

SCHOOL DISTRICT OF CLAY COUNTY – GRANT REVIEW

Grant Originator: Kelly Mosley School/Dept: CTE

Grant Title: Adult Education and Family Literacy

Grant Source: FLDOE

Grant Proposal Amount: 164,370 Required Matching Funds: none

Goal(s): increase the completion rate among AE students, increase the number of EFLs earned by AE students

Goals are related to: [] School Improvement Plan [] Sunshine State Standards [] Technology Plan [] Other

Target Population: adults without secondary credential

If project will differ from current Board approved curriculum, state how it will differ:

Specify staff development activities requiring expenditures outside of School Board guidelines:

- Consultants (Object 0310, other than Board approved rate):
Staff Participants (Object 0100, other than Board approved hourly rate):
Per Diem/Travel (Object 0330, other than Board approved mileage rate):

Will there be any:

- Additional personnel: [x] No [] Yes, please list
Maintenance required: [x] No [] Yes, please list
Contract service: [x] No [] Yes, please list
Sub. coverage required: [x] No [] Yes, please list
Plant Modifications: [x] No [] Yes, please list
Add. Tech. needs: [] No [x] Yes, please list
Add. Equip./furniture: [] No [x] Yes, please list

Please Note: If teachers will require a substitute for grant initiatives, funds must be budgeted into the grant.

If yes to any of the above, please explain resources, cost, and any other district impact (attach additional pages if necessary):

portion of grant will be used to purchase laptop, ipads, and replacement chairs for computer labs

Signatures indicate:

- All aspects of the proposal have been reviewed.
The proposal is within current stand and board rules and regulations.
The proposal directly relates to the school's identified needs and goals, School Improvement Plan or District Strategic Plan.

Person(s) applying for grant:

Signature(s): Kelly Mosley Date: 6/6/11

Principal/Director of affected cost center:

Signature: Paul Parker Date: 6/6/11

Upon securing the proper signatures at your school, please make 5 copies of this form, attach a copy of the grant and return to Kelly Mosley - CTE Specialist, HC Long Building at least 10 business days prior to grant submission deadline.

FOR DISTRICT USE ONLY

Division Section: HR SS INST BA CIS Signature of Assistant Superintendent/CIS: [Signature] Date: 6/6/11 Approved Denied

District Approval to Proceed: Signature of Deputy Superintendent: [Signature] Date: 6/8/11 Approved Denied

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FOR DISTRICT USE ONLY

Division Section: HR SS INST (BA) CIS
Signature of Assistant Superintendent/CIS: George J. Cleveland Date: 6/6/11
District Approval to Proceed:
Signature of Deputy Superintendent: Date:

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FOR DISTRICT USE ONLY

Division Section: HR SS INST BA CIS Approved Denied
Signature of Assistant Superintendent/CIS: [Signature] Date: 6.6.11

District Approval to Proceed: _____ Approved Denied
Signature of Deputy Superintendent: _____ Date: _____

FLORIDA DEPARTMENT OF EDUCATION

TAPS Number 12B001

Project Application

Please return to: Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498	Program Name: Adult Education and Family Literacy Adult General Education Competitive Fiscal Year 2011-2012	DOE USE ONLY Date Received Project Number (DOE Assigned)						
B) Name and Address of Eligible Applicant: Clay County School District 900 Walnut Street Green Cove Springs, FL 32043								
C) Total Funds Requested: \$ \$ 164,370 <hr style="width: 200px; margin-left: 0;"/> DOE USE ONLY Total Approved Project:	D) Applicant Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name: John Chappell</td> <td style="width: 50%;">Mailing Address: 2306 Kingsley Ave, OP, FL 32073</td> </tr> <tr> <td>Telephone Number: 904-272-8170</td> <td>SunCom Number:</td> </tr> <tr> <td>Fax Number: 904-272-8164</td> <td>E-mail Address: jchappell@mail.clay.k12.fl.us</td> </tr> </table>		Contact Name: John Chappell	Mailing Address: 2306 Kingsley Ave, OP, FL 32073	Telephone Number: 904-272-8170	SunCom Number:	Fax Number: 904-272-8164	E-mail Address: jchappell@mail.clay.k12.fl.us
Contact Name: John Chappell	Mailing Address: 2306 Kingsley Ave, OP, FL 32073							
Telephone Number: 904-272-8170	SunCom Number:							
Fax Number: 904-272-8164	E-mail Address: jchappell@mail.clay.k12.fl.us							
CERTIFICATION I, <u>Ben H. Wortham</u> , (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. E) _____ <div style="text-align: center; margin-left: 100px;">Signature of Agency Head</div>								



