
**Workforce
Investment
Act of 1998,
Title II:
Adult
Education and
Family
Literacy Act**

**FY 2016
Continuation
Funding Application**

**Program name
Director
Email address
Phone number
DUNS #**

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Conditions for Submission of AEFLA Funding Extension Application

To be considered for funding for FY 2016, all applicants must meet the following conditions:

- Particular attention should be paid to the requirements contained in the section entitled *United States Department of Education and Kansas Board of Regents Adult Education and Family Literacy Act (AEFLA) Grant Application Assurances, FY 2016*. The certification and submission by the authorized officials indicates that the grantee has read and will comply with these requirements.
- The assurances must be signed by an individual who has been authorized by the applicant or grantee organization to enter the organization into a legally binding contractual agreement. The “Head of Sponsoring Institution” is the individual who will represent the applicant or grantee in the event any legal disputes arise. For school districts, this person is the superintendent; for community and technical colleges, this person is the president; for education service centers and nonprofit organizations, this person is the executive director.
- The assurances must also be signed by the individual considered the “Chief Financial Officer” of the sponsoring organization. The signature of this person confirms that the organization is willing and able to meet the fiscal accountability requirements of the grant.
- The assurances must also be signed by the individual appointed by the organization to serve as the “Adult Education Program Director.” This person will serve as the contact for the Kansas Board of Regents Adult Education staff.
- The *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-free Workplace* must be signed by the “authorized representative.” For school districts, this person is the superintendent; for community and technical colleges, this person is the president; for education service centers and nonprofit organizations, this person is the executive director.
- The applicant agrees to complete the scope of work described in the initial application (submitted April 2010).
- The applicant must submit all required attachments along with the application to be eligible for continued funding for FY 2016. Electronic and signed hard copies of application must be submitted. Hard copies may be submitted by mail or hand delivered. The application will not be reviewed if any required attachments are missing.
- Where reasonable, the applicant must provide additional information and/or corrections as requested by KBOR Adult Education.
- KBOR Adult Education will not be liable for any costs incurred in the preparation and submission of the application.
- The grantee must commence and perform project activities according to the timelines described in the application. Failure to do so may result in reduction and reallocation of funds.

- KBOR Adult Education reserves the right to impose additional requirements for an applicant “conditionally” funded due to declining performance or enrollment. Specific requirements will be outlined at the time of the award.
- KBOR Adult Education reserves the right to revoke a grant award for reasons including, but not limited to, the following:
 - ♦ Noncompliance with application’s provisions and assurances
 - ♦ Failure to implement the grant program or to use grant funds and the required 25% local match in accordance with the RFP, program rules and guidelines, Title II of the Workforce Investment Act of 1998, or the application approved by KBOR Adult Education
 - ♦ Lack of program success as evidenced by progress reports and program data
 - ♦ Failure to provide timely program data in PABLO
 - ♦ Failure to account for grant funds in accordance with standards for financial management, to retain proper documentation for grant expenditures, or to provide information to auditors and monitors
 - ♦ Failure to meet performance measures or standards as specified in the RFP
 - ♦ Failure to provide accurate, timely, and complete information as required by KBOR Adult Education to evaluate the effectiveness of the grant program
- The decision by KBOR Adult Education to revoke the grant award may be appealed.
- All materials, conceptions, and products created or conceived by the grantee, its employees, agents, consultants or subcontractors developed through this grant shall be the sole property of KBOR Adult Education. KBOR Adult Education and the US Department of Education shall hold the copyright and trademark to all materials, conceptions, and products, created or conceived under this grant. The grantee shall so bind all concerned through written agreements with subcontractors or consultants.

**INSTRUCTIONS FOR ADULT EDUCATION CONTINUATION FUNDING APPLICATIONS for
FY 2016**

An electronic copy of the AEFLA Continuation Funding Application, with or without signatures, must be submitted no later than 5:00 PM on May 4, 2015 to the following email address: AdultEdReports@ksbor.org Please do not send to multiple recipients at KBOR.

