



Adult Education Grant Application Integrated English Literacy & Civics Education

**Please note, all applications must be submitted through [Survey Monkey Apply](#), TCSG's online application portal by March 13, 2025. 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. Program Service and Types of Service

1. Check the box to affirm that you will provide the program below.
 - Integrated English Literacy and Civics Education Program (Which must be provided in combination with Integrated Education and Training Activities)
2. Please list the counties and Local Workforce Development Area(s) in which you are planning to serve students.
3. Anticipated number of students served annually. *Please note, this number must be based on actual student enrollment from the prior two years.*

V. Total Funding Requested by Budget Section

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

| Budget Section | Amount Requested |
|--|------------------|
| Integrated English Literacy and Civics Education (Federal 243) | |
| TOTAL | |

Application Questions

Application questions align with the 13 Considerations outlined in AEFLA Section 231(e) and 34 CFR 463.20(d). A crosswalk between these considerations and the application questions is provided on pages 5-7 of the Adult Education Grant Application Guidelines.

Program Overview

1. Describe the student population your program will serve. Include the anticipated number of students and their distinguishing characteristics (ex: refugees, individuals with degrees in their native countries, parents, etc.). Please provide a rationale, which includes recent enrollment data from the past two years, as to the anticipated number and level of ELL 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. Please use data, including data from the American Community Survey, to support your answer. *(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

Note: When preparing your answer, please refer to the Program Staffing and Essential Duties and the Professional Development sections of the Grant Guidelines.

3. Please complete the **FTE and Staffing Qualifications tab of the IELCE Budget Template**. Include *all staff* that will fulfill the essential job duties as outlined in the grant guidelines, regardless of funding source *(Consideration 9)*
4. Provide a rationale for how you staffed your program, including:
 - a. 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; and
 - b. Why your staffing structure is reasonable for your anticipated enrollment, the needs of an IELCE program and the size of your service delivery area. *(500 word limit)*
5. How will you ensure that your program will:
 - a. Hire highly qualified instructors, career services coordinator(s) and a full-time program administrator with the capacity to operate an effective program; and
 - b. Retain highly effective staff. *(Consideration 9) (750 word limit)*

6. Describe how your program will provide staff with high-quality, relevant, and meaningful professional development specifically for the requirements of an IELCE program (*Consideration 9*) (500 word limit)

The Student Experience

Note: In your answer, please refer to the Programmatic and Instructional Requirements as well as the Data and Reporting Requirements Sections of the Grant Guidelines.

7. 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)
8. Describe your student intake and orientation process, including how often you will conduct intake and orientation and how you will balance meeting WIOA and Office of Adult Education (OAE) requirements (ex: completing the state's adult education application, administering the NRS-approved assessments) with creating a welcoming, positive, and efficient first impression for students. (500 word limit)
9. 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 gather information about student needs, such as scheduling needs, desire to participate in distance education, child care, transportation, etc.
 - b. How you will coordinate with other federal, state, and local organizations to provide needed support services (childcare, transportation, mental health, career planning, etc.); and
 - c. How your program will provide flexible schedules that meet the needs of all students.
 - d. How you will assess and provide accommodations for students with disabilities in compliance with the American with Disabilities Act (ADA) and Section 504; and
 - e. How you will measure the effectiveness of your strategies to recruit and retain this specific population of students. (*Considerations 2 & 11*) (500 word limit)
10. What barriers do you think students will face in accessing your program? What data did you use to determine these barriers? How, specifically, do you intend to address those barriers so that all students, including those with disabilities (mental or physical disability, learning disability, etc.) have equitable access to participate in your program? (*Consideration 2, GEPA Requirement*) (300 word limit)
11. What is your program's attendance policy? How does this policy ensure students participate for the time needed to make learning gains, while also allowing flexibility for students, particularly those with barriers. (*Consideration 11*) (300 word limit)

Instructional Program and Transition to Postsecondary and Career

Note: In your answer, please refer to the Programmatic and Instructional Requirements in the Grant Guidelines.

