

APPLICATION REVIEW CRITERIA AND CHECKLIST FORM

- 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 Checklist as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings, notebooks or cover pages, please).

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 	3-9	✓	
4	Self-Evaluation Assessment Form	10 - 11	✓	
5	Performance-Based Project Deliverables Form	12 - 13	✓	
6	Student Performance Form	14	✓	
7	Regional Workforce Board Coordination Assurance Form	15	✓	
	NARRATIVE			
8	Strategic Imperatives AND Just Read, FL!	16 - 17	✓	
9	Dissemination/Marketing	18	✓	
10	GEPA	18	✓	
11	Equitable Services for Private Schools	18	✓	

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FLORIDA DEPARTMENT OF EDUCATION
Project Application

TAPS Number 07B001

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 Geographical (Third-year Extension) Discretionary 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 Palm Beach, FL 33406		Project Number (DOE Assigned)						
C) Total Funds Requested: \$967,050 Total DOE USE ONLY Total Approved Project: \$	D) Applicant Contact Information <table border="1"> <tr> <td data-bbox="662 779 1127 972"> Contact Name: Roger Pelser </td> <td data-bbox="1127 779 1537 972"> Mailing Address: School District of Palm Beach County Secondary, Adult and Community Education 3300 Forest Hill Blvd. Suite C-206 West Palm Beach, FL 33406 </td> </tr> <tr> <td data-bbox="662 972 1127 1058"> Telephone Number: (561) 434-7307 </td> <td data-bbox="1127 972 1537 1058"> SunCom Number: 262-7307 </td> </tr> <tr> <td data-bbox="662 1058 1127 1136"> Fax Number: (561) 434-8908 </td> <td data-bbox="1127 1058 1537 1136"> E-mail Address: pelserr@palmbeach.k12.fl.us </td> </tr> </table>		Contact Name: Roger Pelser	Mailing Address: School District of Palm Beach County Secondary, Adult and Community Education 3300 Forest Hill Blvd. Suite C-206 West Palm Beach, FL 33406	Telephone Number: (561) 434-7307	SunCom Number: 262-7307	Fax Number: (561) 434-8908	E-mail Address: pelserr@palmbeach.k12.fl.us
Contact Name: Roger Pelser	Mailing Address: School District of Palm Beach County Secondary, Adult and Community Education 3300 Forest Hill Blvd. Suite C-206 West Palm Beach, FL 33406							
Telephone Number: (561) 434-7307	SunCom Number: 262-7307							
Fax Number: (561) 434-8908	E-mail Address: pelserr@palmbeach.k12.fl.us							
<p align="center">CERTIFICATION</p> <p>I, Arthur C. Johnson, Ph.D., 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.</p> <p>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.</p> <p>E) _____ Signature of Agency Head</p>								

A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

B) _____

Project Number: (DOE USE ONLY)

TAPS Number 07B001

FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
540	104	Resource Teachers: Full-time Teacher for GED Teacher for Adult High School Credit Teacher for ABE and Family Literacy Teacher for Virtual Education Teacher for GED Fast Track	5	\$293,473
540	184	Part-Time In-System Personnel who provide ABE, GED, ESOL and career counseling instruction: This amount covers approximately 7 part-time positions at 20 hours per week. 7 teachers X 20 hours per week X 20.44 per hour X 40 weeks.	3.5	\$120,187
540	184	Extended duty days for Resource Teachers: Summer months payroll for resource teachers 5 teachers X 35 days X daily rate		\$36,750
540	210	Benefits for all full-time and part-time personnel. Includes health and retirement benefits. Function 104 rate is 21 % + \$5,750 health/life policies. Object 750 rate is 4.3 %		\$124,040
540	750	Part-Time Out-of -System Personnel: who provide ABE, GED, ESOL and career counseling instruction: This amount covers approximately 1 part-time position at 20 hrs. per week X \$20.44 X 40 weeks.	1	\$16,352
C) TOTAL				\$590,802