A signed original hard copy of the application must be postmarked or hand delivered no later than May 11, 2015, to:

Kansas Board of Regents Adult Education
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368
Attn: Warren Lampe

Applications received after the deadline may not be accepted.

Please note the following important dates:

April 17, 2015 AEFLA Continuing Grant Application released

April 17, 2015 FY2016 Preliminary funding allocation notice sent

May 4, 2015 Applications with budget due to KBOR Adult Education

May 11, 2015 Signed hard copy of Application due to KBOR Adult Education

May 11, 2015 PIP negotiations begin (continues through May 31, 2015)

June 5, 2015 FY2016 Final grant approval sent

Applications must include the following sections:
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Sections:

1. Cover Page, with name of eligible program, name of director, email address, phone number and DUNS # where indicated
1. Signed Adult Education Grant Application Assurances Form (p. 7-10 of this application)
2. Signed Certifications Form (p. 11-12 of this application)
3. The following completed tables:
 - Table 1: Educational Functioning Level Completions (p. 13)
 - Table 2: Number and Percentages of Participants Achieving Outcomes (p. 15)
 - Table 3: Services to Low Level Learners (p. 17)
 - Table 4: FY 2016 Instructional Programming Yearly Schedule (p. 19)
 - Table 5: FY 2016 Program Locations, Class Schedules and Population Served (p. 21)
 - Table 7: FY 2016 AEFLA Program Personnel Positions (p. 23)
 - Table 8: FY 2016 Program Objectives and Strategies (PIP) (p. 25)

**United States Department of Education and Kansas Board of Regents
Adult Education and Family Literacy Act (AEFLA) Grant Application Assurances
FY 2016**

Enter program name here, an eligible provider awarded funding following the approval of the FY 2011 competitive application, which has continued to demonstrate the ability and the capacity to provide quality adult education and literacy services, does hereby make application for FY 2016 funding.

The approval of a continuation application shall be determined by the applicant's demonstration of the program's ability and capacity to provide quality adult education services resulting in learner outcomes. The applicant must also demonstrate a need for continued or expanded adult education services in the service area. Funding of approved applicants is dependent on the availability of federal and/or state funds.

We understand and agree to the following federal requirements as outlined in the Workforce Investment Act of 1998 (Title II—Adult Education and Family Literacy Act: Subtitle A—Adult Education and Literacy Programs), subsequent federal requirements; and state requirements (indicated with **) for receipt of adult education funding:

1. This funding application covers FY2016. Failure to perform the activities described in the continuation application or outlined in these assurances, including, but not limited to failure to provide required reports, failure to be on track to meet the performance targets, or failure to meet or exceed the performance targets could result in the provider being put on: (1) warning status, (2) probation status, or (3) termination status. During any stage, a targeted improvement plan and/or a corrective action plan will be required. Kansas Board of Regents (KBOR) Adult Education technical assistance will be provided or made available. In the event the program fails to meet the objectives of the corrective action plan, KBOR Adult Education may move the provider to termination status. At any stage, KBOR Adult Education will communicate the program status in writing to the immediate supervisor, and president, superintendent, or executive director of the sponsoring institution. **
2. Participants in the program are fully representative of the undereducated population in the service area, including limited English proficient adults [AEFLA, Section 231 (e) (12)]. The program serves the “most-in-need/hardest-to-serve” members of the community [AEFLA, Section 231 (e) (2) and (e) (3)].
3. The program design and implementation process for all program sites is based on research and effective educational practice [AEFLA, Section 231 (e) (4) (B) and (e) (5)]. The program design and implementation process at the program’s main site and all outreach sites incorporates the seven components of the Comprehensive Adult Education Planner. [Proficiency Attainment Model (PAM) Mellard and Scanlon, University of Kansas] **
4. The program offers flexible, yet intensive, schedule and appropriate support services [AEFLA, Section 231 (e) (10)].
5. The program is designed to provide a minimum of six hours of instruction per week per class at every site. **