12. 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 state policy, classes must be scheduled for at least six hours of instruction hours per week. The hours can include, in person, distance education, or proxy contact hours.*

13. Describe the English language and civics education instructional methods your program will utilize to meet the specific needs of an IELCE program. In your answer, please address:

- a) The research base for the listed instructional methods);
- b) How your instructional program will incorporate the essential components of reading instruction;
- c) How your program will align instruction to the English Language Proficiency Standards (ELPs); and
- d) How your program will integrate Georgia's IELCE Content Competencies to ensure students receive instruction on the rights and responsibilities of citizenship and civic participation as described under 34 CFR §463.33. (Considerations 5 & 6) (750 word limit)

14. How will your program leverage technology to increase the quality of instruction and increase access to instruction for all types of learners? Include the types of technology you will use. (Consideration 7) (300 word limit)

15. Describe your program's plans to offer distance education, including:

- a) How you will determine what students participate in distance education and how you will ensure students are successful; (**Note:** Per state requirements, students must have equitable access to participate in distance education).
- b) How your program will utilize Blackboard to offer synchronous and asynchronous distance education classes (**Note:** Per state requirements, programs must utilize Blackboard to offer synchronous and asynchronous distance education).
- c) What other platforms or methods will your program use to offer distance education? (Consideration 7). (750 word limit)

Note: When preparing your answer, please refer to the Distance Education Requirements noted in the Grant Guidelines as well as Appendix A of OAE's Adult Learner Assessment Policies and Procedures.

16. What Integrated Education and Training (IET) opportunities will you offer students (*Consideration 8*)? In your answer, please address:
- How you will gauge student interest in possible IET offerings to ensure your offerings meet students' needs;
 - How you will ensure each IET prepares students for meaningful employment in an in-demand industry.
 - The training provider(s) you will use;
 - What credential(s) students will receive, including if students will have the opportunity to earn any postsecondary credentials or credits through the IET;
 - How your IET will offer workforce training, workforce preparation activities, and adult education concurrently; and
 - How you will coordinate with other education, training, and social services resources within or outside of your organization to develop and implement your IET (*Consideration 10*). (750 word limit)
17. How will your program effectively serve employers in your service delivery area? In your answer, describe current and potential employer partnerships, and the strategies you will use to both meet employer needs and develop meaning career pathways that lead to employment opportunities for IELCE students (e.g. Workplace Literacy, Integrated Education and Training, etc.)? (500 word limit)

Partnerships

Note: If you are applying for a Family Literacy Supplemental grant, you do not need to discuss those partners in this section.

18. Briefly describe your program's formal partners. For each partner, please list:
- The partner's roles and responsibilities, and
 - 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)
19. Please upload **statements of commitment** from each of the listed partners.
20. Please list the Local Workforce Development Board(s) (LWDB) you will partner with. For each LWDB listed, please describe:
- How will you partner with each LWDB's one-stop provider; and
 - How you will promote concurrent enrollment in Title I, III and IV programs.
 - How you will coordinate with Title III Wagner Peyser Employment Act services to offer career services, including workshops.
 - How will you ensure your career pathways are aligned with the regional needs outlined in the LWDB plan(s)? (*Considerations 4 & 10*) (300 word limit)

Note: In your answer, please refer to the Alignment with Local Workforce Development Boards and One Stop Centers section of the Grant Guidelines.

Past Effectiveness

21. Upload two years of performance data to demonstrate your past effectiveness in: (a) improving the English language acquisition skills of English language learners, (b) providing civics education, and (b) 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)

22. 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

Note: When preparing your answers, please refer to the Data and Reporting Requirements Section of the Grant Guidelines, as well as Georgia's Adult Learners Assessment Policies and Procedures.

23. How will you ensure your program collects valid and reliable data to report on the WIOA performance indicators? (*Consideration 12*) (300 word limit)

24. How and when will you collect relevant feedback from students, instructors, staff, and partner organizations? (300 word limit)

25. 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 and ensure your program meets its negotiated targets. 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

Note: When preparing your budget, please refer to the Fiscal Requirements Section of the Grant Guidelines.

26. Please upload the **Integrated English Literacy and Civics Education Budget Template**. Please only include year one anticipated expenditures in the budget.

27. Provide a budget rationale that explains why each item included in your budget is necessary to operate an effective adult education program. (750 word limit for each rationale)