



Board of Regents

University System of Ohio

Overview and Guidance for  
**Adult Basic and Literacy Education  
English Literacy and Civics Education Grant**  
Fiscal Year 2012

Submission Deadline  
May 6, 2011

**The Chancellor of the Ohio Board of Regents**  
30 E. Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43215

## Background

Ohio's Adult Basic and Literacy Education (ABLE) program is within the Division of Academic Affairs and System Integration under the Chancellor of the Ohio Board of Regents. In a press release on July 29, 2010, Chancellor Fingerhut said, "For thousands of students each year, an ABLE program is their gateway to a new credential and a better job." A top priority for continued improvement for the University System of Ohio includes an effort to strengthen the educational pipeline to post-secondary certificates and college credentials for learners entering the University System of Ohio through an ABLE provider.

A Key Strategy in the Chancellor's Strategic Plan for Higher Education is the development of a network of adult education programs focused on helping adults become college ready. The ABLE network will offer adults a variety of options – on and off college campuses – and in a variety of formats – including online or distance learning. The ABLE path to college assists in expanding opportunities, adding convenience and helping adult students save real dollars.

Source: Strategic Plan for Higher Education: 2008-2017, Ohio Board of Regents

When individuals cannot speak English or cannot speak English well, their ability to work, to attend school, and to receive emergency services are greatly affected. Not only does this affect their lives but it could affect the lives of those around them.

## Purpose of the Grant

To address the issues above, the Chancellor of the Ohio Board of Regents (the Chancellor) announces the availability of federal funds for the provision of English Literacy and Civics Education services (EL/Civics). These funds are authorized to serve adults to provide two components beyond English Language acquisition: citizenship education and civic participation education.

For the purposes of this program, **citizenship education** includes teaching immigrants the basic skills needed to pass the Citizenship Test. And, **civic participation education** includes teaching immigrants how to be active community members and why they should be active by providing a comprehensive understanding of U.S. culture, government and educational systems.

Subject to confirmation and receipt of the federal grant award for Adult Education and Family Literacy, Title II, Workforce Investment Act (PL 105-220), and state General Revenue Fund appropriations, Fiscal Year 2012 funds are planned for use during the July 1, 2011-June 30, 2012 project period.

## Eligible Applicants and Students

Eligible fiscal agents include all currently funded Adult Basic and Literacy Education (ABLE) Instructional and EL/Civics programs. This requirement applies at the direct award level.

Applicants shall be willing to serve all eligible students. Pursuant to *Title II of the Workforce Investment Act, the Adult Education and Family Literacy Act of 1998*, eligible students are those individuals who live or work in Ohio and who:

- have attained 16 years of age;
- are not enrolled or required to be enrolled in secondary school under state law (18 in Ohio); and who
  - lack sufficient mastery of basic educational skills to enable the individual to function effectively in society;
  - do not have a secondary school diploma or its recognized equivalent, or have not achieved an equivalent level of education;
  - or
  - are unable to speak, read, or write the English language.

\*See the ABLE Student Eligibility Policy <http://uso.edu/able/>.

## Nondiscrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964, the applicant shall not discriminate on the basis of gender, race, color, age, and/or national origin in its adult education and literacy programs, activities, employment or admission policies and practices. All grantees must meet assurances that address serving adults with special needs, including learning disabilities.

## Preparing the Application

Applications must be typed using 12-point in Times New Roman or Arial and one-inch margins. Use the Grant Checklist found in Appendix E to ensure you have completed all

required sections of the application. Applications must be submitted in CCIP or as e-mail attachments.

The submitted application consists of three main sections.

Section A: Planning Tool (in CCIP)

Section B: Funding Application (in CCIP)

Section C: Grant Addendum (to be e-mailed).

### ***Section A: Planning Tool***

The District/Agency Plan in the Planning Tool (PT) side is composed of the following parts:


- A needs assessment for the district/agency [*Note: This is different from the needs assessment in the Funding Application (FA).*]
- Goals and fiscal resources
- Strategies
- Action steps, descriptions and program relationships

### **Starting the Plan**

The district/agency plan from the previous fiscal year is brought forward and serves as the starting point for the FY 2012 grant. If you have completed your ABLE Instructional Grant, this action would have been already completed so you can skip to the goals and fiscal resource section.

To initiate this process, the following steps should be followed:

1. Log in to the CCIP and go to the CCIP Home page
2. Click on your agency
3. Click on Plan in the menu bar
4. Click on "Create a copy of your 2011 District/Agency Plan for Fiscal Year 2011." (**NOTE: Check with your district/agency administration before conducting this step. An individual within the district/agency may have been assigned the responsibility for starting the FY 2012 Plan.**)

2012 ▾ Active Plan ▾ [Create a copy of your 2011 District/Agency Plan for Fiscal Year 2012](#) 

Fiscal Year	District Improvement Status
2012	Unknown
2011	Unknown

5. A confirmation screen will appear. When “confirm” is selected, the FY 2011 Plan is brought forward to serve as a starting point for the district/agency’s FY 2012 Plan. **At this point no further changes can be made in the FY 2011 Plan. It is essentially archived.**
6. The next screen will show the 2012 Plan as active.
7. There also will be a link, “Make Active Plan Public”. **DO NOT CLICK THIS LINK.** If you do so, the 2012 Plan will be available to the public to view as it is being revised. If a particular grant requires public input as it is being developed, the plan may need to be made public. But EL/Civics does not have that requirement, so do **not** activate the link.