A) Clay County School District
 Name of Eligible Recipient/Fiscal Agent

B) _____
 DOE Assigned Project Number

**FLORIDA DEPARTMENT OF EDUCATION
 BUDGET NARRATIVE FORM**

(1)	(2)	(3)	(4)	(5)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT
5400	120	Salary: Full Time hourly salary for 1 teacher to provide direct instruction in Adult Ed. Programs	1	\$ 42,000.00
5400	120	Salary: CTE Specialist	0.1	\$ 5,500.00
5400	160	Salary: Other Support Personnel (no benefits)	0.5	\$ 20,000.00
5400	210	Employee Benefits: Retirement - contributions for the above full time teacher @ 4.91%	1.1	\$ 2,062.20
5400	220	Employee Benefits: Social Security - contributions for the above full time teacher @ 7.65%	1.1	\$ 3,213.00
5400	230	Employee Benefits: Worker's Compensation - contributions for the above full time teacher @ 1.00%	1.1	\$ 420.00
5400	240	Employee Benefits: Insurance - contributions for the above full time teacher	1.1	\$ 8,631.00
5400	510	Supplies: consumable items to include head sets, paper, markers, etc.		\$ 2,000.00
5400	520	Textbooks: GED, ESOL, and ABE materials for intensive one-on-one instruction		\$ 1,000.00
5400	630	Buildings & Fixed Equipment: enhanced classrooms		\$ 2,922.64
5400	642	Equipment Less than \$750: digital cameras, translation devices		\$ 1,155.00
5400	643	Computer Hardware \$750 and Above: laptops for oral testing for Adult ESOL, ipads		\$ 3,500.00
5400	644	Computer Hardware Less than \$750: document cameras, printers, scanner, ipad accessories		\$ 1,500.00
5400	646	Computer Hardware \$750 and Above: desktop computers (25x\$716)		\$ 17,900.00
5400	649	Furniture Less than \$750: lab chairs and tables		\$ 1,500.00
5400	691	Software \$750 and over: site license for Rosetta Stone and Vision		\$ 2,000.00
5400	692	Software Less than \$750: Microsoft Office Software (\$47.86 x 25 computers)		\$ 1,196.50
6300	110	Salary: CTE Supervisor and CTE Director	0.2	\$ 30,575.00
6300	210	Employee Benefits: Retirement - contributions for the above administrators @ 4.91%	0.2	\$ 1,501.00
6300	220	Employee Benefits: Social Security - contributions for the above administrators @ 7.65%	0.2	\$ 2,238.99
6300	230	Employee Benefits: Worker's Compensation - contributions for the above administrators @ 1.00%	0.2	\$ 305.01
6300	240	Employee Benefits: Insurance - contributions for the above administrators	0.2	\$ 3,400.00
6400	310	Professional Development: to train Adult Ed. Teachers and staff		\$ 3,000.00
6400	330	Travel: Florida Literacy Conference and Adult Ed. Conference		\$ 1,803.50
7200	790	Indirect Cost: 3.07%		\$ 5,046.16
			D) TOTAL	\$ 164,370.00

DOE USE ONLY (Program)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name

Signature

Title

Date

DOE USE ONLY (Grants Management)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name

Signature

Title

Date

**Adult Education and Family Literacy
Adult General Education**

Competitive - Fiscal Year 2011-2012

APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page one of the application package. Page numbers written by hand are permissible if electronic numbering is a problem.
- Place a binder clip in the upper left corner of the complete application package (no spiral bindings, notebooks or cover pages).

PLACEMENT ORDER	ITEM	APPLICANT Indicate Page Numbers Below	DOE STAFF ✓ Check appropriate box below	
			Complete	Incomplete
1	DOE 100A, Project Application – with original signature	1		
2	DOE 101S, Budget Narrative Form	2-4		
3	Application Review Criteria and Checklist Form - this page	5		
4	Adult General Education Local Performance Form	6		
5	Student Data Summary Form/Screen	7-12		
6	Projected Equipment Purchases Form or other equipment documentation - <i>if applicable</i>	13		
7	Student Performance Form	14		
8	Regional Workforce Board Coordination Assurance Form	15		
9	Invoice Schedule Form - <i>if applicable</i>	n/a		
10	Contractual Service Agreements – <i>as applicable</i>	n/a		
NARRATIVE				
11	1. Project Abstract or Summary	16		
	2. Project Need	17-18		
	3. Project Planning and Design (a-m)	18-22		
	4. Evaluation	22-23		
	5. Support for Strategic Plan	23-24		
	6. Dissemination Plan	24		
	7. General Education Provisions Act (GEPA) – one page	24		
	8. Budget	25		

ADULT GENERAL EDUCATION LOCAL PERFORMANCE FORM - 2011 - 2012

INSTRUCTIONS

- Save a copy of this form.
- Complete Provider Information and Columns 4, 6, and 7.