6. The program ensures that all staff with access to confidential student information acknowledge and abide by federal and state laws governing processing and use of student data. In particular staff must follow FERPA regulations, including, but not limited to securing electronic data, protecting personal passwords, and ensuring that electronic records are encrypted in transit and on storage devices.
7. The program provides appropriate accommodations for individuals with documented disabilities in compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) (ADA), as well as other applicable federal and state laws. Documentation of disability, as well as accommodations, is kept in a confidential manner compliant with FERPA regulations.
8. The program requires that all instructional and/or administrative leadership staff hired after July 1, 2013 hold a bachelor's degree or higher. **
9. The program actively collaborates with multiple partners in the community to expand the services available to adult learners and to prevent duplication of services [AEFLA, Section 231, (e) (9)]. The program actively seeks and responds to input from local stakeholders in planning for local services. **
10. The program makes student *Authorization for Release of Information* documents available to KBOR Adult Education upon request. **
11. The program uses funds for adult education and literacy activities under this subtitle to supplement and not supplant other state or local public funds expended for adult education and literacy activities.
12. The program provides a minimum of a **25% local match** to federal funds. A provider's required contribution may be provided in cash or in kind (fairly evaluated). Local match shall include only non-federal funds that are used for adult education and literacy activities. Funded providers maintain a level of local support that, at a minimum, is equivalent to the local support provided in the previous fiscal year. **
13. The program **does not charge** any AEFLA participant a fee for instructional services. To offset the costs of consumable instructional materials and equipment and other instructional and support services, local programs may establish policies concerning consistent, *reasonable* fees charged to individuals. The program must establish consistent, clearly defined local policies concerning reasonable fees, publish the policies in advance, and have a plan in place to ensure that fees do not adversely impact the participation of economically-disadvantaged adult learners. **
14. The provider charges a fee for services provided to individuals who are not eligible under the provisions of AEFLA.
15. The program's allocation for FY 2016 will be based on the funding formula adopted by Adult Education Program Leaders in FY 2013 and approved by the Kansas Board of Regents for implementation in FY 2015. **
16. The program expends funds received under this subtitle only for activities allowed under this subtitle.

17. The sponsoring entity of a program receiving a grant under this subtitle does **not** deduct an indirect fee for any services or additional costs required to conduct the activities allowed under this subtitle. **
18. Federal funds are distributed on a reimbursement basis only. Details of actual expenditures by line item must be submitted for approval prior to reimbursement. **
19. Federal law prohibits the use of more than 5% of federal funds for administrative purposes, including professional development, unless a waiver request is approved. The higher rate is negotiated after the waiver request is received. A waiver request form is included with budget documents. **
20. The program receiving a grant under this subtitle does not use more than 20% of its allocated federal funds to carry out Section 225 (services to institutionalized adults). The cost of any services to institutionalized adults must be reported on the appropriate line on the original proposed budget and the final fiscal report. **
21. The program will receive a separate allocation from AEFLA State Leadership to address professional development needs. The amount to the program will be equal to 5% of its federal funds. A Professional Development Budget and Budget Detail form will be required. A program may choose to allocate additional federal or local funds for program improvement efforts, including professional development. **State funds may not be allocated for professional development activities.** **
22. The provider receiving a grant under this subtitle maintains a record of actual expenditures of local, state, federal, and program income funds for activities allowed under this subtitle. **The local, state, federal, and program income funds MUST BE maintained in separate line items in order to maintain their separate identities for reporting and auditing purposes.** Comingling of funds is **not** allowed.
23. Fees and charges generated by the AEFLA funded adult education program constitute program income. The program maintains a separate account for program income and uses it for the purposes and under the conditions of the AEFLA grant agreement. [EDGAR (§80.25)] These funds **cannot** be used as a portion of the required local match or to supplant local support. The program's quarterly and annual budget reports include an accounting of the program income and its subsequent expenditure. Similar to local, state, and federal allocations, program income should be spent in the fiscal year in which it is collected. **
24. The program submits a Capital Outlay Inventory for each capital outlay item i.e., furnishings or equipment, other than computers) costing \$500 or more. A program's Capital Outlay Inventory must correspond to reported capital outlay expenditures on the Adult Education Annual Budget Report. **
25. The program submits quarterly budget reports which include documentation of actual expenditures from the institutional business office.
26. The line items on each quarterly budget report are within 10% of each of the line items on the approved annual budget or the program obtains an approved budget modification. The program may submit a budget modification at any time following approval of the initial budget until May 30, 2016, but **the revised budget must be approved by the**