2012 ▾ Active Plan ▾ [Make Active Plan Public](#) **DO NOT CLICK THIS LINK.**

Fiscal Year	District Improvement Status
2012	Unknown
2011	Unknown

8. Open the Plan by clicking on the “District/Agency” link.
9. When you return to work in the Planning Tool, make sure that the Plan year indicates 2012.

**→** 2012 ▾ Active Plan ▾

**Needs Assessment**

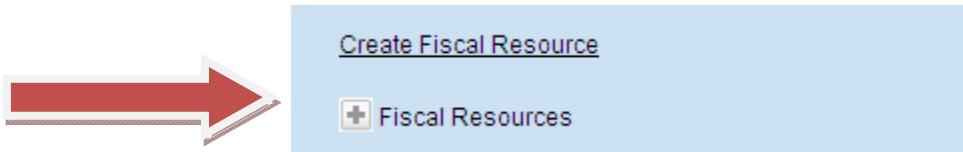
The Needs Assessment section of the Plan requires that districts/agencies address the areas that need to be improved based on the Decision Framework from the Ohio Department of Education. The Needs Assessment applies to the total district/agency and not just to ABLE. Therefore, EL/Civics personnel do not need to respond to the Needs Assessment in the Planning Tool, even if the EL/Civics program is a community-based program.

**Goals and Fiscal Resources**

The ABL and EL/Civics goal should already be in your district/agency plan since it was added last year. You do **NOT** add the goal again. You **MUST**, however, add an amount to your Fiscal Resource for FY 2012.

***To add an amount to the Fiscal Resource for FY 2012:***

1. Click on the Plus sign (+) in front of the Adult Basic and Literacy Education and EL/Civics link.
2. Click on the Plus sign (+) before Fiscal Resource.



3. Click on the EL/Civics Link.
4. Enter the tentative allocation for FY 2012.

**Update Fiscal Resource**

Funding Application:

Grant:

Notes:

of 50 characters

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**Enter Amounts**

2010	514,639
2011	566,509
2012	0
2013	0
2014	0
2015	0

Type the tentative allocation for FY 2012

5. Click "SAVE".

## Strategy

The strategy for the EL/Civics grant for FY 2012 has not changed from the strategy utilized last year in FY 2011. It is:

- Improve English language acquisition of English for Speakers of Other Languages (ESOL) students utilizing a civics-based content

The strategies that you have entered last year will still be in the Plan. Directions for deleting or creating a strategy are as follows:

- **If you need to delete a strategy**, click the trash can icon before the strategy. The strategy and all action steps associated with it will be deleted.
- **If you want to add a strategy**, click on the Create Strategy link. Strategies are no longer in a drop down menu **so they must be typed in**.

For the EL/Civics strategy, add the Strategy Title as “EL/Civics.” For the Strategy Description, use the definition of the strategy as shown above.

The screenshot shows a web form titled "Create Strategy". At the top, the "Goal Title" is set to "Adult Basic and Literacy Education and EL/Civics". Below this, there are three main input sections: "Strategy Title", "Strategy Description", and "Estimated Cost (Optional)". Each of the first two sections includes a "Check Spelling" button and a character count (0 of 500 for the title, 0 of 2500 for the description). At the bottom of the form are "Save" and "Cancel" buttons. Two large red arrows with white text point to the "Strategy Title" and "Strategy Description" input fields, respectively.

## Action Steps

The FY 2012 Action Steps are the same as those for FY 2011, **but the descriptions for them must be updated**. All of the Action Steps may be found in this Guidance in Appendix C.

### **To edit an Action Step:**

1. Click on the Plus sign (+) in front of the pertinent strategy.
2. The strategy will expand and show the Action Steps underneath.

3. Click on the Action Step.
4. Make the changes in the Action Step description.
5. Click on Save.

If you are adding an action step, make sure that the grant relationship is defined. This is important so that the action step will be included within your funding application.

**To add an Action Step:**

1. Click on the Create Action Step Link.
2. Type in the Action Step title and description.
3. Click on Save.
4. Then click on Plus Sign (+) before the newly created Action Step.
5. Create the Grant relationship.
6. Click on Save.

**Next Step**

Once all the strategies and action steps for the EL/Civics grant have been completed go to the Funding Application.

***Section B: Funding Application***

The Funding Application is connected to the Planning Tool in two ways.

- The two sides of CCIP are connected through the **fiscal resource**. A dollar amount is recorded for EL/Civics in the Plan (Refer to page 6 of this guidance.). That amount should equal the total budget amount on the Funding Application.
- The action steps are linked to the Funding Application through the “Action Step/Program Relationship.” When the Funding Application is printed, action steps and their descriptions are also printed.

**Getting to the Funding Application**

To access the Funding Application portion of the CCIP, see the steps below and the illustrations that follow.

1. Go to the CCIP Login page
2. Provide your Safe Account information and click on “sign in”
3. Click on your organization name
4. Click on the arrow in the date box and select “2012”

5. Click on “EL/Civics”
6. Change status from “Not Started” to “Draft Started”
7. Click on “EL/Civics”

## Components of the Funding Application

The EL/Civics Grant Funding Application is composed of the following parts:

- Budget grid
- Needs assessment with
  - ◊ questions requiring the input of data
  - ◊ check boxes for noting past, current and proposed EL/Civics program components
- Questions requesting information about integration into the district/agency’s continuous improvement plan, partnerships, evaluation, additional/discontinuation of program components, capacity to implement, professional development, transition, and assurances.
- Link to your district/agency Plan and the goal, strategies and action steps pertaining to your Funding Application.