- Print completed form.
- Return completed form with application.

PROVIDER INFORMATION

Provider Name: Clay County School District
County Served: CLAY
Contact Person: John Chappell
E-mail: jchappell@mail.clay.k12.fl.us
Title: Supervisor
Telephone: (904) 272-8170
Fax: (904) 272-8164
Amount Requested: \$ 164,370

Amount should match the DOE 100A in the application.

Providing Family Literacy services? YES NO

AUTOMATICALLY CALCULATED

Maximum County Allocation \$ 164,370

***Award per EFL Completion \$** 535.41

Award per completion cannot exceed \$832

***Completion % Rate** 42.1%

EDUCATION FUNCTIONING LEVEL COMPLETION TABLE

1	2	3	4	5	6	7	8
Educational Functioning Level (EFL) and Follow-up Measures	Florida Year 5 Completion Goals	Florida Year 1 Completion Goals 2011-2012 (%)	Provider Actual Completion Rates NRS 2009-2010 (%)	Minimum 1yr Completion Rate to reach 5yr Goal (%)	Provider Proposed Enrollment Goals 2011-2012	Provider Proposed Completion Goals 2011-2012	Provider Proposed Completion Rates (Column 7 / 6) 2011-12 (%)
ABE Beginning Literacy	38%	30%	15%	20%	28	9	32%
ABE Beginning	46%	38%	15%	21%	58	22	38%
ABE Low Intermediate	52%	44%	21%	27%	115	51	44%
ABE High Intermediate	50%	46%	21%	27%	316	145	46%
ASE Low	62%	57%	43%	47%	26	15	58%
ESL Beginning Literacy	47%	39%	34%	37%	15	6	40%
ESL Low Beginning	48%	36%	18%	24%	45	16	36%
ESL High Beginning	51%	35%	35%	38%	50	18	36%
ESL Low Intermediate	46%	34%	14%	20%	20	7	35%
ESL High Intermediate	44%	32%	29%	32%	20	7	35%
ESL Advanced	33%	29%	24%	26%	37	11	30%
TOTALS					730	307	42.1%

CLAY COUNTY STUDENT INTAKE FORM

REQUIRED STUDENT INFORMATION

CLASS INFORMATION

Enrollment Date: _____ Separation Date: _____

Last Name: _____ First Name: _____

Middle: _____ Maiden: _____

Signed Release of Information on File: Yes No

Social Security Number: _____ Date of Birth: _____

Phone: _____ Alt Phone: _____

Grantee: _____

Class Site: _____

Other: New Class
 Distance Ed

Email Address: _____

Ethnicity: White (non- Hispanic) Black or African American Two or More Races
 American Indian or Alaskan Native Asian
 Native Hawaiian or other Pacific Islander Hispanic / Latino

Gender: Male Female

Address: _____
 Street / PO Box

FL

City _____ State _____ County _____ Zip _____

Employment Status - Select one upon entry.

Employed (Unsubsidized)

Unemployed - Looking for unsubsidized employment.

Unemployed - Not in labor force.
 (includes subsidized employment, retirees, homemakers & volunteers)

Education Upon Entry - Select last grade completed.

GED 12+ 12 11 10 9 8
 7 6 5 4 3 2 1

Assessment - prior to the 12th instructional hour.

Assessment: _____ Date: _____

TABE ESL / BEST
 TABE CLASe ESL / BEST Plus
 CASAS ESL / CASAS

Specify level, form, and scale scores

	Level	Form	Scale Scores
Reading			
Math			
Language			
Listening			
Computer Level	N/A	N/A	

Goals for Attending - Select ONE default prior to 12th instructional hour, Follow Up Outcomes optional.

Default Goals: Improve Basic Literacy Skills Improve English Skills

Signature of Advisor _____

Signature of Student _____

Follow Up Outcomes - Select all that apply.

Pass the GED Obtain a Job (Unsubsidized)
 Get High School Diploma Retain Current Job (Unsubsidized) Enter Post-secondary Education or Job Training

SECONDARY MEASURES

Student Type - Select all that apply.

