

Application Review Criteria and Checklist Form				
Place in the following order	Item	Applicant Indicate Page Numbers Below	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
	FORMS			
1	Application Review Criteria and Checklist Form	1		
2	DOE 100A, Project Application – with original signature	2		
3	DOE 101, Budget Narrative Form <ul style="list-style-type: none"> • Complete one form for roll forward • Complete one form for 2006-07 allocation 	3 4-5		
4	Self-Evaluation Assessment Form	6-7		
5	Student Performance Form	8		
6	Performance-Based Project Deliverables Form	9-10		
7	Regional Workforce Board Coordination Assurance Form	11		
8	Invoice Schedule Form – if applicable	N/A		
	NARRATIVE			
9	Strategic Imperatives AND Just Read, FL!	12		
10	Dissemination/Marketing	12-13		
11	GEPA	13		
12	Equitable Services for Private Schools	13		
13	Community-Based and Faith-Based Organizations – must include the following:	N/A		
	• List of current Board of Directors and Articles of Incorporation			
	• Copy of current operating budget			
	• Copy of current audit report – if available			
	• Copy of Chart of Accounts			
	• General Terms, Assurances and Conditions for Participation in Federal and State Programs			
	• Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)			

FLORIDA DEPARTMENT OF EDUCATION Project Application Form

TAPS Number
07B014

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 Suncom: 205-0498	Program Name: Adult Education and Family Literacy English Literacy and Civics Education Discretionary/Continuation Year 4 5658 Fiscal Year 2006-2007	<u>DOE USE ONLY</u> Date Received						
B) Name and Address of Eligible Applicant: School District of Palm Beach County 3300 Forest Hill Blvd C-206 West Pam Beach, FL 33406		Project Number (DOE Assigned)						
C) Total Funds Requested: \$307,853 <hr style="width: 20%; margin-left: 0;"/> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> DOE USE ONLY </div> Total Approved Project:	D) Applicant Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Contact Name: Roger Pelserr </td> <td style="width: 50%;"> Mailing Address: 3300 Forest Hill Blvd C-206 West Palm Beach, FL 33406 </td> </tr> <tr> <td> Telephone Number: 561 434-8712 </td> <td> SunCom Number: 6 262 8712 </td> </tr> <tr> <td> Fax Number: 561 434 8908 </td> <td> E-mail Address: pelserr@palmbeach.k12.fl.us </td> </tr> </table>		Contact Name: Roger Pelserr	Mailing Address: 3300 Forest Hill Blvd C-206 West Palm Beach, FL 33406	Telephone Number: 561 434-8712	SunCom Number: 6 262 8712	Fax Number: 561 434 8908	E-mail Address: pelserr@palmbeach.k12.fl.us
Contact Name: Roger Pelserr	Mailing Address: 3300 Forest Hill Blvd C-206 West Palm Beach, FL 33406							
Telephone Number: 561 434-8712	SunCom Number: 6 262 8712							
Fax Number: 561 434 8908	E-mail Address: pelserr@palmbeach.k12.fl.us							
CERTIFICATION I, <u>Arthur C. Johnson, Ph.D.</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>								

DOE 100A
Revised 08/04

John L. Winn, Commissioner

A SCHOOL DISTRICT OF PALM BEACH COUNTY
 Name of Eligible Recipient:

TAPS Number 07B014

B) ROLL FORWARD BUDGET

Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
540	750	Part-Time OPS Out of System Salaries for Adult ESOL Citizenship and Community Involvement Instructors or Curriculum Writers, Teacher Trainer, Recruitment, Technical Support – 1,000 hours @ \$20.44, \$17 or \$14/hour for training	.5	\$20,440
540	210	Benefits for Part-Time OPS Out of System Instructors @ 4.3%		879
540	510	Instructional Materials and Supplies for Citizenship and Community Involvement – To include but not be limited to textbooks, paper, pens, pencils, binders, floppy disks, CDs to be used by students who participate in the program		8,066
			Subtotal	29,385
720	792	Indirect Costs @ 1.0316		919
		Capital Outlay		
540	643	20 E Clickers sets @ \$2,000 each		40,000
540	692	Instructional Software to include Lifetime Library, Tell Me More and Reading Horizons as determined by program and student needs		20,000
			Subtotal	60,000
			C) TOTAL	\$90,304