**Please Note:** The action steps linked from your Plan cannot be changed from the Funding Application. They may, however, be edited from the Planning Tool.

## The Budget Grid

The project budget grid will reflect your proposed project costs. For the Object and Purpose Codes, please refer to Appendix D of this document. In addition to the budget grid, **you must complete the budget narrative**, which is not in the CCIP Funding Application, but is one of the forms in the EL/Civics Grant Addendum. (See page 14 for information.)

### General Budget Guidelines

- All costs should be rounded to the nearest whole dollar.
- Not less than 85 percent of allocated funds shall be expended for providing direct instructional services and activities.
- **Not more than 15 percent shall be used for non-instructional services and activities related to Governance/Admin, Professional Development, Safety,**

**Facilities, non-instructional Capital Overlay, Transportation, and Indirect Cost.**

- Remember that the costs for the administrator and/or coordinator need to be broken out between administrative costs and support costs based on the function.

**For example, if a coordinator makes \$18,000 and his/her time is divided as shown below:**

- 60% of the time involves administrative duties such as grant writing, supervising staff, conducting staff meetings, and so on
- 40% of the time involves support services duties such as conducting orientation, meeting with students, answering inquires from students.

The budget grid would reflect the following costs...

<i>Object Code</i>	<b>Salaries</b>	<b>Benefits/ Retirement</b>
<i>Propose Code</i>	<b>100</b>	<b>200</b>
<b>Support Services</b>	7,200	(reflects 40% of these costs)
<b>Goverance/Admin</b>	10,800	(reflects 60% of these costs)
<p>60% of 18,000 is 10,800. <b>AND</b> 40% of 18,000 is 7,200.  <b>Note:</b> The associated benefits and retirement costs must also be separated by the appropriate percentage.</p>		

- In addition in FY 2012, the program will be solely responsible for paying for any expenses for Professional Development. This means that the Local Program will pay their staff as needed for attending professional development activities. The expenses that can be covered are for registration, travel to the training, overnight stay as a result of attending the training, and other expenses related to the training. The amount to be covered is a local decision. Professional

**Development expenses will need to be kept as a separate budget for fiscal accounting.**

***SPECIAL NOTE:*** Please include funds up to \$400 in Professional Development/Purchased Services to cover registration costs for required meetings. Other Professional Development/Purchased Services would include conferences and PD activities such as workshops.

### **Needs Assessment**

The Needs Assessment section in the EL/Civics Funding Application requests information that substantiates the need for EL/Civics services. The data includes information for the county or counties served.

- *If you serve more than one county and a percentage is requested, provide an average for the counties served.*
- *If a number is requested, provide the total for the counties served.*

### **Other Funding Application Questions**

The responses to these questions address how EL/Civics services are coordinated with the EL/Civics program's fiscal agency and the other partners.

### **Goal, Strategies and Action Steps**

The action steps in the district/agency Plan are automatically linked to this part of the Funding Application. *Please Note:* the action steps linked from your Plan cannot be changed from the Funding Application side of the application. Changes can only be made from the Planning Tool.

### **Submitting the Grant**

**Before you change the application status, read and respond appropriately to messages that appear in the "Validate" column.** Click on the Message link to read them. If a "Message" appears, click on it and you will be taken to the location that needs correction.

- An **"Error" message** prevents the application from going forward until the correction is made.

- A “**Warning**” notes an important point that will not prohibit submission but these should be checked.

**Note Process**


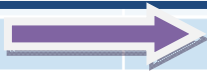

When the Funding Application is ready to be submitted, the status of the application should be changed to “Draft Completed”.

- After “Draft Completed” is confirmed, an automatic email goes to the treasurer/fiscal officer saying that the EL/Civics Instructional grant awaits approval.
- The treasurer/fiscal officer must log into the EL/Civics Funding Application and approve or reject the grant.
- When the treasurer/fiscal officer approves the grant, an email goes to the superintendent/authorized agency representative, who must log in and change the status to “Authorized Representative Approved” or reject it.
- Note only after all of these steps are completed will the grant actually be submitted in CCIP.

**Printing the Application**

It is a good idea to print the application not only after you have completed it, but also after each session in which you add information. To print the application:

1. Go to the Sections page in the Funding Application.
2. Click on the Print link next to “EL/Civics.”

 EL/Civics		<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Application</a>		<a href="#">Print</a>
<a href="#">Plan Relationships</a>		<a href="#">Print</a>
 Contacts		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>

**The Review Process and the History of the Grant**

Information about the status of the application may be obtained by clicking the “View History Log” link. Specific comments relating to the application and any requested modifications can be added by OBR staff and LEA authorized users.

## ***Section C: Grant Addendum***

For FY 2012 the grant addendum will be available only through Excel. As a result there are several links that are included to assist you and help you check your work. These will be discussed in the appropriate sections.

### **Part A: General Information**

The Grant Addendum is located in the CCIP Doc Library which is listed in the left hand margin in CCIP and on the ABLE web site. Pages one and two of the grant addendum provide general information for the grant. All sections must be completed since this part serves as a source for contact information during the application process and grant period. Names, addresses, telephone and fax numbers with area codes, and e-mail addresses must be provided for the agency superintendent or CEO/president, treasurer or fiscal contact, and the individual who will be the grant contact person.

