

Coordinating Agency
Administrator Name (Typed)

Coordinating Agency
Administrator Name (Signed)

3. _____
Agency **Phone Number**

Coordinating Agency **Coordinating Agency**
Administrator Name (Typed) **Administrator Name (Signed)**

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 - Page 14 of 18

17. ***If applying for D & E funding, provide a detailed narrative explaining how D & E funds will be used to raise the reading, math, or language arts educational level of adults who function below the 9.0 grade level.*** In the narrative, include a description of how these services will supplement--not supplant--existing funds. **(SP1.2) (SP5.2.1) (SP5.2.2) (SP5.2.3) (SP6.5.3) (WIA Section 241)**

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 - Page 15 of 18

- 18. Programs applying for funds to serve ESL adults must provide a detailed narrative explaining how D & E funds will be used to compete or raise the educational functioning level of ESL students in Beginning Literacy ESL, Beginning ESL, Intermediate ESL, and Advanced ESL.** In the narrative, include a description of how these services will supplement--not supplant--existing funds. Also include the proposed number of ESL students that you estimate will be enrolled in each educational functioning level and what standardized assessment tools will be used to determine educational functional level(s). These students should be included in the proposed level of adults to be enrolled on pages 1 and 2 of 18. **(SP5.2.4) (SP5.2.5) (SP5.2.6) (SP5.2.7) (SP6.5.3)**

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 - Page 16 of 18

- 19. If applying for C/I funding, provide a detailed narrative explaining how C/I funds will be used to raise the reading, math, or language arts education level of adults in correctional or institutional settings who function below the 9.0 grade level.** Priority will be given to serving individuals who are likely to leave the correctional institution within five (5) years of participating in the program. In the narrative, include a description of how these services will supplement--not supplant--existing funds. **(SP5.2.1) (SP5.2.2) (SP5.2.3) (SP6.5.3) (SP11.1) (SP11.2)**

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 - Page 17 of 18

Attachments that Must Be Submitted with the Arkansas Adult Education Funding Application:

20. A completed *Final Line-Item Budget Fiscal Year Report for July 1, 1997, to June 30, 1998, form (FLIBFYR97-98).
21. A narrative providing a detailed line-item explanation of your program's expenditures for the July 1, 1997, to June 30, 1998, program year submitted in item #20.

22. A completed *Current Year Budget Category Report for July 1, 1998, to June 30, 1999, form (CYBCR98-99).
23. A narrative providing a detailed line-item explanation of your program's expenditures for the July 1, 1998, to June 30, 1999, program year submitted in item #22.
24. A completed *Projected Line Item Budget Report for July 1, 1999, to June 30, 2000, form (PLIBR99-00).
25. A narrative providing a detailed line-item explanation of your program's expenditures for the July 1, 1999, to June 30, 2000, program year submitted in item #24.
26. A completed *Projected Line Item Budget Report for July 1, 2000, to June 30, 2001, form (PLIBR00-01).
27. A narrative providing a detailed line-item explanation of your program's expenditures for the July 1, 2000, to June 30, 2001, program year submitted in item #26.
28. *Adult Education Class Schedule and Personnel Page for July 1, 1999, to June 30, 2000.
29. *Adult Education Class Schedule and Personnel Page for July 1, 2000, to June 30, 2001.
30. A copy(ies) of your signed ABE/GAE Program Request Application(s) for all 1998-1999 Adult Education funds. (Where applicable, include a signed copy of the ABE, GAE, D & E, and C/I applications.)

*Copies of these blank forms are included in this packet.

Arkansas Adult Education Funding Application July 1, 1999, to June 30, 2001 - Page 18 of 18

FLIBFYR97-98

FINAL LINE ITEM BUDGET FISCAL YEAR REPORT 7/1/97 TO 6/30/98

<i>Budget Category</i>	<i>GAE</i>	<i>ABE</i>	<i>D & E</i>	<i>C / I</i>	<i>*GAC</i>	<i>Other Funds</i>	<i>Category Total</i>
01a Director/Coordinator salary							
01b Secretary/Bookkeeper/Accountant							
01c Administration matching (FICA, etc.)							
01d Administration travel							
01-Administration Total							
02a Full-time Teacher salary							
02b Part-time Teacher salary							
02c Full-time Paraprofessional Salary							
02d Part-time Paraprofessional Salary							
02e Counselor salary							
02f Instructional Matching (FICA, etc.)							
02g Instructional texts/supplies							
02h Computer software							
02i Instructional travel							
02-Instructional Total							
03a Rent							
03b Utilities							
03c Custodial services							
03d Building/property insurance							
03e Contracts: Equip. (maint., rental or lease)							
03-Maintenance & Operation Total							
04a Advertisement/promotion							
04b Graduation expense							
04c Office supplies/postage							
04d Copying costs							
04e Telephone							
04f Audit/bond							
04g Other (explain)							
04h Conference/workshop travel							
04i Equipment (attach a list)							
04-Other Total							