Receiving Public Assistance Homeless Pre GED
 Documentation Disability (confidential file) Family Literacy / Even Start Pre VPI
 Single Parent Maintain Driver's License (formerly SB14) ELCATE
 Work Release Court-Ordered EL Civics
 Workplace Adult Vocational / Higher Education ESL
 Workplace Site TANF ABE
 Correctional ASE / AHS / GED

CLAY COUNTY STUDENT INTAKE FORM

OPTIONAL

Referral Source - Select One

- | | | |
|--|---|--|
| <input type="radio"/> Local Job Service / One-Stop Center | <input type="radio"/> Division of Rehabilitation Services | <input type="radio"/> Judicial System (i.e. Court Order) |
| <input type="radio"/> Job training program | <input type="radio"/> Adult Vocational / Higher Education | <input type="radio"/> Friend |
| <input type="radio"/> Community Action Agency | <input type="radio"/> Newspaper Ad | <input type="radio"/> Counselor |
| <input type="radio"/> Library | <input type="radio"/> Pamphlet, Brochure, Poster, etc | <input type="radio"/> Employer |
| <input type="radio"/> High School (Official Withdrawal Letter on file) | <input type="radio"/> Family member | <input type="radio"/> Television / Radio |
| <input type="radio"/> I attended before | <input type="radio"/> Military | <input checked="" type="radio"/> Other _____ |

Student Achievements

Educational - Select all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Increased at least .5 grade level, 3 points on CASAS scale, or 1 SPL in any assessment area. | <input type="checkbox"/> Passed all parts of the OPT (Official Practice Test) |
| <input type="checkbox"/> Increased at least 1 level in a Learning Management System in any assessment area | <input type="checkbox"/> Completed GED Orientation |
| <input type="checkbox"/> Completed entire vocational / assessment battery / test (i.e. TABE, CASAS) | <input type="checkbox"/> Passed 1-4 parts of the GED |
| <input type="checkbox"/> Completed OPT (Official Practice Test) | |

Employment-Related - Select all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Obtained a better job or job promotion | <input type="checkbox"/> Completed a worksite learning experience |
| <input type="checkbox"/> Obtained / retained subsidized job | <input type="checkbox"/> Passed an employment or state licensing exam |
| <input type="checkbox"/> Earned a Ready to Work Certificate | <input type="checkbox"/> Entered the military |

Panel: _____

S313. Demographics

S: 9008 Y: 2010 R

Stdt K

E S St Y Schl Gr Cl Thm Hmrm Tm Csl
C
N

Last App First Middle Aka Former

Res: _____ Geocode: _____ E-
_____ 6-
_____ DI: _____ Phone/P: _____ J-
_____ Web ID: _____ H-

Chr: E S Trb Bvr Birthday Place Age Household Dis Schl PD PS PC

ER:H W B A I P St Co V Zone: County:
Pl Sl Hm Lp Survey Ch R Ms Mc SSN P Ext Id Alias Original

Enr: T Ecd Edate Schl Gr Cl Thm Hmrm Tm Csl Asg-Schl P Wcd Wdate Pr S Ec H O
EntryUS: _____

1=Hlp 2=Mnu 3=Exit 4=Prpt
Invalid Student ID number.

7=Bwd 8=Fwd 9=Npg
Upd

11=View 12=Esc

Panel: _____ Select: _____ Status: A

Adult Student Goal

Std: A EMPLOYMENT EMPLOYMENT
 177270 : C RETAIN EMPLOYMENT RETAIN EMPLOY
 : D PASS GED PASS GED
 Misc: : E OBTAIN HIGH SCHOOL DIPLOMA OBTAIN HS DIPL
 : F ADVANCE TO POSTSECONDARY LEVEL ADV TO PS LEVEL
 : I CITIZENSHIP CITIZENSHIP
 Graduation: X DEFAULT GOAL ONLY DEFAULT
 : F3=Exit F5=Refr F7=Bwd F8=Fwd

Controls: Ac At Ge Rp Ta Mr Rf F-Att-T F-Sch-T Un Ex Ab Cr Fcp Sit
 - - - 1 - - Z - - - - - - - - N -

Voc/AGE: Acd Ecn Hmk Sgl Asg Es Sfx T C Sl Sb M/C Ip 1st Arr LpA Oia Vsi Cz
 Z ZZ Z Z Z Z ZZZ N N N N N N N Z N Z Z C