In addition to contact information for the individuals referenced above, applicants must provide the following information:

- Agency IRN number (Internal Retrieval Number)
- Federal Tax ID number (Employer Identification Number or EIN)
- **DUNS Number – New! (See Part F)**
- Congressional districts served
- County of the Fiscal Agent
- The first date of instruction
- The last date of instruction
- The amount of funds requested

The applicant also needs to include the Current Service Option if it has changed from the FY 2011 grant, identification of the Economic Development Region (EDR) of the fiscal agent, the EDR(s) to be served, the counties to be served, and a list of the partnering agencies.

### **Part B: Enrollment Trends and Projections**

Information about the number of students that have been provided EL/Civics Services in the past two fiscal years and in the current fiscal year must be reported in the table titled Enrollment Trends and Projections. Applicants are also asked to project the number of students who will be served during the FY 2012 grant year. Please only count those students who are receiving EL/Civics services in this chart. This could include those high-level ESOL students who could also be coded in ABLELink as ABE or ESOL students. If no students are to be served within a particular category, a “0” should be

placed in the appropriate box.

EL/Civics programs must utilize data from past Annual Performance Reports (APRs) and their current EL/Civics Link data to complete the appropriate columns of the chart.

**Part C: Budget Narrative**

In the Budget Narrative, provide detailed information about proposed expenditures for each cell (NOTE: Details are not needed in the Budget Narrative for the salary item.) The information provided should give the reader a clear understanding of how the proposed dollars for each Object and Purpose Code will be used and allow the reader to determine the appropriateness of the expenditure.

*Table 2 Administrative Costs*

This table is to assist you in ensuring that the total administrative costs do not exceed 15%. The entries for Governance, Professional Development, Safety, Facilities, Transportation and Non-Instructional Capital Outlay are pulled from Table 1.

New Table	
<b>Table 2 Administrative Costs</b>	
This Table is a check to ensure that the total administrative costs do not exceed 15%. The entries for Governance, Professional Development, Safety, Facilities, Indirect Cost, and non-instructional Capital Outlay are pulled from Table 1.	
Governance/Administrative	\$0
Professional Development	\$0
Safety	\$0
Facilities (including Rent)	\$0
Capital Outlay (non-instructional)	\$0
Transportation	\$0
Indirect Cost	\$0
<b>Total Administrative Costs</b>	<b>\$0</b>
<b>Total Budget from Table 1</b>	<b>\$0</b>
<b>Percent of Total Budget allocated to Administrative Costs</b>	<b>#DIV/0!</b>
#DIV/0!	

Once the table is complete, the estimated percent that are being attributed to Administrative costs will be determined. If the percentage is over 15%, the following statement will appear indicating the costs are over the maximum allowed.

**There is too much allocated for Administrative Costs, please revise the budget or negotiate the expenses with your State Consultant.**

If this statement appears, you must either revise your budget or negotiate the costs with your state consultant.

If the costs are 15% or less than the following statement will appear in the blue area.

**The Administrative Costs do not exceed the maximum allowed.**

This indicates that you are at or below the maximum allowed and you are within the appropriate costs. No changes are needed.

**Part D: Program Personnel**

The Program Personnel Table asks for a variety of information about all individuals paid through the EL/Civics or other funds on the grant for FY 2012.

Position/Title	Enter the title of the person on the grant.
Last Name	Enter the last name of the person on the grant. If the person has not been identified, enter "To be named later."
First Name	Enter the first name of the person on the grant.
Educational Level Attained	For named individuals, enter the highest educational level obtained.
Credentials Held	For named individuals, indicate the relevant credentials held. For individuals not yet identified, provide credential expectations.
# years of Adult Educational Experience	For each EL/Civics staff member, enter the years of adult education experience.
# hours/weeks	Indicate the number of hours per week the staff member will devote to EL/Civics.
#weeks/year	Enter the number of weeks per year the staff member will be employed.
Hourly Wage	Indicate in dollars and cents the Hourly Wage of the Staff member.
Amount from EL/Civics	Indicate the dollar amount from this grant that will support the staff member's salary. (This total should agree with the salaries total of the Budget.)
Amount from other sources	If the staff is receiving funding from any other source indicate that in this column.
<b>Please check here, if this person is paid from a Purchase service contract.</b>	<b>If the staff is paid through a Purchase Service contract, place an "x" in this column.</b>

This is a New Column.

% from EL/Civics	Place the total percentage of the staff member salary that is paid from EL/Civics funds.
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Please note there is a new column for this year’s grant for the program personnel. You are to place an “X” in the column labeled, “**Please check here, if this person is paid from a Purchase service contract.**” In doing this, the spreadsheet will then determine how much of your salary costs are to be charged to Salary lines and how much should be included on Purchase Services lines. **This determination is done for you.** The new table that is included summarizes the totals per staff function and is included for your convenience.

