



# Technical College System of Georgia

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## Virtual CLCP Meeting

Dr. Cayanna Good

Nadia Zuniga

Wednesday, July 28, 2021

# Welcome

## Icebreaker

Type in the chat box:

- Your name
- CLCP or Organization Affiliation
- Your favorite ice cream flavor

# Agenda

- Office of Adult Education Updates
- What's On the Horizon?
- CLCP Application
- GA Department of Education L4GA Grant
- Online Application Portal Demo
- Questions

# Office of Adult Education Updates

- FY21 Total Enrollment: **27,471** students
- FY21 NRS Enrollment (12+ hrs): **18,924** students
- **5,914** GED graduates in FY21
- **17** *HiSET* graduates in FY21
- **97** active Career Plus HSE students
- New provider beginning FY22: DeKalb County Schools

# Our Vision

To be the **Number 1** provider of Adult Education Services that can help **ANY** adult build a bridge to a better future.



# Translating Vision to Practice

- Integrated Education and Training (IET)
- High School Equivalency attainment
- Recruitment, retention, transition
- Digital literacy (Blackboard)
- Automating data and reporting (TargetX)
- Providing exemplars (marketing, curriculum, grant compliance, etc.)
- **Strengthening community support (CLCP)**

# What's On the Horizon?

- New CLCP Application process
  - 4-year cycle
  - Online application portal
- Benefits of CLCP approval:
  - Regular meetings and communication
  - Media toolkits
  - Educational webinars and resources
  - Exclusive grant opportunities
  - Paid membership to COABE

# CLCP Application - Overview

- Application opens August 6, 2021
- Application closes September 3, 2021
- Decisions announced early October
- Online application portal
- Technical Assistance guide and materials available



# CLCP Application – Section One

- CLCP general information
  - CLCP director
  - Alternative contact
  - CLCP contact information
  - County/counties served

# CLCP Application – Section Two

- Narrative Questions
  - Service Area Needs
  - Mission and History
  - Organization structure
    - Organizational chart required
  - Educational partnerships and collaborations
    - Focus on family literacy and two-generation supports
  - Collaboration with Local Adult Education Provider(s)

# CLCP Application – Section Three

## Strategies and Goals Worksheet for 4 years

- Categories: Tutorial services, Fundraising, Community Outreach/Marketing, Other

	Definition	Example
Strategy	The actions the CLCP will take to achieve the identified goal.	<i>Provide volunteers for after school parent-child nutrition classes to develop literacy skills.</i>
Goal	The aim or intended result of the CLCP's activities.	<i>Hold 1 fall class and 1 spring class, serving at least 15 families total. 90% of participants indicate they are pleased with the classes.</i>
Evaluation Plan	The methods that will be used to monitor the progress and measure the effectiveness of the CLCP's activities.	<i>Use registration forms and attendance sheets to monitor enrollment. Conduct a survey at the end of each class to evaluate satisfaction.</i>

# CLCP Application – Section Three

CLCP Strategies and Goals Worksheet			
Complete this table to identify your proposed strategies and goals as a CLCP. For each category, you can submit up to two goals. You <u>must</u> upload this document as part of your application.			
Applicant Name:			
Category	Strategy	Goal	Evaluation Plan
<i>Example</i>	<i>Provide volunteers for after school parent-child nutrition classes to develop literacy skills.</i>	<i>Hold 1 fall class and 1 spring class, serving at least 15 families. 90% of participants indicate they are pleased with the classes.</i>	<i>Use registration forms and attendance sheets to monitor enrollment. Conduct a survey at the end of each class to evaluate satisfaction.</i>
Tutorial Services			
Fundraising			

<b>Year 1</b>	Year 2	Year 3	Year 4
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# CLCP Application – Section Four

- Upload letters of support from community stakeholders endorsing CLCP's strategies and goals.
- Signed letter of support from local Adult Education provider(s) is **mandatory**.

# CLCP Application – Section Five

- Budget plan for FY22 (year one)
- Documentation of fiscal solvency (6 months of unaltered bank statements)
- Documentation of 501 (c) (3) tax-exempt status
- Most recent Form 990



**Questions?**

# Georgia Department of Education

## L4GA Community Grant - Overview

- Only TCSG-approved CLCPs are eligible for grant funding
- Only one grant application per CLCP
- Online application portal
- Application opens August 6, 2021
- Application closes September 3, 2021
- Grant awards announced early October
- Technical Assistance Guide and materials available



# GaDOE L4GA Community Grant – Priority Areas

- **Tutorial** – enhance and supplement adult learning
- **Marketing** – market adult education programs to students and community
- **2 Gen Community Outreach** – positively impact adult learners and their families
- Grants can support one or more priority areas