Grand Total by Grant Source							
------------------------------------	--	--	--	--	--	--	--

* GAC (Grants and Aids to Councils)
 Admin.: Max. 10% State (ABE/GAE) or 5% Federal (D and E; C/I) Funds
 M and O: Max. 10% State or Federal
No requests for equipment will be considered for D and E and/or C/I Funds

FLIBFYR97-98

CYBCR98-99

CURRENT YEAR BUDGET CATEGORY REPORT 7/1/98 TO 6/30/99

<i>Budget Category</i>	<i>GAE</i>	<i>ABE</i>	<i>D & E</i>	<i>C / I</i>	<i>*GAC</i>	<i>Other Funds</i>	<i>Category Total</i>
01a Director/Coordinator salary							
01b Secretary/Bookkeeper/Accountant							
01c Administration matching (FICA, etc.)							
01d Administration travel							
01-Administration Total							
02a Full-time Teacher salary							
02b Part-time Teacher salary							
02c Full-time Paraprofessional Salary							
02d Part-time Paraprofessional Salary							
02e Counselor salary							
02f Instructional Matching (FICA, etc.)							
02g Instructional texts/supplies							
02h Computer software							
02i Instructional travel							
02-Instructional Total							
03a Rent							
03b Utilities							
03c Custodial services							
03d Building/property insurance							
03e Contracts: Equip. (maint., rental or lease)							
03-Maintenance & Operation Total							
04a Advertisement/promotion							
04b Graduation expense							
04c Office supplies/postage							
04d Copying costs							
04e Telephone							
04f Audit/bond							

04g Other (explain)							
04h Conference/workshop travel							
04i Equipment (attach a list)							
04-Other Total							
Grand Total by Grant Source							

* GAC (Grants and Aids to Councils)
Admin.: Max. 10% State (ABE/GAE) or 5% Federal (D and E; C/I) Funds
M and O: Max. 10% State or Federal
No requests for equipment will be considered for D and E and/or C/I Funds

CYBCR98-99

PLIBR99-00

PROJECTED LINE ITEM BUDGET REPORT 7/1/99 TO 6/30/00

<i>Budget Category</i>	<i>GAE</i>	<i>ABE</i>	<i>D & E</i>	<i>C / I</i>	<i>*GAC</i>	<i>Other Funds</i>	<i>Category Total</i>
01a Director/Coordinator salary							
01b Secretary/Bookkeeper/Accountant							
01c Administration matching (FICA, etc.)							
01d Administration travel							
01-Administration Total							
02a Full-time Teacher salary							
02b Part-time Teacher salary							
02c Full-time Paraprofessional Salary							
02d Part-time Paraprofessional Salary							
02e Counselor salary							
02f Instructional Matching (FICA, etc.)							
02g Instructional texts/supplies							
02h Computer software							
02i Instructional travel							
02-Instructional Total							
03a Rent							
03b Utilities							
03c Custodial services							
03d Building/property insurance							
03e Contracts: Equip. (maint., rental or lease)							

03-Maintenance & Operation Total							
04a Advertisement/promotion							
04b Graduation expense							
04c Office supplies/postage							
04d Copying costs							
04e Telephone							
04f Audit/bond							
04g Other (explain)							
04h Conference/workshop travel							
04i Equipment (attach a list)							
04-Other Total							
Grand Total by Grant Source							

* GAC (Grants and Aids to Councils)
 Admin.: Max. 10% State (ABE/GAE) or 5% Federal (D and E; C/I) Funds
 M and O: Max. 10% State or Federal
No requests for equipment will be considered for D and E and/or C/I Funds

PLIBR99-00

PLIBR00-01

PROJECTED LINE ITEM BUDGET REPORT 7/1/00 TO 6/30/01

Budget Category	GAE	ABE	D & E	C / I	*GAC	Other Funds	Category Total
01a Director/Coordinator salary							
01b Secretary/Bookkeeper/Accountant							
01c Administration matching (FICA, etc.)							
01d Administration travel							
01-Administration Total							
02a Full-time Teacher salary							
02b Part-time Teacher salary							
02c Full-time Paraprofessional Salary							
02d Part-time Paraprofessional Salary							
02e Counselor salary							
02f Instructional Matching (FICA, etc.)							
02g Instructional texts/supplies							
02h Computer software							
02i Instructional travel							
02-Instructional Total							