SCHOOL DISTRICT OF PALM BEACH COUNTY

A) _____

Name of Eligible Recipient:

B) _____

2006-07 ALLOCATION

TAPS Number 07B014

Project Number: (DOE USE ONLY)

**FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form**

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
540	184	Part-Time In System Salaries for Adult ESOL Instructors or Curriculum Writers, Teacher Trainer, Recruitment, Technical Support – 500 hours @ \$20.44, \$17 or \$14/hour for training	.25	\$10,220
540	210	Benefits for Part-Time In-System Instructors @ 19%		1,942
540	750	Part-Time OPS Out-of-System Instructors 2,000 hours @ \$20.44, \$17 or \$14/hour for training	1.0	40,880
540	210	Benefits for Part Time OPS Out of System Instructors @ 4.3%		1,758
540	510	Instructional Materials and Supplies – To include but not be limited to textbooks, paper, pens, pencils, binders, floppy disks, CDs to be used by students who participate in the program		59,442
640	336	In-County Travel – For School District personnel who support this project to visit schools and attend meetings		500
640	336	Out-of-County Travel Conferences: ACE of Florida, Regional Trainings, ESOL Task Force Trainings, FL Literacy Conference, Sunshine State TESOL, Sanibel Symposium, CASAS Summer Institute for teachers & school district staff who support program		5,000
640	734	Conference Registrations for ACE of Florida, Regional Trainings, ESOL Task Force Trainings, FL Literacy Conf, Sunshine State TESOL, Sanibel Symposium, CASAS Summer Institute for teachers & school district staff who support this program		1,000
540	371	Postage to mail advertisements, training schedules, registrations, and other postage to support program		150
540	393	External Printing for curriculum to support program		750
540	792	In-House Printing for curriculum to support program		2,000
720	792	Indirect Costs @ 1.0316%		3,907
C) SUBTOTAL				\$127,549

A) Palm Beach County (page 2 continued)

TAPS Number 07B014

B) **2006-07 ALLOCATION**

Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(4) AMOUN T
		Operating Capital Outlay:		
540	643	2 Scantrons at \$4,000 each 3 Laptop computers at \$1,500 each for use with CASAS TOPSpro at 2 Adult Education sites 1 LCD Projector for training purposes of data processors, coordinators and instructors at each Adult Education site		\$8,000 4,500 1,200
540	644	3 Printers and Cables @ \$250 each for 3 Adult Education sites		750
540	692	Instructional Software – Reading Horizons, ELLIS and Tell Me More as determined by program need 3 Microsoft Office Software Packages for the 3 Laptops		70,850 200
540	620	Audio Visual Materials 25 CD/Cassette players at \$100 each for CASAS Testing at each Adult Education site		2,500
540	622	Instructional Videos and Broadcast Licenses for use with Adult Education students		500
540	640	Furniture – to include but not be limited to desks, tables and chairs to hold computer equipment for student use		1,500
		Subtotal		90,000
C) TOTAL				\$217,549



**Self-Evaluation Assessment Form
for Continuation of
Adult Education and Family Literacy, English Literacy and Civics Education Projects for FY 06-07**

Projects recommended for continuation funding must show successful performance accomplishments during the 2005-06 project year. Any shortfall or negative answer must be explained.

Agency name: School District of Palm Beach County County: Palm Beach

Project number for FY 05-06 funding year: 500-1936A-6CE01 Date form prepared by applicant: 05-05-06

Prepared by (name and title): Claire Valier ESOL Coordinator E-mail: valierc@palmbeach.k12.fl.us

Agency project coordinator (name and title): Claire Valier ESOL Coordinator E-mail: valierc@palmbeach.k12.fl.us

Agency staff designated to submit the Mid-year and Final Performance Reports through the Workforce Education online database:
(name and title): Claire Valier ESOL Coordinator E-mail: valierc@palmbeach.k12.fl.us