A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

TAPS Number

07B001

B) _____

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	640	Printers: 3 Lexmark laser printers for new adult education computer lab at approximately \$1,667 each.		\$5,000
540	642	Computers: 5 Dell compatible desktops to be networked for new adult education site's computer lab at approximately \$1,000 each.		\$5,000
540	691	Software: Skills Tutor for ABE, Lifetime Library and TABE 9/10 PC to be networked in new computer lab.		\$5,000
640	336	Travel Out-of-County: This estimate includes accommodations, per diem and mileage for 16 teachers' professional development in: technology, compliance, data and instructional strategies 16 teachers [3 nights X \$120 + 3 X \$42 per diem + roundtrip mileage @ .405 per mile for approx. 320 miles] = approx. \$9,840. Travel includes the ACE Conference, Adult Education Symposium, WDIS and NRS trainings, TechNet, Adult Ed Consortium, Florida Virtual School, Regional staff development and the state literacy conference. The positions include ABE, GED, Adult High School, ESOL teachers and project-related coordinator. Dues and Fees- Registrations: 25 teachers to ACE Conference, 20 teachers to Symposium, 10 teachers to Literacy Conference, 15 teachers to Technet, WDIS and NRS. This expenditure is for conference registrations. Provides for in-service opportunities for instructional staff to keep abreast of issues in technology, compliance, disabilities, NRS and instructional strategies.		\$15,000
C) TOTAL				\$30,000



A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

TAPS Number 07B001

B) _____

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
640	336	Travel – In County @ .405 per mile = 2, 469 miles for teachers and project related staff. Site visits and instructional workshops		\$ 2,000
540	393	Educational Contract with the Literacy Coalition The Palm Beach County Literacy Coalition will provide instructional services for their clients, counseling and intake of their students; coalition volunteer training and placement; recruitment and outreach services for students to be referred to the District. See attached contract.		\$110,000
540	511	Materials and Supplies: These materials include student textbooks, workbooks and testing materials for ESOL, ABE, Adult High School and GED programs. The primary vendors will be Steck-Vaughn and McGraw-Hill TABE 9/10, SAMS, Amsco textbooks and workbooks for Credit Lab curriculum.		\$8,100
				\$120,100



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

TAPS Number 07B001

B) _____
 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	792	Printing In-House: products such as the GED testing schedule, Adult Ed graduation programs, credit lab curriculum packets, ABE, GED and ESOL training materials and other items as needed for the instructional program.		\$3,000
540	310	Center for Group Counseling will be testing students with specific learning disabilities and/or emotional disabilities requesting accommodations on the GED Tests @ \$500 per student for 20 students = \$10,000.		\$13,000
720	794	Indirect @ 1.0316		\$23,444
C) TOTAL				\$39,444

ALLOCATION \$780,346



A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

B) _____

TAPS Number 07B001

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	104	Resource Teacher/ Counselor for new adult education site	1	\$33,830
540	792	Printing: In-house products such as training materials and other items as needed for the Certification of Adult Programs (CAP). This will also include materials needed for the GED PLUS program.		\$5,171
540	640	Printers: 3 Lexmark laser printers for the new adult education school site at approximately \$1,667 each		\$5,000
540	644	Hardware for 10 desktops for the new adult education school site		\$5,000
540	690	Software: Skills Tutor for ABE, Lifetime Library and TABE 9/10 PC for the new adult education site		\$5,000
640	336	Travel Out of County: This provides for in-service opportunities for instructional staff and administrative staff to keep abreast of issues in technology, compliance, data and instructional strategies. Travel includes the ACE Conference, ACE Board of Directors, GED Symposium, ESOL, ABE and GED State Task Forces, WDIS and NRS trainings, ESOL Symposium, TechNet, Adult Ed Consortium, Florida Virtual School, Regional staff development and the state literacy conference. This will provide an opportunity for 5 additional instructors to attend these conferences. Dues and Fees – Registrations: 5 teachers to ACE Conference, 5 teachers to Symposium, 5 teachers to Literacy Conference, 5 teachers to Technet, WDIS and NRS. This expenditure is for conference registrations. Provides for in-service opportunities for instructional staff to keep abreast of issues in technology, compliance, disabilities, NRS and instructional strategies.		\$5,000
C) TOTAL				\$59,001



