

ADULT EDUCATION GRANT APPLICATION
INTEGRATED ENGLISH LITERACY & CIVICS EDUCATION QUESTIONS

**Please note, all applications must be submitted through TCSG's online application portal. TCSG will not accept applications submitted in any other format (mail, email, etc.) or after the submission deadline. This document lists the application questions for reference only.*

Applicant Information

I. Organization Head Information

1. Name
2. Title
3. Phone Number
4. Email Address

II. Grant Lead Contact Information

1. Name
2. Title
3. Phone Number
4. Email Address

III. Organization Information

1. Lead Applicant Organization Name
2. Address
3. DUNS Number
4. Lead Application Organization Type
 - Local Educational Agency/School District
 - Public or Private Nonprofit Organization (please indicate type)
 - Community-Based Organization
 - Faith-Based Organization
 - Other, please list: _____
 - Institution of Higher Education
 - Technical College
 - Four-Year College or University
 - Other Public Agency
 - Library
 - Public Housing Authority
 - Other, please list: _____
 - Other, please list: _____

5. Are you applying as a consortium of eligible agencies? If yes, please list the name(s) and type(s) of the agencies in your consortium.

6. Are you applying in partnership with an employer? If yes, please list the employer.

IV. Grant Information

1. Please list the counties in which you are planning to serve students.

V. Total IELCE Funding Requested: _____

**Please note, the amounts you include in the chart below should be based off of your anticipated enrollment as entered in the Funding Formula Workbook.*

Application Questions

Program Overview

1. Describe the student population your program will serve. Include the anticipated number of students and their distinguishing characteristics (ex: youth ages 16-24, refugees, individuals with low-literacy levels, students living in rural counties, English language learners, refugees, etc.). Please provide a rationale, which includes recent enrollment data, as to the anticipated number of students you plan to serve. *(Consideration 1) (300 words)*
2. Describe how your program will:
 - a. Address an identified and demonstrated need for English language and civics education in your region that is not currently filled. *(Considerations 1 & 13)*
 - b. Align with the services, strategies, and goals listed in the local plan(s) of your region's Local Workforce Development Board (LWDB). *(Consideration 4) (500 word limit)*

Staffing

1. Please upload the **program staffing table**. Include *both staff and volunteers* that will fulfill the essential job duties as outlined in the grant guidelines. *(Consideration 9)*
2. Provide a rationale for how you staffed your program, including how you will ensure your staff fulfills the essential duties outlined in the grant application guidelines and the reason for any other positions included in the program staffing table. *(500 word limit)*
3. How will you ensure that your program will:
 - a. Hire highly-qualified instructors, career services coordinator(s), a program administrator, and volunteers with the capacity to operate an impactful program;
 - b. Facilitate a culture that maximizes each staff member's and volunteer's strengths; and
 - c. Retains highly-effective staff and volunteers? *(Consideration 9) (750 word limit)*
4. Describe how your program will provide staff and essential volunteers high-quality, relevant, and meaningful professional development. *(Consideration 9) (500 word limit)*

The Student Experience

1. Describe your student recruitment plan. Explain how it will effectively recruit the targeted number and type of students described above. Support your answer with the specific data or feedback you used to design your recruitment plan. *(500 word limit)*
2. Describe your student intake and orientation process, including how you will balance meeting WIOA and Office of Adult Education (OAE)-requirements (ex: gathering accurate student demographic data, administering the NRS-approved assessments) with creating a welcoming, positive, and efficient first impression for students. *(500 word limit)*

3. Describe how you will ensure all students, including those with disabilities or other special needs, can attend and complete your program. Specifically, please address:
 - a. How you will coordinate with other federal, state, and local organizations to provide needed support services (childcare, transportation, mental health, career planning, etc.); and
 - b. How your program will provide flexible schedules that meet the needs of all students. *(Consideration 11) (500 word limit)*
4. What barriers do you think students will face in accessing your program? How, specifically, do you intend to address those barriers so that all students, including those with disabilities (mental or physical handicap, learning disability, etc.) have equitable access to participate in your program? *(300 word limit)*