Agency staff designated to submit the NRS Reports through the online database:
(name and title): Christine Simonetti E-mail: simonetti@k12.fl.us

	✓ YES	✓ N O	Negative responses must be adequately explained. Box will expand when text is typed. Use 12-point font and single spacing.
The agency project coordinator <u>understands requirements</u> of the National Reporting System (NRS) on-line reporting via the Internet.	✓		
The agency project coordinator <u>has attended or identified a date to attend training</u> for National Reporting System (NRS) provided by the FL Dept. of Education, Adult Education Office.	✓		
The agency project coordinator understands that on-line NRS reporting is required <u>AND separate from</u> the on-line Mid-year and Final Performance Reports to the Workforce Education Grants Administration Office.	✓		
Are the services to be provided to the target population for FY 06-07 consistent with the approved FY 05-06 project plan?	✓		
Are all applicable collaboration arrangements still in place	✓		

	✓ YES	✓ N O	Negative responses must be adequately explained. Box will expand when text is typed. Use 12-point font and single spacing.
(financial and non-financial)?			
Are grant expenditures directly related to and proportionate with performance outcomes achieved in FY 05-06?	✓		
Have all projected performances and grant deliverables been satisfied to date as stated in the FY 05-06 approved plan?	✓		
Are the following 12 Statutory Considerations for Compliance (see the Program Information section in the Attachments of this RFA) still in place according to the original competitive application and any approved amendments?			
1. Measurable Goals	✓		
2. Past Effectiveness	✓		
3. Serving Those Most in Need	✓		
4. Intensity of Services	✓		
5. Effective Practices	✓		
6. Use of Technology	✓		
7. Real-Life Context	✓		
8. Staffing	✓		
9. Coordination	✓		
10. Flexible Schedules	✓		
11. Management Information	✓		
12. English Literacy	✓		

Any performance shortfalls must be explained by including corrective measures put into place to prevent future shortfalls.

Please respond here:

Do you need technical assistance? Yes _____ No X

If yes, to facilitate service, please state your need(s) and your program manager will contact you.

Please respond here:

STUDENT PERFORMANCE FORM (Include in Application Package – Do not change or modify this form)

Student Performance: Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners

(1) Name of Performance and Brief Description	(2) Method of Evaluating Performance	(3) Method of DOE Verification	(4) Timelines for Data Collection
<p>Student Performances:</p> <p>Primary Core Measures</p> <ol style="list-style-type: none"> <u>Educational Gains</u> – Improvements in skill levels in any of the following: reading, writing, and speaking in the English language, numeracy, problem-solving, English language acquisition, and other literacy skills. (As validated through the use of an NRS approved assessment instrument.) <u>Placement, Entered, Retained</u> – Placement in postsecondary education or training; entered unsubsidized employment or retained in employment in the third quarter after program exit. <p>Secondary Core Measures</p> <ol style="list-style-type: none"> <u>Community Activities</u> – Adult learners participate in community-based activities. <u>Achieving US Naturalized Citizenship</u> - Adult learners obtain US Naturalized Citizenship documentation. <u>Voter Registration</u> – Adult learners obtain voter registration. <u>Involvement in Children’s Education</u> – Adult learners increase involvement in the education of dependent children 	<p>Standardized Tests</p> <p>Placement Data</p> <p>Participation Records</p> <p>Documentation Provided</p> <p>Documentation Provided</p> <p>Participation Records</p>	<p>Standardized Test Results</p> <p>Student Database</p> <p>Lists/Rosters and Descriptions of Activities rendered - with results</p> <p>Documentation</p> <p>Documentation</p> <p>Lists/Rosters and Descriptions of Activities rendered - with results</p>	<p>Mid-Year and Final Report (1/07&7/07)</p> <p>Mid-Year and Final Report (1/07&7/07)</p> <p>Mid-Year and Final Report (1/07&7/07)</p> <p>Mid-Year and Final Report (1/07&7/07)</p> <p>Mid-Year and Final Report (1/07&7/07)</p> <p>Mid-Year and Final Report (1/07&7/07)</p>