Restrict: Act Att Con Dem Dis Enr Fee Hlt Grd Sch Spg Trn Tst Voc
 - - - - - - - - - - - - -

1=Hlp 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 12=Esc
 Record displayed (update). Upd 05/07/2010 11:03:47 FHH90551

S735. Test Record

S: 9008 Y: 2010 R

Panel: _____

Stdt K

E S St Y Schl Gr Cl Thm Hmrm Tm Csl
C
N

Date: _____ Test Id: _____ Hmrm: _____

Abbr/Extid: _____ Dis: _____ Schl: _____ Gr: _____ U: _____
Reading Scan #: _____ Math Scan #: _____ S: _____ Retk: _____ Aa: _____ R: _____
Send Tst: _____
Subtest _____
Id Abbr _____

T
I
R

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc 24=Req
Please type key element(s). Upd

Panel: _____

S316. General Information

S: 9008 Y: 2010 R

Stdt K

E S St Y Schl Gr Cl Thm Hmrm Tm Csl
C
N

Misc: Cs Is HsC Uy Mfs FERPA 9th PE Multi AAC

Graduation: Yr-Plan GO Early Ps Basis D/C-F-I-R D/C Date AIC Nms Nas Nhs As

Controls: Ac At Ge Rp Ta Mr Rf F-Att-T F-Sch-T Un Ex Ab Cr Fcp Sit

Voc/AGE: Acd Ecn Hmk Sgl Asg Es Sfx T C Sl Sb M/C Ip 1st Arr IpA Oia Vsi Cz

Restrict: Act Att Con Dem Dis Enr Fee Hlt Grd Sch Spg Trn Tst Voc

1=Hlp 3=Exit 4=Prpt
Please type key element(s).

7=Bwd 8=Fwd 9=Npg
Upd

12=Esc

**Florida Department of Education
Division of Career and Adult Education**

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant must be submitted on this form or in a format that contains the information appearing on this form.

A) Clay County School District
Name of Eligible Recipient

**TAPS Number
12B001**

B) _____
Project Number (DOE USE ONLY)

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES
(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
	A	B	C	D	E	F	G	H
1	5400	0643	Comp. Hard.	Laptop	9008 Adult Ed	1	1000.00	\$ 1000.00
2								
3								
4								
5								
6								
7								
8								
9								
10								

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

EDGAR 80.32(d)(1): Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above? YES NO

**REGIONAL WORKFORCE BOARD
COORDINATION ASSURANCE FORM**

Complete Section A or B as appropriate and include in application package.

-----Section A

The Superintendent or Agency Head certifies that this application has been submitted to the Regional Workforce Board and that the activities outlined in the application are consistent with current Regional Workforce Board plans.

Signature of Superintendent/Agency Head

Date Submitted to Regional
Workforce Board

Regional Workforce Boards are invited to submit comments regarding the application to the Division of Career and Adult Education, Grants Administration and Compliance office by May 13, 2011.

Note: Section 112 (b) (8) and 121 (c), Title I, Workforce Investment Act (WIA), sets expectations for providers of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

-----Section B

The Superintendent or Agency Head certifies that this application covers more than one **Workforce Development Region**. The activities outlined in this application are related to Workforce Development and are consistent with the current Regional Workforce Board plans for all regions included in this application. ***Application submission to the Regional Workforce Board is not required.***

Signature of Superintendent/Agency Head

Date

Note: Section 112 (b) (8) and 121 (c), Title I, Workforce Investment Act (WIA), sets expectations for providers of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

1. Project Abstract

Fixed Requirement

Currently, Clay County School District Adult Education program (CCSD-AE) serves its adult learners by supporting the following components: Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), GED, Co-enrolled, and Adult High School (AHS). CCSD also supports two other specialized adult high school settings for high risk students: Florida Youth Challenge Academy at Camp Blanding and GED programs at the Clay County Jail. The project proposes to use Adult General Education Grant funds to provide ABE and LEP (Limited English Proficient) students with supplemental instructional services which will assist these adults in becoming literate; obtaining knowledge and skills for employment and self-sufficiency; becoming active in their children's education; completing high school equivalency; or, transitioning to a post-secondary institution, the military, or competitive employment. This proposal, with request for \$164,370 is in full compliance with requirements reviewed in Section 427 of GEPA.

CCSD will use funding during this grant period to enhance existing adult education programs in Clay County by adding supplemental furniture, equipment and student materials to develop a 25 station on-site instructional classroom/lab for ABE/ESOL students. These labs will be utilized on a daily basis from 7:30 am to 8:30 pm Monday through Thursday and on Friday, until 3:00 pm. Funding will also include a full-time ABE instructor and partial salaries for other personnel. In addition to ABE and GED instruction, staff provides non-instructional services such as job referrals to WorkSource, The Clay County Chamber of Commerce, and other businesses.