# GaDOE L4GA Community Grant – Available Grants

- **Seed Grant** - \$1,000 - \$5,000
  - **Planning** – plan a new initiative or approach
  - **Implementation** – implement a small scale, new initiative or approach
- **Community Impact Grant** – up to \$20,000
  - Implement or scale proven approaches
- Each grant will have unique set of questions

# GaDOE L4GA Community Grant – Grant Expectations

- Grant period is October 15, 2021 – June 15, 2022
- Reimbursement only basis
- Grantees must track outcomes of project or program
- Evaluation reports due on June 15, 2022

# GaDOE L4GA Community Grant – General Questions

- Grant selection
- Grant amount
  - OAE reserves the right to adjust funding awarded based on application and availability of funds
  - Applicants do not have to request full amount of the grant
- Assertion of solvency
  - CLCP has at least twice the amount they are requesting in a verifiable financial banking account
- Priority areas
- Individual or consortium

# GaDOE L4GA Community Grant – Section One: Grant Narrative

- Need for program
- Key questions (Seed Planning) or SMART goals (Seed Implementation and Community Impact)
- Scope of Work (template provided)

	Definition
<b>Milestone</b>	Key grant activity that is essential to accomplishing the goals of the grant.
<b>Action Steps</b>	Detailed activities required to meet the identified milestone. A milestone can have multiple action steps.
<b>Person(s) Responsible</b>	Who is responsible for ensuring the action steps are completed.
<b>Desired Outcome</b>	The expected results from successfully completing the action steps for the identified milestone.

# GaDOE L4GA Community Grant – Section One

## CLCP GADOE L4GA COMMUNITY GRANT: SCOPE OF WORK TEMPLATE

Complete this table to indicate the scope of work for your proposed CLCP Project. You **must** upload this document as part of your application.

Applicant Name:

Milestone	Action Steps	Timeframe	Person(s) Responsible	Desired Outcome

# GaDOE L4GA Community Grant – Section Two: Grant Capacity and Partnership

- Description of team members
  - At least one member should be local Adult Education program administrator or designee
- Letters of commitment from key partners

# GaDOE L4GA Community Grant – Section Three: Grant Budget

- CLCP Grant Budget (template provided)
- Budget rationale

Budget Category	Expenses
Administrative	General grant operating expenses (ex. copying, printing, shipping, etc.)
Contractual	The cost of any contractual expenses. Please note that grant recipients must follow the <a href="#">State of Georgia procurement procedures</a> for any contracts under this grant.
Equipment	Any equipment over \$5,000 in value or “pilferable” items such as laptops, cell phones, etc.
Marketing & Outreach	The cost of any marketing or outreach expenses. (ex. digital campaigns, events, flyers, etc.,)
Professional Development	The cost of professional development expenses. (ex. training, conference, etc.)
Supplies	Supplies and materials under \$5,000 in value (ex: books, paper, pens, etc.)
Travel	The cost of mileage, per diem, registration, etc. for any grant activities. Please note all travel must comply with the <a href="#">State of Georgia travel regulations</a> .



# GaDOE L4GA Community Grant – Section Three: Grant Budget

CLCP Georgia Department of Education L4GA Community Grant Budget										
CLCP Name:										
Name of Proposed Project:										
Expenses	October	November	December	January	February	March	April	May	June	Total
<b>Administrative (Total)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>enter line items here</i>										\$ -
<i>(ex. copying, printing, shipping, etc.)</i>										\$ -
										\$ -
<b>Contractual (Total)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>enter line items here</i>										\$ -
<i>(ex. contracts, subscriptions, etc.)</i>										\$ -
										\$ -
<b>Equipment (Total)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>enter line items here</i>										\$ -
<i>(over \$5,000 in value or "pilotable", ex. laptops, phones, etc.)</i>										\$ -
										\$ -
<b>Marketing &amp; Outreach (Total)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>enter line items here</i>										\$ -
<i>(ex. digital campaigns, events, flyers, etc.,)</i>										\$ -
										\$ -

# Online Application Portal Demo

- <https://tcsg.smapply.io/>
- Application portal opens **August 6, 2021**

# Create Account with Survey Monkey Apply

Log In Register

TCSG Technical College System of Georgia IT'S GO TIME

Welcome to TCSG's Office of Adult Education grant application page. Please select the grant program you are interested in applying for below.

Programs Search programs...

FY22 - FY25 CLCP Application and the Ge...  
Please click more to apply to become a Certified Literate Community Program and the Georgia Dept. of Education L4GA Community Grant.