<b>NEW</b>			
Summary Table for Salaries and Purchase Service Contract Personnel			
This table is for summary purposes only. All the numbers will be drawn from the above table. The table shows what salaries are paid by ABLE and separates them into those placed in the salary cell in the budget grid from those that go into the purchased services cell in the budget grid.			
Type of Staff	Amount From ABLE		Amount from other sources
	Salary	Purchased Service	
Table 1 Instructional Staff	\$ -	\$ -	\$ -
Table 2 Support Staff	\$ -	\$ -	\$ -
Table 3 Administrative Staff	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -
Total Paid by ABLE	\$ -		

**Part E: Instructional Sites Page**

This page provides details about where and when EL/Civics instruction will be provided and the nature of the classes offered. In addition, the table asked Applicants to estimate the cost of providing instruction for each class. For the Instructional Sites Page, Column G, only identify a class as offering Transitions if this is the priority of this class. For example, an EL/Civics class using contextualized curricula for career pathways would be listed in Column G as ESOL and TR.

**Part F: DUNS and CCR Assurances (NEW)**

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed federal agencies to require all applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements.

DUNS Number Information

1. To obtain a DUNS number go to: <http://fedgov.dnb.com/webform>. The first screen you see will be the Welcome screen below. The DUNS number is to be obtained by going to the Web site noted below.

**Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.


[Click here to request your D-U-N-S Number via the Web.](#) If one does not exist for your business location, it can be created within 1 business day.

 [Click here to request your D-U-N-S Number by phone](#) (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

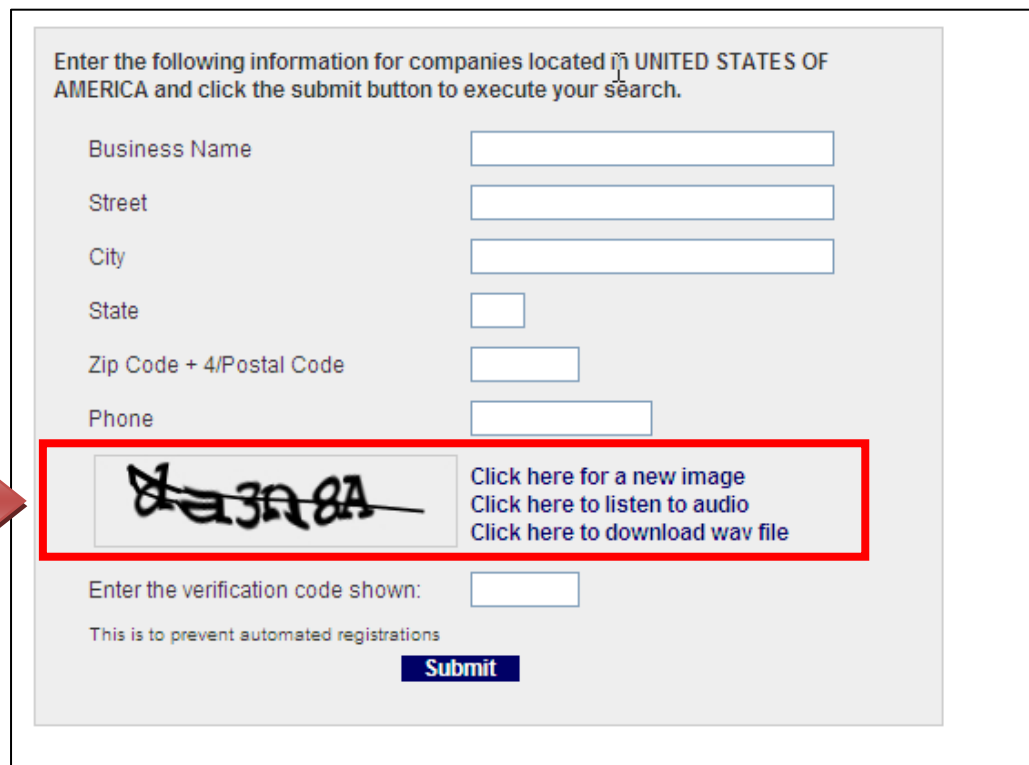
For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)

2. The second screen you see will be a Search Screen. Completing the information on this page will help to determine if there is already a DUNS number for your agency. The first step is to indicate the country as below and click continue.

Please select the country where your company is physically located, then click continue. If you do not see your country listed, please contact [govt@dnb.com](mailto:govt@dnb.com)



3. After selecting the *United States of America* in Step 1, the information in the box below will need to be completed. Make sure you use the correct image. The one outlined in red below will be different for you.



Enter the following information for companies located in UNITED STATES OF AMERICA and click the submit button to execute your search.

Business Name

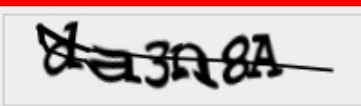
Street

City

State

Zip Code + 4/Postal Code

Phone

 [Click here for a new image](#)  
[Click here to listen to audio](#)  
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

4. If your agency already has a DUNS number, the next screen will indicate that there is a DUNS for the agency. Contact your administrative staff to obtain that number.

If the agency does not have a DUNS number, one will need to be requested. Please check with your Administrative office about who should do this. **DO NOT AUTOMATICALLY COMPLETE THIS YOURSELF.**

5. If a DUNS number needs to be requested, the next form you see will begin as follows.

## Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

### Central Contractor Registry Information

In addition, current and potential federal government grantees are required to register in Central Contractor Registry (CCR) in order to be awarded contracts by the federal government. *Grantees must update or renew their registration at least once per year to maintain an active status.*

To update or renew the register in CCR, go to:

<https://www.bpn.gov/ccrupdate/NewRegistration.aspx>

The screen you see will be the Registration page in part shown below. As you can see, the DUNS number is a required field for updating the registration information. **DO NOT AUTOMATICALLY COMPLETE THIS YOURSELF.** Please check with your Administrative office about who should do this.