Student Recruitment and enrollment is centered on providing educational activities that develop student literacy skills and general education development. These activities also provide teaching cultural learning experiences. In the literacy community, success and enrollment comes from students who pass the word to others. AE teachers and staff will utilize effective instructional strategies to increase the number of students completing EFLs in their programs. The Adult Education office understands the importance of the intake transition through proper and valid assessment. Using this assessment, we will be able to place students in accurate skill levels. We believe through successful and accurate intake, students will understand the expectations of successful program advancement. The goal of this grant will be to increase the number and percentage of students earning EFLs, increase the number and percentage of students who earn their GED or high school credential, increase the number and percentage of adult education students who enter postsecondary education and earn a degree, certificate, and/or industry credential. Adult Education (AE) teachers and staff will utilize conceptualized learning strategies by offering career shadowing program for AE students to make connections of how concepts learned in their program will be utilized in the workforce. Students will complete the CHOICES program within 2 weeks of enrollment. Family Literacy services will not be provided.

2. Project Need

5 points

According to the 2009 Data Profile from the US Census, 10.2% of the population of Clay County does not have a high school diploma or equivalent. 9.4% of Clay County's population speak a language other than English. According to the US Bureau of Labor Statistics, the unemployment rate in Clay County is 9.7% as of March 2011. This data

demonstrates the need to assist adults in earning their GED and transition to postsecondary education to obtain career skills, industry certifications, and post-secondary credentials. ESOL classes are provided and accommodations are given to students with special needs. All students, including those with disabilities, are also offered one-on-one tutoring services by the Clay County Literacy Coalition which has an office at the Adult Education building.

3. Project Planning and Design

70 points total

a. Measurable Goals

5 points

The measurable participant goal is to increase the literacy level of individuals by documenting increase EFLs in reading, math, or language, as measured by either TABE or BEST-Plus (ESOL) pre/post-test scores. The budget supports this goal by providing a 25 station on-site instructional classroom/labs to run additional classes for ABE and ESOL students. All salaries, travel, consumables, furniture, equipment and materials are aligned with the project goals and proposed budget. Target goals will be addressed in a realistic and achievable manner–this will be documented by continuous data collection.

b. Completion Rate

9 points

See Local Performance Form – 42.1%

c. Cost Effectiveness – Award per Completion

9 points

See Local Performance Form – \$535.41

d. Past Effectiveness

3 points

The AE Department has been effective at increasing the number of students enrolled in AE programs. The AE strives to continue this increase in enrollment and increase the percent completion rate.

e. Serving Those Most in Need

5 points

Currently, the programs most in need are both the ABE and ESOL programs. These two programs are the focus for this grant. According to the US Census (2006), Clay County has an estimated adult population of 178,899. From April 2000 to July 2006, a growth rate of 27% has been experienced. Of this adult population, 14% scored the lowest level of mean literacy proficiency (level 1) and 39% scored level 1 or 2 in mean literacy (ACENET, 2007). In Clay County, it is estimated that 32% of adults are unemployed and 3% are underemployed (ACENET 2007). With 5% of the adult population in Clay County under a 9th grade education and 15% under 12th grade (ACENET, 2007), these adults have limited earning capacity. Education is necessary for future learning and earning power. By improving adult literacy skills through additional classroom/lab settings, adults can develop the skills necessary to attain, maintain, and upgrade their earning potential. Clay County also coordinates with CCLC in providing one-on-one tutoring services to both ABE and ESOL populations.

f. Methods

10 points

McGraw-Hill Contemporary software provides a proven means of motivating students to attain academic success by regularly monitoring student progress. A progress accounting program tracks points that have been earned for the successful completion of lessons—instructors can use these points to reinforce student progress. The management system also provides a range of reports which allows the instructor to

monitor activities and progress of individuals and groups of students. Furthermore, updating of the database is continuous and automatic—all research based on the positive results of continuous progress monitoring in ensuring student success. With increased student interactivity, multimedia presentation of instructional content and assessments, expanded feedback, and automatic adjustment of instruction based on ongoing assessments, ESOL/ABE students can use all learning modalities to acquire basic skills. The reading curriculum is consistent with the findings of NRP (2006) and includes the five essential building blocks of a successful reading program for adults as proven by research as effective educational practices. The math program is consistent with the NCTM (2003) and incorporates those principles proven by research as effective educational practices including assessments, interactive tutorial lessons; curriculum aligned to state standards; and, prescriptive supplemental instruction. ACT Work Keys, Rosetta Stone and ITTS (Instruction Targeted for TABE Success) are assessment software which allows ABE and ESOL students to develop study plans and practice skills in preparation for academic success. This supports research principles of providing ongoing assessment with continuous instructional feedback. This web-based software provides access at home for independent study. Compass Odyssey is used with Adult High School and co-enrolled students. Individual instruction is given by AE teachers as needed.