MORE >

Apply

Register for an applicant account

Welcome to the Technical College System of Georgia Office of Adult Education's online application site. Please create an account by filling in the information below.

Register with

f t G

OR

First name Last name

Email

Password

Confirm password

# Complete Part 1 of Application (required to apply to be CLCP)



The screenshot shows a web browser window with the URL [tcs.smapply.io/sub/24662986/](https://tcs.smapply.io/sub/24662986/). The page header identifies the user as Anabella Zuniga and shows navigation options for Programs and My Applications. The main content area is divided into two columns. The left column displays the application's progress: "0 of 1 tasks complete", a progress bar, the last edit time (Jul 27 2021 03:41 PM EDT), and buttons for REVIEW and SUBMIT. Below this, the user's name and email (Anabella Zuniga, zuniga6989@gmail.com) are shown, along with an "Add collaborator" button. A black arrow points to this section. The right column shows the application title "FY22 - FY25 CLCP Application a..." and ID "CLCP-7793470902", with tabs for APPLICATION and ACTIVITY. Below the tabs, a "Your tasks" section is highlighted with a red box, containing a task titled "Certified Literate Community Program Application (Part 1)" with a right-pointing arrow.

# Uploading Files & Downloading Templates

Program

## SECTION THREE

1. Upload your [Strategies and Goals Worksheet](#).

2. How have you partnered with your local adult education provider(s) and/or local partners to establish these strategies and goals?

This value must be between 1 and 500 words.



=24657555&s=eyJwYWdlcGF0aCl6FswLCAxXX0%3D&h=c5d504eb0a50c53a5e3bc33a14572714&p=1

Programs My Applications

This value must be between 1 and 500 words.

## SECTION THREE

1. Upload your [Strategies and Goals Worksheet](#).

1. [Strategies and Goals Worksheet](#) .xlsx  

- View
- Download
- Delete

2. How have you partnered with your local partners to establish these strategies and goals? provider(s) and/or other

This is a test to see how the application works.

This value must be between 1 and 500 words.

# L4GA Community Grant Question

Are you applying for the Georgia Department of Education L4GA Community Grant?

- Yes
- No

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

# Completing Part 1 of Application

Technical College System of Georgia

Back to application

FY22 - FY25 CLCP Application and I...  
CLCP-9226156835  
ID: CLCP-9226156835

Certified Literate Community Program Application (Part 1)

Georgia Department of Education L4GA Community Grant (Part 2) (optional)

Required task complete

REVIEW SUBMIT

Certified Literate Co  
Completed Jul 27 2021

Note: You **must** complete t  
the Georgia Dept. of Educa  
grant. Only TCSG-approved

Certified Literate Comm  
SECTION ONE

1. Program Director Informati

First Name  
Last Name  
Phone Number  
Address  
am Alternative Contac

If you selected "YES", select Part 2 of application.

Technical College System of Georgia

Back to application

FY22 - FY25 CLCP Application and I...  
CLCP-7793470902  
ID: CLCP-7793470902

Certified Literate Community Program Application (Part 1)

1 of 1 tasks complete

Last edited: Jul 27 2021 04:19 PM (EDT)

REVIEW SUBMIT

Deadline: Sep 3 2021 05:00 PM (EDT)

Certified Literate Co  
Completed Jul 27 2021 04

Note: You **must** complete the  
the Georgia Dept. of Educator  
grant. Only TCSG-approved CL