### Enter Your Organization's Information

Organization Information

\* Required Information

DUNS\*:  ← Please enter a value for the DUNS number

Legal Business Name:

Doing Business As (DBA):

Physical Street Address:

**Appendix A: Map that identifies the locations of any sites for FY 2012**

Please attach as Appendix A maps that identify the location of all sites for FY 2012.

**Technology and Reporting Requirements**

The Applicant agency is responsible for providing continued technical support to the EL/Civics program as needed to ensure security of information, computer access for staff and students, and completion of state and federal grant requirements.

Computer equipment purchased with grant funds must meet minimum technology standards. These can be found in Appendix B of this document.

The applicant shall adhere to all grant data collection and reporting requirements as described in the Assurances and the current Ohio ABLE Performance Accountability System Manual. Reporting requirements for approved programs will include Quarterly and Annual Performance Reports and other reports as needed. Approval of plans and budget for selected projects beyond this grant will be contingent upon, but not limited to, the submission of complete, timely, and accurate reports. In addition, the applicant shall have a designated computer for reporting through ABLELink, the Ohio ABLE information management system.

**Fiscal**

Funds received under this grant shall be used to supplement and not supplant funds already available to the applicant from other sources for purposes authorized by the WIA Title II grant program.

The grantee will repay any funds that have been finally determined through federal or state audit resolution processes to have been questioned or disallowed costs or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or state government(s).

The applicant shall retain all records of financial transactions and accounts relating to this grant for a period of five (5) years and shall make such records available for inspection and audit by the Chancellor's ABLE staff members or an authorized representative of the Chancellor.

A **maximum** of 15 percent of the total allocation may be used for administrative purposes. (State requirement) The 15 percent cap for Administrative costs include any and all administrative costs from the other agencies in the partnership/consortium.

## Facilities

Fiscal agents shall ensure that:

- All instructional facilities and services shall be in compliance with the Americans with Disabilities Act of 1990.
- All facilities shall have appropriate exterior and interior signage clearly identifying the adult education programs. (State Requirement)
- All students have a safe, age-appropriate and student-friendly learning environment that is in good condition and properly maintained with adequate space and equipment. Adult education centers should be in locations that are easily accessible and have adequate parking and/or access to public transportation. If it is determined through a site visit that a facility does not meet requirements, the fiscal agent may be asked to relocate the service to a more appropriate location or correct deficiencies. (State Requirement)

Additional information can be found in the Ohio ABLE Indicators of Program Quality at <http://uso.edu/able/>.

## Legal

The applicant understands that if its application is accepted by the Chancellor the applicant shall enter into a contract with the Chancellor.

The applicant agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder.

The Chancellor reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to re-issue the announcement if it is determined that it is in the best interests of the State of Ohio. Issuing this announcement does not bind the State to making an award. The Chancellor's staff administers the program. The Chancellor reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The Chancellor reserves the right to waive any infractions made by an applicant.

All costs incurred in preparation of an application shall be borne by the applicant's institutions including lead applicants and collaborating partners. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions of the Chancellor are final. All lead applicants of this continuation grant will be notified in writing whether their application(s) meet the requirements specified in the announcement and whether their proposals will be approved for funding.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the Chancellor's knowledge, the information provided is accurate. However, the Chancellor does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The Chancellor retains the right to modify or withdraw this solicitation at any time. By submitting a proposal, responders expressly agree to these terms.

## **Submitting the Application**

The Chancellor asks agencies interested in renewing the EL/Civics Grant funding to complete the application and submit the required documents in CCIP and the Grant Addendum by e-mail. The application must be received by Jeff Gove, State ABLE Director, at the Ohio Board of Regents, 30 E. Broad St., 36<sup>th</sup> floor, Columbus, Ohio 43215, by May 6, 2011 at 5:00 PM EST. Please e-mail: [sbrannon@regents.state.oh.us](mailto:sbrannon@regents.state.oh.us).

If you do not receive email notification of receipt of your application materials within three days of submission, contact Sharon Brannon at [sbrannon@regents.state.oh.us](mailto:sbrannon@regents.state.oh.us) or at 614-466-5015.

## Appendices

Attached with this grant document are five appendices with valuable resources for the grant.

### *APPENDIX A: Minimum Performance Levels FY 2011*

This document provides the minimum performance levels for each of the national and state indicators of performance.

### *APPENDIX B: Technology Requirements FY 2012*

This document provides the technology requirements for the information management system that supports the data collection for all ABLE programs in Ohio.

### *APPENDIX C: Action Steps FY 2012*

This document provides the listing of each strategy with the action steps associated with them. The only change in the action steps this year is the elimination of step 16 in each of the first two strategies, “Improved basic skills performance and GED attainment of ABE/ASE students” and “Improve listening, speaking, reading and writing skills of ESOL students.” This action step is addressed in Strategy 3 on Transitions.

### *APPENDIX D: Budget Object and Purpose Codes FY 2012*

This document lists the budget object and purpose codes for the grant. Each code has a short description of what type of item would be listed under the code.

### *APPENDIX E Grant Checklist FY 2012*

This is a checklist of the grant sections that must be completed for the grant. It also has the date the grant is due and where the submission should be sent.

