



Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

English Literacy/Civics
FY 2009-10

APPLICATION GUIDELINES

Submission Deadline: **June 25, 2009**

Requests for Proposals

Kentucky Adult Education is seeking applications for English Literacy/Civics Education (EL/Civics) funding for fiscal year 2010 (July 1, 2009-June 30, 2010). Applicants should consider EL/Civics funding one-time grants.

Links for Assistance and Reference

EL/Civics resources:

- [EL/Civics-Related Resources](#)
- [Southern LINCS EL/Civics Resources](#)
- [U.S. Department of Education, Office of Vocational and Adult Education's English Literacy/Civics Education Research and Resources](#)
- [KET EL/Civics Education Link](#)
- [ERIC Educational Clearinghouse Database and Resource Center](#)

Eligible Applicants

Eligible applicants are basic grant providers in counties: 1) with more than 1,000 residents whose native language is other than English, according to the 2000 U.S. Census, or 2) that enrolled at least 70 ESL students in fiscal year 2008. Eligible counties are Boone, Boyd, Breckinridge, Calloway, Campbell, Christian, Daviess, Fayette, Franklin, Graves, Hardin, Jefferson, Kenton, Madison, McCracken, Oldham, Pulaski, Scott, Shelby, Warren and Woodford. The applicant may not subcontract with other entities to deliver services; however, a consortium of eligible applicants joined under one fiscal agent is allowable.

Eligible Students

Pursuant to Title II of the *Workforce Investment Act, the Adult Education and Family Literacy Act*, eligible students are those individuals who:

- have attained 16 years of age;
- are not enrolled or required to be enrolled in secondary school under state law; and who
 - lack sufficient mastery of basic educational skills to enable the individuals 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.

Students in the English Literacy/Civics program must have limited English proficiency. These are eligible adults who have limited ability in speaking, reading, writing or understanding the English language and whose native language is one other than English or who lives in a family or community environment where a language other than English is the dominant language.

Grant Period

Successful applicants will be funded for 12 months (July 1, 2009-June 30, 2010).

Program Services

Programs should incorporate English literacy and civics education for immigrants and other students with limited English proficiency who are not required to be enrolled in school. To participate effectively in the education, work and civic opportunities of this country, immigrants must not only master English but also be able to understand and navigate governmental, educational and workplace systems and key institutions, such as banking and health care. The term “English literacy” indicates a program of instruction designed to help individuals of limited English proficiency achieve competence in the English language.

The Federal Register (November 17, 1999) defined civics education as *“an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government to help students acquire the skills and knowledge to become active and informed parents, workers and community members.”*

The programs shall include one or more aspects of civics education and may incorporate distance learning and online strategies and video services.

Enrollment Goals

Proposals should include the target enrollment for EL/Civics instruction and describe the methodology in developing the target enrollment.

Performance Indicators

Applicants will indicate how they will determine competencies gained by learners in the six civics curricula areas specified in Section A of the application narrative – citizenship, local and state history and government, U.S. history and government, citizenship and naturalization process, public services and community services. Proposals should include information on the standardized assessments that will be used to measure these competencies.

Personnel

The applicant shall comply with the requirements of the Kentucky Adult Education Professional Development Policy available in the KYAE Policy and Procedures Manual.

All personnel must meet minimum qualifications in Job Titles and Qualifications.

Fiscal

Grant awards are based on formula funding according to census data on numbers of people whose native language is not English. If fewer than 21 proposals are approved, funding may be reallocated among the approved proposals. Receipt of an EL/Civics grant does not guarantee the availability of this funding for any subsequent year; programs should consider EL/Civics funding a one-time grant.

County	Speak Language Other Than English	FY 2009-10 Funding Level
Boone	3,320	\$7,500
Boyd	1,115	\$7,500
Breckinridge	260	\$7,500
Calloway	1,488	\$7,500
Campbell	2,128	\$7,500
Christian	3,956	\$7,641
Daviess	1,992	\$7,500
Fayette	16,878	\$32,598
Franklin	1,356	\$7,500
Graves	1,108	\$7,500
Hardin	5,389	\$10,408
Jefferson	27,295	\$52,718
Kenton	3,944	\$7,617
Madison	1,945	\$7,500
McCracken	1,127	\$7,500
Oldham	1,253	\$7,500
Pulaski	882	\$7,500
Scott	1,054	\$7,500
Shelby	1,512	\$7,500
Warren	4,731	\$9,137
Woodford	689	\$7,500

A maximum of five percent of the total EL/Civics grant may be allotted to administrative costs.

Funds received under this grant program shall be used to supplement and not supplant funds already available to the applicant from other sources for purposes authorized by the Adult Education and Family Literacy grant program.

The applicant shall retain all records of financial transactions and accounts relating to this grant for a period of three years and shall make such records available for inspection and audit by an authorized representative of Kentucky Adult Education.

Documents of hours worked shall be maintained for Kentucky Adult Education-funded employees in the fiscal office and/or office of the program director.

Applicants shall have sufficient working capital to sustain the program services until the first invoice is paid according to the state contracting and invoicing process.

Technology

Computer equipment purchased with EL/Civics funding must [meet minimum standards](#).

Preparing and Submitting the Application

Applications shall be typed and double-spaced, with twelve-point standard font (Times New Roman or Arial preferred) and one-inch margins.

The submitted application packet consists of a signature page, a narrative section and forms. Use this [checklist](#) to ensure you have completed all required sections of the application packet.

All completed application packets should be sent by e-mail to Leah Hymer at Leah.Hymer@ky.gov. All required sections of the application must be submitted together in the same e-mail, including the signature page and campaign finance law compliance form. If you have technical difficulties in electronically submitting this information, please call Ms. Hymer at (502) 573-1555, ext. 116.

The original signature page and campaign finance law compliance form should be mailed hard copy to:

**Leah Hymer
Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort KY 40601**

Attachments to the application, other than the required forms and worksheets, are not permitted.

Application Deadline

The application shall be submitted electronically to Kentucky Adult Education at the e-mail address above no later than 4:30 p.m. June 25, 2009.

The original signature page and campaign finance law compliance form with required signatures shall be mailed hard copy to the address above and postmarked on or before June 25, 2009.

Process for Application Review

Teams of expert readers from Kentucky Adult Education and Council for Postsecondary Education staff will review applications.

Applications will be scored on a 100-point scale. See the [narrative section](#) for distribution of points.

Technical Assistance

For further assistance, contact Joyce Bullock at (502) 573-5114, ext. 118 or Joyce.Bullock@ky.gov.