KBOR Adult Education Associate Director for Accountability and Assessment prior to any expenditure proposed in the budget modification. Reimbursement requests for expenditures resulting in a greater than 10% overage in a line item prior to approval of a budget modification may not be approved. **

27. The program spends all funds within the fiscal year for which they are allocated. Carryover of AEFLA funds from one fiscal year to the next is not allowed. **
28. The program supports the state by establishing appropriate local performance targets through a negotiation process with Kansas Board of Regents Adult Education. **
29. The program enters valid, accurate learner data, including attendance, into PABLO on a monthly basis, at a minimum, and local staff reviews the data regularly. **
30. The program reviews PABLO reports and other program information using the *Indicators of a Quality Adult Education Program* and the *Data Validation Checklist* throughout the fiscal year to ensure the program is continuously monitoring its effectiveness and efficiency. **
31. The program retains electronic or print, local records for a minimum of five years, plus the current year.
32. The program keeps electronic or print, state and local agreements pertaining to the award on file for a minimum of five years, plus the current year. **
33. The program director or coordinator participates in four scheduled meetings for program leaders during FY 2016. **

Name of AE Program Director

Name of Chief Financial Officer

Signature of AE Program Director

Signature of Chief Financial Officer

Date

Date

Name of Head of Sponsoring Institution

Signature of Head of Sponsoring Institution

Date

1.3 CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND /OR PROJECT NAME Adult Education and Family Literacy Local Grant Program
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

D 80-0013

TABLE 1: Program Name _____

EDUCATIONAL FUNCTIONING LEVEL COMPLETIONS													
	FY 2012			FY 2013			FY 2014			FY 2015 (Quarters 1-3)			FY 2016 (Projected)
EDUCATIONAL FUNCTIONING LEVELS	# Part	# Comp	% Comp	# Part	# Comp	% Comp	# Part	# Comp	% Comp	# Part	# Comp	% Comp	% Comp
1. Beginning Literacy ABE													
2. Beginning ABE													
3. Low Intermediate ABE													
4. High Intermediate ABE													
5. Low Adult Secondary													
7. Beginning Literacy ESL													
8. Low Beginning ESL													
9. High Beginning ESL													
10. Low Intermediate ESL													
11. High Intermediate ESL													
12. Low Advanced ESL													
TOTALS													
6. High Adult Secondary													
TOTALS													

NOTE: Programs applying for both AEFLA and ELCE funding must include outcomes for both programs on this table.

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TABLE 2: Program Name _____

NUMBER AND PERCENTAGES OF PARTICIPANTS ACHIEVING OUTCOMES													
	FY 2012			FY 2013			FY 2014			FY 2015 (Quarters 1 - 3)			FY2016 (Projected)
Outcomes	# Part	# Comp	% Comp	# Part	# Comp	% Comp	# Part	# Comp	% Comp	# Part	# Comp	% Comp	% Comp
Entered Employment													
Retained/Improved Employment													
Received GED													
Entered Post-secondary Education or Training													
Achieved U.S. Citizenship Skills													
Increased Involvement in Children's Education													
Increased Involvement in Children's Literacy Activities													

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TABLE 3: Program Name _____

SERVICES to LOW LEVEL LEARNERS (EFLs 1, 2, 7, 8, 9 and 10)								
FY 2012		FY 2013		FY 2014		FY 2015 (Quarters 1-3)		FY 2016 (Projected)
Number	Percent of All Participants	Number	Percent of All Participants	Number	Percent of All Participants	Number	Percent of All Participants	Percent of All Participants

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Orientation Schedule

Table 4: Program Name _____

TARGETED POPULATION (EFL Levels)	BEGINNING DATE	ENDING DATE	HOURS PER ORIENTATION

Breaks

HOLIDAY OR TYPE OF BREAK	BEGINNING DATE	ENDING DATE

***Table is a WORD document. Rows may be may be added or deleted as necessary.**

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Table 5: Program Name _____

List all program sites (including outreach sites) to be served with this grant. After each program site, provide the requested information.