# APPENDIX A

## Minimum Performance Levels

FY 2011

<b>ABLE MINIMUM PERFORMANCE LEVEL TARGETS</b>		
<b>Core Indicators of Performance</b>	<b>FY 11 Level Completion/Goal Attainment Target</b>	<b>FY 12* Level Completion/Goal Attainment Target</b>
Beginning ABE Literacy	62	
Beginning ABE	57	
Low Intermediate ABE	61	
High Intermediate ABE	59	
Low ASE	69	
High ASE	85	
Beginning ESL Literacy	56	
Low Beginning ESL	62	
High Beginning ESL	72	
Low Intermediate ESL	71	
High Intermediate ESL	66	
Advanced ESL	55	
Placement in postsecondary education/ training	93	
Placement in employment	87	
Retained employment	63	
Obtained GED	88	
GED Completers Entering PSET (State Set Target)	13	
Increased involvement in child's literacy activities	80	
Increased involvement in child's education	85	

\*The FY 2012 Minimum Performance Levels are being negotiated with OVAE.

# APPENDIX B

## Technology Requirements

FY 2012

## **TECHNOLOGY REQUIREMENTS**

### **FISCAL YEAR 2012**

Technology is an integral part of the ABLE delivery system. All programs are required to maintain a high quality information management system that has the capacity to report participant outcomes and monitor program performance. In Ohio, the ABLELink program is the IMS system required for use by all funded programs.

The program will comply with the following Technology Assurances:

- The grantee has a computer system meeting the requirements and specifications outlined in the FY 2012 Computer Specifications. This system will be fully or partially dedicated for ABLE staff use.
- The grantee has Internet access to be used for e-mail and secure electronic data transfer.
- The grantee assures that sufficient and designated staff is available and trained to meet all data entry requirements pertaining to ABLELink and other evaluation systems developed by the Ohio Board of Regents, Adult Basic and Literacy Education Program.
- The grantee assures that it will continue to build capacity in the area of technology. This includes expansion of opportunities for instructional staff and students to become more proficient in the use of technology including the use of computers for instructional and management purposes.
- The grantee assures that it will maintain the security of the computer or computers used for ABLELink data entry by:
  - Maintaining security patches on the operating system
  - Maintaining anti-virus software with a subscription for virus signature updates
  - Maintaining physical security of the ABLELink data by password protecting any computer ABLELink data resides on
  - Maintaining network security of the ABLELink data by password protecting any network accessible location ABLELink data resides on
  - Using secure (encrypted) transmission methods on any transmission of ABLELink data (i.e. wireless Internet access, SFTP for sending reports and/or data matches, etc...)
  - The grantee assures that it will adhere to any current and subsequent ABLELink policies.

**Adult Basic and Literacy Education  
Computer Specifications  
PC SPECIFICATIONS**

**General Specifications:**

- 2.0 GHz (or greater) processor
- 512 MB (or more) RAM
- 17" monitor (15.9+ viewable area)
- 80.0 GB (or greater) hard drive
- 20x min./48 max. CD-ROM
- Backup/storage system Iomega ZIP Drive (or equivalent) Or CD-RW Drive
- Internet connection **AND** choose either: 56.6 kbps modem or fax/modem **OR** Network card

**Required Hardware:**

- Printer

**Required Software:**

- Operating system – Windows (2000, XP, or Vista)
- Anti-Virus Software – must maintain subscription for updates to virus signatures as long as ABLELink resides on the computer.
- Office productivity software—Microsoft Access 2000, 2002, or 2003 (included in Microsoft Office 2000, XP, or 2003 Professional)
- Note: Access2007 is not currently compatible for ABLELink use.

**Possible add-ons (not required):**

- Sound system (sound card and speakers)

Estimated cost: \$1,000.00 retail

# APPENDIX C

## Action Steps FY 2012

**Strategy: Improve English language acquisition of ESOL students utilizing a civics-based content – 5 Action Steps**

For this strategy, indicate how you will:

<b>Action Steps</b>	<b>Description Elements</b>
1. Develop and implement a marketing plan for recruiting students.	Explain the methods and techniques to be utilized to inform potential students about your EL/Civics program.
2. Utilize the curricula, activities and instructional strategies to teach the four English language acquisition skills—speaking, listening, reading and writing.	Name the commercial curricula you will use in your program to teach English language skills. Briefly describe other unique instructional items that your program will use. Describe how you will make decisions about selecting curriculum.
3. Utilize the curricula, activities, and instructional strategies to teach: (a) Civics Education—the rights and responsibilities of citizenship, (b) U.S. Government and History, (c) Naturalization Process/Citizenship Preparation and (d) Civics Participation.	Name the curricula you will use in your program to teach civics-related information. Briefly describe other unique instructional items that your program will use. Describe how you will make decisions about selecting curriculum.
4. Integrate the delivery of the English language and civics education program.	Describe innovative and effective practices that you will use to integrate English literacy and civics education.
5. Utilize instructional techniques and technology to enhance instruction.	Describe the instructional techniques utilized in your program, e.g., whole class, small group, one-on-one tutoring, individualized with teacher assistance as needed. Indicate the predominate technique that will be used. Describe how frequently technology is utilized for instruction. Briefly describe technology available for classroom use by both students and instructors.

# APPENDIX D

## Budget Object and Purpose Codes

**Object Code**

Listed below are the object codes that appear on the budget grid.