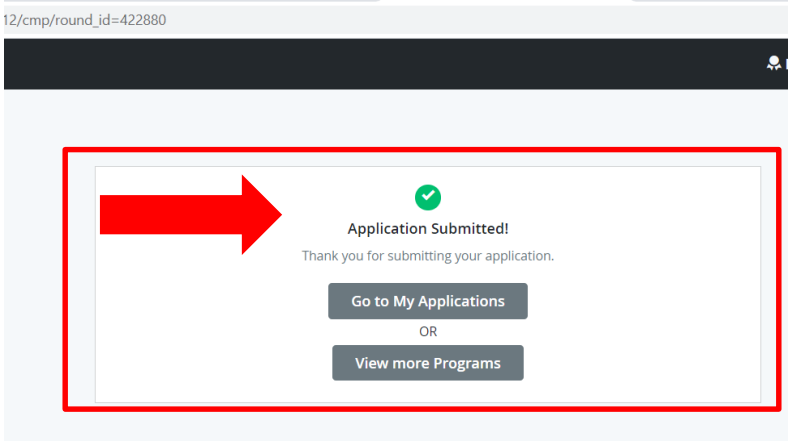
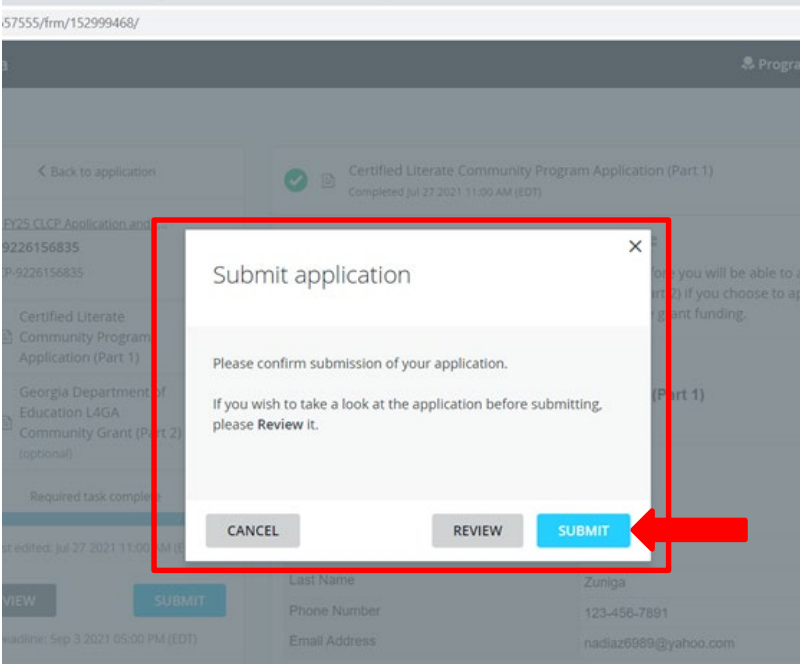
Certified Literate Commu  
SECTION ONE

1. Program Director Information

First Name  
Last Name  
Phone Number

If you selected "NO", "Review" & "Submit" Part 1 of application.

# Submitting & Verifying Submitted Application





# Completing Part 2 of Application (optional)

Technical College System of Georgia

Programs My Applications Anabella Zuniga

← Back to application

FY22 – FY25 CLCP Application and t...  
CLCP-7793470902  
ID: CLCP-7793470902

✓ Certified Literate  
Community Program  
Application (Part 1)

○ Georgia Department of  
Education L4GA  
Community Grant (Part 2)  
(optional)

Required task complete

Last edited: Jul 27 2021 05:21 PM (EDT)

REVIEW SUBMIT

Deadline: Sep 3 2021 05:00 PM (EDT)

Georgia Department of Education L4GA Community Grant (Part 2)  
Deadline: Sep 1 2021 05:00 PM (EDT)

Task instructions Hide

**Note:** Make sure you have **fully completed Part 1 & Part 2** of the application before selecting "Submit". To review your application, click the "Review" button. Once you select "Submit" you cannot edit your application.



Georgia Department of Education L4GA Community Grant Application (Part 2)




**Grant Funds can be used for one or more of the following priority areas:**

- **Tutorial:** This priority area supports initiatives that enhance and supplement adult student learning. Applications for this priority area may include the implementation of mobile apps and games (e.g., Learning Upgrade, CellEd, Codex, etc.) to help adult learners improve their literacy skills anytime, anywhere. Activities may also include delivering other high quality, evidence-based tutoring services for adult learners.
- **Marketing:** This priority area supports initiatives and approaches that help market adult education programs to potential adult education students and the broader community. Applications for this priority area may include approaches or initiatives such as social media advertising, marketing campaigns, or other marketing events or initiatives.

# Selection of Grant Type

FY22 – FY25 CLCP Application and t...  
CLCP-7793470902  
ID: CLCP-7793470902

  Certified Literate  
Community Program  
Application (Part 1)

  Georgia Department of  
Education L4GA  
Community Grant (Part 2)  
(optional) 


Required task complete

Last edited: Jul 27 2021 05:27 PM (EDT)


**REVIEW** **SUBMIT**

Deadline: Sep 3 2021 05:00 PM (EDT)

Deadline: Sep 1 2021 05:00 PM (EDT)

 Task instructions [Hide](#)

**Note:** Make sure you have **fully completed Part 1 & Part 2** of the application before selecting "Submit". To review your application, click the "Review" button. Once you select "Submit" you cannot edit your application.