FY 2016 PROGRAM LOCATIONS, CLASS SCHEDULES and POPULATION SERVED											
CLASS LOCATION CITY and SITE NAME	CLASS TITLE	SUBJECT CODE/S PRIMARY DELIVERY METHOD (Choose one)	PABLO CLASS CODE(S)	START DATE	END DATE	NUMBER of WEEKS	START TIME	END TIME	DAYS of the WEEK CLASS OFFERED	EFL/s TARGETED	NEW IN FY16?
SUBJECTS/CLASS 1. Reading 2. Math 3. Writing	4. Speaking/Listening 5. GED Preparation 6. Citizenship 7. Employability	8. Technology 9. Science 10. Social Studies 11. Other (Please explain)	PRIMARY DELIVERY METHOD A. Tutoring/One-on-One B. Small Group Instruction (1-8) C. Large Group Instruction (>8) D. Computer-Aided Study E. Self-Directed Study with Facilitation F. Distance Learning						EFL TARGETED Identify the Educational Functioning Level(s) (1-12) that the class is designed to serve.		

***Table is a WORD document. Rows may be added or deleted as necessary.**

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Table 7: Program Name _____

FY 2016 PROGRAM PERSONNEL POSITIONS

List **all** paid (not volunteer) staff positions involved in the implementation of adult education services (paid with AEFLA state, federal, local matching funds, and/or other funds). Please include the position title and name of incumbent or "vacant" if position is currently unfilled. Complete the remainder of the chart with all information requested. **This chart should only reflect time worked in and salary/wages paid for adult education activities.** Do not report work time and/or salary/wages for other employment assignments.

ADULT EDUCATION POSITION ASSIGNMENT and STAFF MEMBER's NAME	SALARY or HOURLY WAGE for ADULT EDUCATION ASSIGNMENT	NUMBER of HOURS per WEEK WORKING ONLY in ADULT EDUCATION	AVERAGE HOURS PER WEEK in CLASS, ADVISING, or OTHER INSTRUCTIONAL ACTIVITIES	NUMBER of WEEKS per YEAR WORKING in ADULT EDUCATION	DOLLAR AMOUNT PAID from FEDERAL/ STATE AEFLA FUNDS	% PAID from FEDERAL/ STATE AEFLA FUNDS	DOLLAR AMOUNT PAID from OTHER FUNDS	% PAID from OTHER FUNDS	LIST SOURCE(S) of OTHER FUNDS

Table is a WORD document. Add additional rows as needed.

NOTE: Programs applying for both AEFLA and ELCE funding must include program personnel for both programs on this table.

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Program Name _____

FY2016 Program Improvement Plan and Progress Report

Reason for selecting the following goal and objective:

(Data or description of issue prompting selection of the goal)

Goal:

(Broad statement of desired educational outcomes. The goal provides a foundation for benchmark measures.)

Benchmark measure(s):

(Specific measurable outcome(s) for this year. Programs may list more than one benchmark measure, but must identify which single measure they have chosen to be monitored for Quality Points.)

Benchmark Measure:				
Strategy <i>(Describe the approach(es) the program will take to achieve the benchmark measure. There may be more than one strategy.)</i>	Activity <i>(Identify specific actions to implement strategies. There may be more than one activity per strategy. Use one row per activity.)</i>	Who is Responsible? <i>(List by name(s) or title(s) the staff who will be accountable for the activity.)</i>	Target Date	Resources <i>(Identify the resources including personnel time, publications, data, professional development, etc. needed for the activity.)</i>
				(Add rows as needed)

Progress Report:

(Report progress toward the benchmark measure. These may be data or documents, e.g., an instructor handbook. Progress reports are required at the end of Quarter 2 and the end of the year.)

_ Quarter 2 (due with all Quarter 2 reports)

_____ End of Year Report (due December 1, 2016)