- 100 *Salaries*: Amounts paid to employees of the agency who are in positions of a permanent nature or who are hired temporarily, including personnel substitutes for those in permanent positions. This includes gross salary for personal services rendered while **on the payroll** of the agency.
- 200 *Retirement Fringe Benefits*: Amounts paid by the employing agency on behalf of employees. The amounts are not included in the gross salary but are over and above. Such payments are not paid directly to employees but may be part of an agency's personnel costs.
- 400 *Purchased Services*: Amounts paid for personal services rendered by persons who are not on the payroll of the agency and for other services which the agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the services provided to obtain the desired results. Services provided by other agencies are included under this definition.
- 500 *Supplies*: Amounts paid for expendable materials that are consumed or worn out or that may deteriorate in use. Also included are items that lose their identity through fabrication or incorporation into different or more complex units or substances.
- 600 *Capital Outlay*: For the purpose of this grant, expenditures for new or replacement equipment and furnishings.
- 800 *Other*: Amounts for goods and services not otherwise identified above. Included are expenditures for membership in authorized associations and organizations and the prorated charge for the auditing costs of a state examination.

*Local Match*: Does not apply to ABLE.

**Purpose Codes**

The Purpose Codes for the proposed project are as follows:

- *Instruction*: The activities/costs directly related to teaching. The costs can be for services provided by certificated/licensed teachers, substitutes and tutors, such as

salaries, retirement benefits, supplemental contracts and termination benefits. Supplies, materials, technology and equipment for teaching are also included.

- *Support Services*: Services that provide technical and logistical support to facilitate and enhance instruction. This includes expenses for program support, curriculum services, teacher aides, paraprofessionals, secretaries, health services, food services and library/media services.
- *Governance/Administration*: Expenditures for activities related to fiscal operations, process management, along with directing and managing the operation of a particular program, which may include program oversight and/or direct program supervision. One-Stop infrastructure costs would be placed in this Purpose Code area.
- *Professional Development*: Learning experiences designed to help personnel develop knowledge, skills, attitudes and behaviors that enhance student success. This includes purchased services related to costs for program-related staff development, such as travel, meals, lodging, stipends, substitute teachers and teacher mentors. Memberships in organizations would be placed in this purpose code within the “Other” Object Code.
- *Family and Community Involvement*: Activities and programs designed to encourage families and communities to become involved in education. Expenses may include: parenting-skills training, family literacy, family liaison, parent mentor, communications and purchase of materials that increase student achievement. Costs for recognition ceremonies should be placed in this budget code area. For example, costs for caps, gowns and awards would be placed within Code 500, Supplies.
- *Safety*: Activities that contribute to creating a safe environment for all persons involved in an educational experience. This includes school safety equipment.
- *Facilities*: Costs for the provision of appropriate facilities. These may include the costs of acquisition, maintenance, upgrading and care of physical facilities and property.
- *Transportation*: Costs associated with conveyance of individuals to and from school and school-related activities.

- *Nonpublic*: Costs associated with providing services to district students attending nonpublic schools.
- *Indirect Cost*: An indirect cost figure may be charged **only** if the district/agency has been approved by the Ohio Department of Education. Non-LEA's may not exceed an indirect cost rate of eight (8) percent.

### **Allowable ABLE Expenditures**

Use the following guidelines to determine if a proposed expense is allowable for ABLE grants.

- *Instruction*: all codes except 800
- *Support Services*: all codes except 800
- *Governance/Administration*: all codes allowed. However, there is a fifteen (15) percent limit for non-instructional services and activities, including planning, administration, personnel development and interagency coordination.
- *Professional Development*: codes 400, 500 and 800 allowed
- *Family/Community*: codes 400 and 500 allowed (for marketing and other support services)
- *Safety*: all codes except 100, 200, 800
- *Facilities*: all codes except 100, 200, 800
- *Transportation*: only code 400 allowed
- *Nonpublic*: all codes blocked
- *Indirect Cost*: code 800. "No expenditure is authorized for school districts until the rates for the fiscal year have been approved by Ohio Department of Education. Colleges and universities may not exceed an eight (8) percent indirect cost rate and do not need prior approval from ODE. The eight (8) percent may not be applied to capital outlay, sub grants and other unallowable items as specified per 34 CFR 76.759."

# APPENDIX E

## Grant Checklist

**English Literacy and Civics Education  
Grant Checklist for FY 2012**

\_\_\_\_\_ Completed Grant Application

\_\_\_\_\_ Section A: Planning Tool in CCIP

\_\_\_\_\_ Section B: Funding Application in CCIP

\_\_\_\_\_ Section C: Grant Addendum (to be e-mailed)

\_\_\_\_\_ **Part A General Information**

\_\_\_\_\_ **Part B Enrollment Trends and Projections**

\_\_\_\_\_ **Part C Budget Narrative**

\_\_\_\_\_ **Part D Program Personnel**

\_\_\_\_\_ **Part E Instructional Site Page**

\_\_\_\_\_ ***NEW* Part F New Data Universal Numbering System  
(DUNS) and Central Contractor Registry (CCR)  
Assurances for FY 2012**

\_\_\_\_\_ Appendix A: Map of the Locations of All Sites

**Submission Due**

**By: 5:00 PM May 6, 2011**

**Attn: Jeff Gove, State ABLE Director**

**Ohio Board of Regents**

**30 E. Broad Street, 36<sup>th</sup> Floor**

**Columbus, Ohio 43215**

**E-mail: [sbrannon@regents.state.oh.us](mailto:sbrannon@regents.state.oh.us)**