g. Staffing

5 points

Duties: The AE instructors (100% allocated to project) is expected to assess/instruct students in small groups (or one-to-one) and follow the ABE or ESOL Florida curriculum frameworks. CTE personnel will give guidance and support to AE staff.

Staff Responsibilities: are clearly defined in job descriptions through CCSD human resources department.

Qualified Staff: Approximately 45 % of the current PT teachers have a masters degree; one AE supervisor w/masters (15% project time); one AE counselor w/masters (20% project time); 4 support personnel (15% project time).

Sufficient Timeline: CCSD-AE staff will work within the grant timeline upon approval until June 30, 2012.

h. Coordination

5 points

Clay County School District (CCSD) Adult Education Department is solely responsible for all programmatic, reporting, and fiscal management of the project. The proposed activities proposed by CCSD coordinate with other resources in the community.

Collaborative partners include the the following schools in the Clay County School District: Orange Park High School (day and evening classes), Ridgeview High School, Clay High School, Middleburg High School, Keystone Heights High School, Middleburg Elementary School, Wilkinson Elementary, Arygle Elementary, and Lake Asbury Junior High. CCSD-AE also collaborates with WorkSource, The Clay County Literacy Coalition, Florida State College at Jacksonville, St. Johns River State College and many other community organizations to provide opportunities and services for AE students.

i. Flexible Schedules and Support Services

5 points

Scheduling: Students have many opportunities in which to pursue their education.

Classes are available 7:30 am - 8:30 pm M-TH.; 7:30 am - 3:00 pm on Fri. If problems arise with a student's schedule, readjustments can be made by speaking with the AE supervisor or counselor.

Support Services: Through coordination with CCLC, referrals are made for transportation and child care services. Additionally, CCLC provides volunteers for 1-1 tutoring and conversational English classes for families with limited English.

j. Management Information **4 points**

Quality: All student ID, demographic data, pre/post TABE and Best Plus scores, functioning levels, EFL gains, and attendance hours are input by a full-time AE staff member. This information is input on a regular basis into CCSD's MIS system (TERMS). A Data Specialist has recently been hired to improve the data collection and extraction process.

Methods: County outcomes are submitted to NRS; On-Line Mid-Year and Final Reporting System; and also the State Reporting System. A Data Specialist has recently been hired to improve the data collection and extraction process.

k. English Literacy **Optional – No Points**

English Literacy students will be encouraged to enroll in ABE and eventually GED preparation education and/or Adult ESOL classes.

l. Data Collection Requirements **5 points**

See attached forms

m. Student Data Reporting **5 points**

See attached

4. Evaluation **10 points**

- An increase in student enrollment as reported in TERMS will demonstrate increased instructional access for ABE learners.

- An increase in academic progress as reported by pre-post TABE scores with show instructional effectiveness for ABE learners.
- An increase in student enrollment as reported in TERMS will demonstrate increased instructional access for ESOL learners.
- An increase in academic progress reported by pre-post TABE/BEST Plus will show instructional effectiveness for ESOL learners.

Evaluation Instruments: Program evaluations will be given to students on a term by term basis. District level meetings are held at least twice a month to for the Director to discuss adult education progress and needs. Monthly conversations are held with CCLC to discuss referrals, interagency communications and overall program effectiveness.

Methods: Results of student program evaluations will be reviewed by the Director each term to ascertain whether student expectations are being met, including, but not limited to: quality of instruction; accessibility and flexibility of program; applicability of instruction to workforce; applicability of instruction to family needs. On a timely basis, the Director reports data to district MIS staff which in turn reports data to State and NRS. MIS Staff and AE staff will also attend quarterly WEDDAC meetings to stay abreast of current reporting strategies.

Evaluation Analysis of Projected Goals: Academic progress and adult education expenditures are reviewed on a continuous monthly basis for program efficiency and effectiveness.