A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

TAPS Number

07B001

B) _____

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	511	Materials and Supplies for new Adult Education site: These materials include student materials for ESOL, ABE, Adult High School and GED programs. The primary vendors will be Steck-Vaughn and McGraw-Hill and Amsco.		\$15,214
640	336	Travel-In County Site visits and instructional workshops for the Certification of Adult Programs (CAP) and GED PLUS		\$ 1,000
540	310	Consultants: Manipulative Mathematics strategies for FCAT Remediation in the Adult High School Credit Program		\$2,500
540	692	Consultant: CRISS Training for FCAT Remediation in the Adult High School Credit Program		\$2,500
540	692	Software Lifetime Library and TABE PC for new adult education computer lab		\$5,000
540	642	Computer Systems (5 Dell computers) for new adult education site for reporting and instruction at approximately \$1,000 each		\$5,000
540	374	Other communications Student Information website: Students will have the opportunity to check their status, enrollment, assignments, and grades with Edlin program.		\$5,000
540	750	Part-Time Out-of-System Personnel who provide ABE, GED, ESOL and career counseling instruction: This amount covers approximately 2 part-time positions at 20 hrs. per week X \$20.44 X 40 weeks.	1	\$32,704
540	184	Part Time In-System Personnel who provide ABE, GED, ESOL and career counseling instruction: This amount covers approximately 2 part time positions at 20 hours per week. X 20.44 per hour X 40 weeks.	1	\$32,704
C) TOTAL				\$101,622

Rev. 01/05



**Self-Evaluation Assessment Form
for continuation of
Adult Education and Family Literacy 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: 500-1916A-6CG02 Date form prepared by applicant: May 11, 2006

Prepared by (name and title): Sandra Caruso, Specialist E-mail: carusos@palmbeach.k12.fl.us

Agency project coordinator (name and title): Roger Pelserr, Manager E-mail: pelserr@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): Sandra Caruso, Specialist E-mail: carusos@palmbeach.k12.fl.us

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

	✓ YES	✓ NO	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</u> requirements 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 (financial	✓		

	✓ YES	✓ NO	Negative responses must be adequately explained. Box will expand when text is typed. Use 12-point font and single spacing.
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 ✓

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

Please respond here:

PERFORMANCE-BASED PROJECT DELIVERABLES FORM

Page 1 of 3

A. Project Information

Agency: Palm Beach County School District	Telephone: (561) 434-8786
County: Palm Beach	E-Mail: pelserr@palmbeach.k12.fl.us
Contact Person: Roger Pelser	Fax: (561) 434-8908
Title: Adult and Community Education Manager	Grant Amount: \$967,050

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

(1) Primary Core Measure Outcomes Projected enrollment for 2006-2007 <u>18,335</u>	(2) Grant Budget per Core Measure		(3) Total Number of Units per Core Measure	(4) Unit Cost per Core Measure
1. Educational Gains (Must be addressed by all applicants.)	\$870,345	90.0%	16,502	\$52.7417
2. Placement, Entered, Retained (If this service is provided – must address.)	\$16,440	1.7%	311	\$52.8617
3. Receipt of secondary school diploma or its recognized equivalent -- (GED) (If this service is provided – must address.)	\$80,265	8.3%	1,522	\$52,7365
Totals	\$967,050	100%	18,335	

PERFORMANCE-BASED PROJECT DELIVERABLES FORM

Page 2 of 3

C. Explanation for determining Unit Cost per Core Measure.

The rationale and methodology used to determine the Unit Amount per Core Measure and the Grant Budget per Core Measure is based on a 5% increase to the projected total enrollment as well as a 5% increase per Core Measure. This Grant supports the entire mission and district initiative in ABE, GED, ESOL and Adult High School Credit, with interlinked skills that address student needs.

Box will expand when text is typed.

D. Explanation of methodology used to collect NRS data.

1. Student post-testing occurs after a minimum of six weeks instruction.
2. NRS training dates of the project coordinator: ACE Conference 2006
3. Pre- and post-test assessment types used: TABE 7/8, TABE 9/10 and CASAS
4. Methods used to collect, document and report educational gains: Data is stored electronically in our TERMS student system and reported to the state during Survey WS

Box will expand when text is typed.

E. Explanation of circumstances justifying possible performance outcome reduction.

Two major hurricanes in FY 2005, Frances and Jeanne, reduced by approximately 10% student participation in adult education programs. Hurricanes Katrina and Wilma in FY2006 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.

**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.

<hr/>	<hr/>
Signature of Superintendent/Agency Head	May 30, 2006 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 by May 18 2006

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.***

<hr/>	<hr/>
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.