Georgia Department of Education L4GA Community Grant Application (Part 2) 

### GENERAL QUESTIONS

1. Which grant are you applying for?

- Seed Planning Grant (to plan a new initiative - up to \$5,000)
- Seed Implementation Grant (to implement a small-scale initiative - up to \$5000)
- Community Impact Grant (up to \$20,000)

# Applying Individually or as a Consortium?

5. Are you applying as:

- An individual CLCP
- A consortium

PREVIOUS

SAVE & CONTINUE

5. Are you applying as:

- An individual CLCP
- A consortium

Clear

If applying as a consortium, please list the other CLCPs you are applying with.

If applying as a consortium, who will serve as the fiscal agent for grant funds? Describe your process for managing funds among consortium members in accordance with grant expectations.

# Section One Questions Based on Selection

Georgia Department of Education L4GA Community Grant Application (Part 2)

60%

**Seed: Implementation Grant Questions**




SECTION ONE - Grant Narrative

1. What is the initiative or approach you plan to implement? Why is there a need for this particular approach in your community?

# Uploading Files & Downloading Templates


3. Please upload the [Scope of Work Template](#) outlining your implementation process.

 Upload a file



4. At the end of the implementation phase (June 15, 2022), how will you know your implementation grant was successful in meeting the needs of adult learners within the community?

7. Please upload the [CLCP Grant Budget Template](#) indicating how you will spend the funds.

 Upload a file



# Review & Submit Application

system of Georgia

Programs My Applications

< Back to application

FY22 - FY25 CLCP Application and 1...  
CLCP-9495665759  
ID: CLCP-9495665759

Certified Literate Community Program Application (Part 1)

Georgia Department of Education L4GA Community Grant (Part 2) (optional)

Required task complete

Last edited: Jul 27 2021 03:10 PM (EDT)

REVIEW SUBMIT

Deadline: Sep 3 2021 05:00 PM (EDT)

Georgia Department of Education L4GA Community Grant (Part 2)  
Completed Jul 27 2021 03:10 PM (EDT) Deadline: Sep 1 2021 05:00 PM (EDT)

Task instructions Hide

Note: Make sure you have fully completed Part 1 & Part 2 of the application before clicking the "Submit" button. To review your application, click the "Review" button. Once you click "Submit", you cannot edit your application.

Download  
Reset  
Edit

Georgia Department of Education L4GA Community Grant Application (Part 2)  
Grant Funds can be used for one or more of the following priority areas:

- Tutorial:** This priority area supports initiatives that enhance and supplement adult student learning. Applications for this priority area may include the implementation of mobile apps and games (e.g., Learning Upgrade, CellEd, Codex, etc.) to help adult learners improve their literacy skills anytime, anywhere. Activities may also include delivering other high quality, evidence-based tutoring services for adult learners.
- Marketing:** This priority area supports initiatives and approaches that help market adult education programs to potential adult education students and the broader community. Applications for this priority area may include approaches or initiatives such as social media advertising, marketing campaigns, or other promotional activities or initiatives.
- Outreach:** This priority area supports community outreach initiatives that positively impact adult learners and their families. Applications for this priority area include the development of strategic community partnerships to address early literacy through adult education and expand opportunities for learning beyond the traditional classroom.

Types of Grants

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

REVIEW SUBMIT

12/cmp/round\_id=422880

Application Submitted!

Thank you for submitting your application.



Go to My Applications

OR

View more Programs

# Email Confirmation

**Your CLCP Application Has Been Submitted**

 TCSG Office of Adult Education  
To [nadiaz6989@yahoo.com](mailto:nadiaz6989@yahoo.com)   
Today at 11:03 AM

**Technical College System of Georgia**

Hello Nadia Zuniga ,


This email is to confirm that your CLCP application has been submitted. If you applied for the Georgia Dept. of Education L4GA Community Grant, your grant application has also been submitted. The Office of Adult Education looks forward to reviewing your application and learning more about your plans to improve literacy in your community.

Best,

The Office of Adult Education

You are receiving this email from Technical College System of Georgia.

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# Technical Assistance Materials

- All technical assistance materials available on the CLCP Resources page
- CLCP Application
  - Technical Assistance Guide
    - Application questions
    - Rubrics
  - Strategies and Goals Worksheet template
- GaDOE L4GA Community Grant
  - Technical Assistance Guide
  - Scope of Work template
  - CLCP Grant Budget template
  - Grant writing webinar and resources
- Contact Nadia with any questions during the application process



# Timeline

Application Portal Opens	Applications Due	Decisions Announced
August 6, 2021	September 3, 2021	Early October



**Questions? Comments?**

# Contact Information

**Nadia Zuniga**

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404-679-5942

404-834-4479

**[www.tcsg.edu/adult-education](http://www.tcsg.edu/adult-education)**