5. Support for Strategic Plan

Fixed Requirement

Just Read Florida!: CCSD-AE adheres to the research-based concepts found in this initiative by developing individualized reading plans. These plans encompass appropriate individual levels in phonemic awareness, phonics, fluency, vocabulary, and comprehension where applicable.

Florida's Next Generation Strategic Plan: CCSD-AE strengthens foundation skills in math/science/reading, improves college and career readiness, expands opportunities for postsecondary degrees and certificates, and aligns resources to strategic goals.

6. Dissemination Plan

5 points

CCSD-AE collaborates with Region II Literacy Center to provide radio, newspaper, and brochures for effective local dissemination to undereducated (ABE) adults, underemployed adults and LEP populations. Schedules of new ABE and ESOL classes will be made available as a PSA on local radio stations. Information will also be in: My Clay Sun, Clay Today; brochures for churches, schools, libraries, local worksites, and Clay County Literacy Coalition; CCSD website & TV channel plus special community events. Finally, the most effective dissemination strategy is encouraging successful students to share program information with prospective students.

7. General Education Provisions Act (GEPA)

Fixed Requirement

In accordance with Section 427 of GEPA, Clay County School District assures equitable access to, and participation in, all its adult education programs: (ABE), (ESOL), GED, and (AHS). These programs are available to participants (whether student, faculty, or staff) regardless of gender, race, national origin, color, disability, or age.

The project proposes to use Adult General Education Grant funds to provide ABE and LEP students with supplemental services which will assist learners in becoming literate;

obtaining knowledge and skills necessary for employment and self- sufficiency; becoming full partners in the education development of their children; completing high school equivalency or transitioning to a post-secondary institution, the military, or competitive employment. Project need has been established by review of local statistics and discussion with community organizations. The project design (including implementation, evaluation, dissemination, and budget) has been addressed extensively. All aspects ensure non-biased access and participation per GEPA Section 427.

8. Budget

10 points

Project Budget: The project budget in the amount of \$ 164,370.00 is realistic and accurate. Salary, furniture, equipment, site licenses, materials, and in-state travel to AE conferences have a direct correlation to program activities, objectives, and outcomes.

Justifications: All expenditures are set in order to create one 25 station on-site instructional classroom/lab settings for additional ABE and ESOL classes.



ST. JOHNS RIVER
S T A T E C O L L E G E

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SJRstate.edu

EQUAL OPPORTUNITY / EQUAL ACCESS COLLEGE

May 31, 2011

To Whom it May Concern:

This letter is in support of the Clay County School District to receive the Florida Department of Education's *Adult General Education* grant. St. Johns River State College has had a successful partnership with Clay County for many, many years. In particular for the last 15 years the school district and state college have worked on many collaborative efforts to support School-to-Work, Career Pathways, and Pathways to Success.

Through the years we have seen increased opportunities and benefits to the students that we both work to serve. Our partnerships have included the following activities to strengthen college and career readiness:

- Promotion of Career and Technical Education articulation from secondary/adult education to postsecondary
- Increased dual enrollment and articulated credit opportunities
- Opportunities to attend college fairs, program information session in high schools and adult education programs and organized field trips
- Professional development activities with both secondary and postsecondary instructors
- Participation in high school academy, college program advisory boards, and steering committees
- SJR State College sets up a table at the Adult Education graduations

These efforts as well as other will continue as we strive to increase the opportunities of our students.

Again, I strongly recommend that the Clay County School District receive the Florida Department of Education's *Adult General Education* grant.

Sincerely,

A handwritten signature in black ink that reads "Anna Lebesch". The signature is fluid and cursive, with a long horizontal stroke at the end.

Anna Lebesch
Vice President for Workforce Development

CLAY COUNTY LITERACY COALITION

*Empowering adults with the English literacy skills
needed to participate confidently in society*

May 17, 2011

To Whom It May Concern:

This letter is in support of the Clay County School District to receive the Florida Department of Education's *Adult General Education* grant. The Clay County Literacy Coalition will continue to partner with the Clay County School District to offer educational services in Clay County, Florida during the 2011-2012 academic year.

As in the past, the School District of Clay County will focus on providing services for indications under the age of 19 and adult ESOL students, while the Clay County Literacy Coalition will provide services for low literacy students, 18 years of age and older, throughout the county. We offer one-on-one tutoring in reading and math for all adult learners, as well as language skills for ESOL students.

Sincerely,



Lisa Leiby, President
Clay County Literacy Coalition

2306 Kingsley Avenue,
A Wing
Orange Park, FL 32073

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