PALM BEACH COUNTY SCHOOL DISTRICT

ADULT GEOGRAPHIC APPLICATION NARRATIVE

SUPPORT FOR STRATEGIC IMPERATIVES: The adult education programs in Palm Beach County uphold the State's mission and goals by implementing programs that align with Florida's K-20 Strategic Plan. In support of Florida's reading initiative, *Just Read, Florida*, intensive professional development activities will train teachers with an effective interactive approach to reading. All adult education teachers, primarily those teaching FCAT remediation, will be trained to incorporate the Creating Independence through Student-owned Strategies (CRISS). This project focuses on teaching students how to learn through reading, writing, talking and listening. Students will be able to apply these strategies in all subject areas.

Palm Beach County's population growth has generated a greater need for literacy programs, primarily for limited English proficient adults; as well as, a need to provide opportunities to increase high school graduation through our Co-Enrolled and GED programs. As a result, adult education programs are continuously expanding throughout Palm Beach County, creating a need for program evaluation and a standardization process for management information. The Certification of Adult Programs (CAP) evaluation process will establish consistent standards and practices across programs and provide a procedure for monitoring performance and reporting accurate participant outcomes to NRS. The Certification of Adult Programs (CAP) is a collective accountability program which include understanding the value of data integrity and which supports **Strategic Plan 7**. CAP will become the fundamental framework for providing correct data to support state and federal (NRS) requirements. This project will grant the opportunity for a perpetual process of school improvement to meet federal, state and local program requirements, provide accountability, and maximize student outcomes. For this evaluation process to be successful, extensive staff development for administrators, teachers, and

data processors is required. Furthermore, personnel will provide continuous guidance, supervision and assistance to each site during the implementation phase of CAP. In addition, the TOPSpro training for ESOL teachers will further account for data quality reporting. TOPSpro generates a number of reports using aggregated data for program accountability. Teachers can use these reports to target instruction in the classroom and assure that students receive a high quality, individualized academic program. In addition to increasing student performance, TOPSpro will assure that students meet the standards of the curricula and that CASAS test scores are accurately reported to WDIS. The District is able to meet **Strategic Imperative 3** by offering students several opportunities to prevent them from dropping out of high school. Through the Adult High School Credit Program, students are able to make up credit coursework required for graduation and improve their GPA, as well as, receive FCAT remediation. Each student is required to meet with a Guidance Counselor for necessary counseling and appropriate referral to the Adult High School Credit Lab. Students receive high quality instruction for FCAT remediation, providing supplementary opportunities for FCAT success so that students will be able to graduate with a standard high school diploma. The GED Preparatory Program is an alternate option for dropout prevention and provides students with a “State of Florida High School Diploma.” Finally, this project will support **Strategic Imperative 8** by increasing the implementation sites of the Florida GED PLUS program. This will provide GED students with the knowledge and skills necessary to enroll in postsecondary education in order to improve and enrich their own and their families’ lives. In addition, a collaborative arrangement with PBCC provides counseling and financial assistance for vocational programs. The benefit of Florida GED PLUS is to provide students with the skills needed to obtain a GED diploma and to assess their readiness for a college diploma, granting credit courses. A counseling component is necessary in order to identify which students qualify for the program, as well as to provide students with the information and support to be successful. These programs will be

implemented with the support of the Adult Education and Family Literacy Geographical Grant and will supply the necessary Primary Core Measures required for the grant.

DISSEMINATION/MARKETING:

Recruitment of adult students and marketing the District's adult education programs are ongoing processes. These are accessible primarily from the District's website: www.pbeducator.org, the District's Instructional Television station, and newspaper ads of site locations, programs and course listings. Furthermore, posters and brochures are disseminated to the District's Guidance Coordinators at each of the 25 high schools and 9 alternative sites. Further marketing is accomplished through our collaborative partners such as the Literacy Coalition, the Palm Beach Public Library and Palm Beach Community College (PBCC).

GEPA: This project will assist the District in meeting the GEPA requirement. The District has policies in place regarding equitable access to adult education programs addressed in the provision of Section 427 of the General Education Provisions. This project will assist with providing services to adults with disabilities. An agreement with the Center for Group Counseling will test GED participants requesting accommodations to the GED Tests, free of charge. This project will also provide additional opportunities for professional development in addressing specific disabilities in the classroom.

EQUITABLE SERVICES FOR PRIVATE SCHOOL PARTICIPATION:

Adult education in Palm Beach County has continuously supported private schools and home-schooled students. Private school students have continuously been enrolled in the Adult High School Credit Program in order to make up any failed courses and graduate on time. In addition, the District provides homeschoolers the opportunity for a GED Preparation program through Virtual Education as well as a means of obtaining their "State of Florida High School Diploma."