PERFORMANCE-BASED PROJECT DELIVERABLES FORM

A. Project Information

Agency: School District of Palm Beach County	Telephone: 561 434-8712
County: Palm Beach	E-Mail: pelserr@palmbeach.k12.fl.us
Contact Person: Roger Pelsler	Fax: 561 434 8908
Title: Adult Education Manager	Grant Amount: \$307,853

B. Performance Outcomes (See definitions for core measures on following page.)

(1) Primary Core Measure Outcomes	(2) Grant Budget per Core Measure		(3) Total Number of Units per Core Measure	(4) Unit Cost per Core Measure
Projected Enrollment 2006-07 Non-institutionalized <u>1,700</u> Institutionalized _____ Total Projected <u>1,700</u>				
1. Educational Gains (Must be addressed by all applicants.)	\$217,549	70%	925	\$235
2. Placement, Entered, Retained (If this service is provided – must address.)	\$	%	0	\$
Secondary Core Measure Outcomes (If this service is provided – must address.)				
1. Community Activities	\$80,304	26%	200	\$402
2. Achieving US Naturalized Citizenship	\$5,000	2%	10	\$500
3. Voter Registration	\$5,000	2%	10	\$500
4. Involvement in Children’s Education	\$	%		\$
Totals	\$307,853	100%	1,145	

Instructions for completing Section B:

1. In column 2, for each core measure applicable to applicant’s program, indicate **both** the percentage of total grant budget and the actual dollar amount to be earned by each core measure. The total of all percentages in column 2 should be 100%, and the total of all core measure budgets should equal the total grant amount.
2. In column 3 calculate the total number of units per core measure to be achieved for the entire grant period.
3. In column 4 calculate the unit cost for each core measure by dividing the total budget amount in column 2 by the unit amount in column 3. For example, if the total budget amount in column 2 is \$25,000 and the unit amount in column 3 is 50, then the unit cost in column 4 is \$500 (\$25,000 divided by 50 = \$500).

Note: Awarded projects are based on performance with clearly defined outcomes and documented deliverables met. Projected outcomes **must be increased from the previous year** for continued funding.

PERFORMANCE-BASED PROJECT DELIVERABLES FORM

Page 2 of 3

C. Explanation for determining Unit Cost per Core Measure.

Briefly explain, in the space below, the rationale and methodology used to determine the Unit Amount per Core Measure (column 3) and the Grant Budget per Core Measure (column 2) for each Core Measure selected. This explanation should be consistent with the expenditures on the DOE 101, Budget Narrative Form.

70% of the grant will be used to accomplish Primary Core Measure 1 which has been increased by 10% from FY 2006. \$217,549 divided by 925 LCPs = \$235 Unit Cost per Core Measure. This cost incorporates the cost of 1.5 FTE for instruction plus materials and supplies, travel, printing, postage and operating capital outlay.

30% of the grant or \$90,304 (roll forward funds) will be used to accomplish the Secondary Core Measures.

Secondary Core Measure 1 Community Activities \$80,304 divided by 200 outcomes = \$402 per unit

Secondary Core Measure 2 Citizenship \$5,000 divided by 10 outcomes = \$500 per unit

Secondary Core Measure 3 Voter Registration \$5,000 divided by 10 outcomes = \$500 per unit

Box will expand when text is typed.

D. Explanation of methodology used to collect NRS data.

Briefly explain, in the space below, methods used to document the following NRS requirements:

1. Minimum 12 hours of instructional activity required to earn an LCP

Attendance rosters will be used to document a minimum of 12 hours of student participation in instruction before an LCP is reported to the DOE. Students who have not fulfilled this minimum attendance requirement will not be reported to the NRS for funding purposes.

2. NRS training dates of the project coordinator

The program coordinator will attend the next scheduled NRS training to be offered at the Adult Education Symposiums in St. Augustine, Florida on May 31-June 2. The TERMS administrator has attended this required training during FY 2006.

3. Pre- and post-test assessment types used

CASAS pre and post-tests and/or Native Language Literacy screening will be used for all students participating in both Primary and Secondary Core Measures.