03a Rent							
03b Utilities							
03c Custodial services							
03d Building/property insurance							
03e Contracts: Equip. (maint., rental or lease)							
03-Maintenance & Operation Total							
04a Advertisement/promotion							
04b Graduation expense							
04c Office supplies/postage							
04d Copying costs							
04e Telephone							
04f Audit/bond							
04g Other (explain)							
04h Conference/workshop travel							
04i Equipment (attach a list)							
04-Other Total							
Grand Total by Grant Source							

* GAC (Grants and Aids to Councils)
Admin.: Max. 10% State (ABE/GAE) or 5% Federal (D and E; C/I) Funds
M and O: Max. 10% State or Federal
No requests for equipment will be considered for D and E and/or C/I Funds

LIBR00-01

AECSPP1/18/99

ADULT EDUCATION CLASS SCHEDULE AND PERSONNEL PAGE July 1, 1999, to June 30, 2000

Local Education Agency Sample Form ()
LEA #

Address Sample Form

City, State, Zip Sample Form

Phone Number Sample Form FAX Number Sample Form

Contact Person Sample Form

Funding Source

ABE:State _____
GAE:State _____
D&E:Federal _____
C/I:Federal _____
Special Project:State _____
Carry-over: State _____

Codes

01a Director/Coordinator
01b Secretary/Bookkeeper/Accountant
02a Full-time Teacher
02b Part-time
02c Full-time Paraprofessional
02d Part-time Paraprofessional
02e Counselor
02f Volunteer Literacy Tutor

		Class Site	Class Size	Day(s) Class	Clock Hours Class	H O	W E	Hours Per	Administrator, Instructor,	C O	Annual Salary	Annual Salary
--	--	------------	------------	--------------	-------------------	--------	--------	-----------	-------------------------------	--------	---------------	---------------

County	Town	And Type of Class	This Class	Meets MTWThF	Meets 00:00-00:00	U R S	E K S	Fiscal Year *	Paraprofessional, etc. Name **	D E	Per Funding Source ***	All Ad Ed Funds ****
Independence	Newport	Walnut Street ESL	24	MTWTh	12:00-2:00	8	52	416	Mary Walters	02a	\$2,800.00	\$22,345.00
“	“	“		MTWTF	8:00-11:00	15	52	780	Mary Walters	01a	\$9,900.00	
“	“	“	15	MTWTF	2:00-5:00	15	52	780	Mary Walters	02a	\$7,000.00	
“	“	“	10	Thursday	6:00-8:00	2	52	104	Mary Walters	02a	\$2,645.00	
SAMPLE	SAMPLE	SAMPLE		SAMPLE	SAMPLE				SAMPLE		SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE		SAMPLE	SAMPLE				SAMPLE		SAMPLE	SAMPLE

? **SPECIAL NOTES:** Programs may duplicate this form as needed. ?

- ? * Clock hours total for this class are for the year and funding source indicated in the upper right corner of this form.
- ? ** Attach an Arkansas Department of Education Teacher’s Certificate for all renewals and new employees **ONLY**.
- ? *** This is the salary paid (not including any matching)
- ? **** **Literacy Councils:** List total salary paid to each person from all funding sources.

AECSPP1/18/99

**ADULT EDUCATION CLASS SCHEDULE AND
PERSONNEL' PAGE July 1, 1999, to June 30, 2000**

Funding Source

Codes

Local Education Agency _____ (_ _ _ _) LEA #

ABE:State _____
GAE:State _____
D&E:Federal _____
C/I:Federal _____
Special Project:State _____
Carry-over: State _____

01a Director/Coordinator
01b Secretary/Bookkeeper/Accountant
02a Full-time Teacher
02b Part-time
02c Full-time Paraprofessional
02d Part-time Paraprofessional
02e Counselor
02f Volunteer Literacy Tutor

Address _____

City, State, Zip _____

Phone Number _____ FAX Number _____

Contact Person _____

County	Town	Class Site And Type of Class	Class Size This Class	Day(s) Class Meets MTWThF	Clock Hours Class Meets 00:00-00:00	H O U R S	W E E K S	Hours Per Fiscal Year *	Administrator, Instructor, Paraprofessional, etc. Name **	C O D E	Annual Salary Per Funding Source ***	Annual Salary All Ad Ed Funds ****

? **SPECIAL NOTES:** Programs may duplicate this form as needed. ?

- ? **
- ? ***
- ? ****

? * Clock hours total for this class are for the year and funding source indicated in the upper right corner of this form.

Attach an Arkansas Department of Education Teacher's Certificate for all renewals and new employees **ONLY**.

This is the salary paid (not including any matching)

Literacy Councils: List total salary paid to each person from all funding sources.

LIBR00-01