Instructional Program

1. Upload the **course plan template**. *(Consideration 5)*

**Please note, your course plan must demonstrate that your program will be of sufficient intensity and quality to ensure students make substantial learning gains. Per OAE policy, students must receive at list six hours of in-person instruction or the equivalent proxy hours per week.*
2. Describe the instructional methods your program will utilize. In your answer, please address:
 - a) The research base for the listed instructional methods *(Considerations 5 & 6)*;
 - b) How your instructional program will incorporate the essential components of reading instruction *(Consideration 5)*; and
 - c) How you will use the English Language Proficiency Standards (ELP) to plan purposeful units and lessons. *(750 word limit)*
3. How will your program leverage technology to increase the quality of instruction? In your answer please address:
 - a) How will you ensure that technology elevates the quality of instruction rather than just replaces traditional instructional methods; and
 - b) Describe your program's plans to offer distance education. *(Consideration 7). (750 word limit)*
4. What integrated education and training opportunities will you offer students *(consideration 8)*? In your answer, please address:
 - a) How you know each IET will prepare students for employment in an in-demand industry.
 - b) The training provider you will use;
 - c) What credential(s) students will receive;
 - d) How your IET will offer workforce training, workforce preparation activities, and adult education concurrently; and

- e) How you will coordinate with other education, training, and social services resources in the community to develop and implement your IET (*Consideration 10*). (750 word limit)
- 5. Who will serve as your instructional leader? Please describe why you chose that person to be the instructional leader and detail their specific roles and responsibilities. (300 word limit)
- 6. Describe how your program will integrate English language acquisition instruction, instruction on rights and responsibilities of citizenship and civic participation, and workforce training.

Partnerships

- 1. Briefly describe your program's formal partners. For each partner, please list:
 - a) The partner's roles and responsibilities, and
 - b) How, specifically, the partnership will support students (ex: transitioning students into postsecondary education, training or the workforce; providing student's wrap around services). (*Considerations 10 & 11*). (500 word limit)
- 2. Please upload **statements of commitment** from each of the listed partners. (state requirement)
- 3. Please list the Local Workforce Development Boards (LWDB) you will partner with. For each LWDB listed, please describe:
 - a) How will you partner with each LWDB's one-stop provider; and
 - b) How you will promote concurrent enrollment in Title I programs. (*Considerations 4 & 10*) (300 word limit)

Past Effectiveness

- 1. Upload two years of performance data to demonstrate your past effectiveness in: (a) improving the English language acquisition skills of English language learners, (b) helping individuals attain citizenship, and (c) achieving outcomes related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education. Based on the data you uploaded, answer the questions below:
 - a. Describe the population of students, including the total number of students, you reported data on for each year.
 - b. Describe the assessment(s) you used to determine the percentage of students demonstrating growth in each level you listed and content area, if applicable. In your answer, please provide the name of the assessment, information about the reliability and validity of the assessment and how that assessment measures growth.
 - c. Describe the methods you used to determine the percentage of students employed, attaining high school equivalency, and transitioning to postsecondary education or training (*Consideration 3*). (500 word limit)

2. Provide evidence, using both qualitative and quantitative data and specific examples, that your program has the ability to serve individuals with disabilities, including those with learning disabilities (*Consideration 2*). (300 word limit)

Data, Outcomes, & Continuous Improvement

1. How will you ensure your program collects valid data in order to report on the WIOA performance indicators? (300 word limit)
2. Consider your program's current performance, including the data you uploaded in the past effectiveness section, as well as other data your program collects to assess student performance. Based on these data, how will you ensure your program meets or exceeds the state-adjusted levels of performance, as listed in the grant guidelines, for English as a Second Language?
Please note, the state-adjusted levels of performance are subject to change based on OAE's negotiations with OCTAE. However, for the purposes of the application, please use the FY20 statewide targets as a reference point. (500 word limit)
3. How will you collect relevant feedback from students, instructors, staff, and partner organizations? (300 word limit)
4. Describe your plans for regularly analyzing and using both quantitative data (MSG outcomes, contact hours, demographic data, etc.) and qualitative data (student and staff feedback, survey data, observation data, etc.) to inform program improvements. In your answer please include: (a) what staff person(s) will be responsible for facilitating this process, (b) how often this process will occur and, and (c) the specific data you will analyze. (500 word limit)

Budget

1. Please upload the **IELCE Budget Template**. *Please only include year one anticipated expenditures in the budget.*
2. Provide a budget rationale that explains why each item included in your budget is necessary to operate an effective IELCE program. (750 word limit)
3. Please describe any anticipated major changes you foresee to your budget in years two through four of the grant. (300 word limit)