4. Methods used to collect, document and report educational gains

CASAS TOPSpro software will be used to collect and document educational gains. TERMS software is used by the district to report educational gains to the DOE. Community Activities will be documented using the USA in My Pocket software developed by Equipped for the Future Project XII. Citizenship and Voter Registration will be documented using copies of students' citizenship certificate or voter registration application.

Box will expand when text is typed.

E. Explanation of circumstances justifying possible performance outcome reduction.

Briefly explain, in the space below, if your area has experienced significant difficulties due to circumstances beyond your control, i. e., natural disaster, and project your performances accordingly. This could include a reduction in outcomes, if warranted and approved by DOE staff.

Two major hurricanes in FY 2005, Frances and Jeanne, reduced by approximately 10% student participation in adult education programs. Hurricanes Katrina and Wilma in FY 2006 also contributed to a sustained decrease in the adult student participation in educational programs in the district. In spite of these circumstances, the grant goals have been attained during these funding periods.

Box will expand when text is typed.

**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.

05/31/2006

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 Community Colleges and Workforce Education, Grants Administration office.

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients 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 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients 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.

English Literacy and Civics Education Narrative

Support for Strategic Imperatives

Strategic Imperatives 2 and 3 will be addressed in this project.

- Strategic Imperative 2 – Set, align and apply academic curricular and testing standards.

CASAS testing correlates with the Florida Adult ESOL Standards and Benchmarks. TOPSpro software provides comprehensive reports on student testing performance and learning gains including a summary of test item responses that students make on specific tests which will allow teachers to accurately target instruction. It also provides reports for program administrators to improve accuracy of LCPs reported to the DOE.

- Strategic Imperative 3 – Improve student rates of learning.

In addition to the ESOL curriculum, this project will address the Secondary Core Measures of Community Activities, Citizenship and Voter Registration in order to assist students to participate in society to become responsible citizens using a variety of teaching methods following the Palm Beach County Lesson Plans for ESOL and Citizenship. Realizing that traditional methods of instruction have not been effective for this target population, the curriculum design used in these Lesson Plans is accessible and interactive to enable improved rates of student learning. Teachers will learn to incorporate a variety of instructional methods in the classroom in order to meet every student's need and learning style.

In addition, this project will assist the School District in meeting the priorities of the No Child Left Behind Act, 2001, and Florida's reading initiative, *Just Read, Florida*, by providing intensive professional development activities to train teachers to incorporate research-based reading strategies in all the adult education programs.

Dissemination and Marketing

Recruitment of adult students and marketing the District's adult education programs are ongoing processes. Methods of dissemination of Adult Education program information include the School District's website: www.pbeducator.org, the School District's Instructional Cable Television

station and the *Palm Beach County Community Educator*. The website lists all the programs offered at all 25 community schools.

The School District's Instructional Cable Television station, The Education Network (TEN), broadcasts Adult Education programming 24 hours a day, seven days a week. Student's can access programs for GED, ESOL, Math and Reading. Broadcasts include GED on TV, Math Basics, Crossroads Café, Lifelines, as well as programs on parenting, study skills and other areas of interest to adult learners.

The *Community Educator* is a newspaper that is disseminated to every household in Palm Beach County three times per year listing site locations, programs and course offerings for all 25 community schools. Articles appear in English, Spanish and Haitian Creole to appeal to the language groups of 95% of the residents. Further marketing is accomplished through our collaborative partnership with the Literacy Coalition, Refugee Task Force, Workforce Alliance, the Palm Beach Public Library System and Palm Beach Community College.

General Education Provisions Act (GEPA)

The provision of Section 427 of the GEPA highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The District has policies in place regarding equitable access to all adult education programs. This project will assist to provide educational services to adults with special needs including Limited English Proficient adults.

Equitable Services for Private Schools

Adult ESOL students who access private school education are eligible to participate in free public Adult Education services through the School District of Palm Beach County before, during and/or after their participation in private school education. Many students complete their ESOL course of study before entering public or private vocational schools or colleges. Others complete a course of study in a private vocational school or college and participate in Adult Education courses in order to pass state licensing exams or the GED exams.

