



Kansas Board of Regents

Adult Education

Request for Proposal Instructions

July 1, 2017 – June 30, 2020

Due Date: March 15, 2017

I. Introduction

TO: Eligible providers seeking federal funding to provide Adult Education services. Eligible providers include:

- A. Local educational agencies;
- B. Community-based organizations or faith-based organizations;
- C. Volunteer literacy organizations;
- D. Institutions of higher education;
- E. Public or private nonprofit agencies;
- F. Libraries;
- G. Public housing authorities;
- H. Nonprofit institutions that are not described above and have the ability to provide adult education and literacy activities to eligible individuals;
- I. Consortia or coalitions of the agencies, organizations, institutions, libraries, or authorities described above; and
- J. Partnerships between an employer and an entity described above.

From: Connie Beene, State Director for Adult and Career Technical Education

Date of Publication: January 9, 2017

Action

The Kansas Board of Regents is seeking applications to provide Adult Education programming from eligible providers. A Bidder's Conference Call (optional) will be held Monday, January 23rd, 2017 from 10:00 am – 12:00 pm. Conference call details will be available at http://kansasregents.org/academic_affairs/adult_education/adult-education-wioa-rfp prior to the call.

Signed and submitted applications must be received electronically via email (adultereports@ksbor.org) by March 15, 2017, 5:00 pm, Central Daylight Time.

Purpose and Outcome of the Grant Opportunity

The Kansas Board of Regents makes this funding available in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) for the purpose of providing eligible individuals with educational opportunities to acquire and improve their literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members and citizens.

Eligible Individual

An individual—

- A. who has attained 16 years of age;
- B. who is not enrolled or required to be enrolled in secondary school under State law; and
- C. who—
 - 1. is basic skills deficient;
 - 2. does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
 - 3. is an English language learner.

Funding Available

Estimated federal funding is \$2.8 million in Adult Education and Literacy and \$300,000 in Integrated English Literacy and Civics Education, with an estimated \$1.4 million in state funding to fund multiple providers. Funding for year one will be in the form of a block grant based on estimated need for adult education services. Subsequent years will be funded using the Kansas Adult Education Performance Based Funding Model as defined by the [WIOA Combined State Plan](#).

Estimated Grant Period

The term of the initial grant period is anticipated to be from July 1, 2017 through June 30, 2020. Annual renewal is contingent upon availability of funding, compliance with federal law and grant expectations and demonstration of successful delivery of program objectives.

Right to Cancel

This grant opportunity does not obligate the Kansas Board of Regents to award a contract or complete the project, and the Board of Regents reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations. All costs incurred in responding to this grant opportunity will be borne by the applicant.

Required Materials to Submit

Interested eligible providers must submit a completed application document.

Funding Details

Federal funding is available through the Workforce Innovation and Opportunity Act (WIOA) of 2014. The estimated amount of federal funding for FY18 (July 1, 2017 through June 30, 2018) is approximately \$2.8 million in Adult Education and Literacy and \$300,000 in Integrated English Literacy and Civics Education. FY 18 state funding is estimated to be \$1.4 million. Approved programs will be funded based upon the estimated need in each applicant's proposed area of service.

For subsequent years, a funding formula based upon past performance will be used to determine Adult Education allocations as defined by the Kansas WIOA Combined State Plan.

Two components of federal aid will be awarded to approved providers for FY18:

- ❖ **Regular Federal & State Aid:** Year one funding will be based upon the estimated need of adult education services for each provider's proposed area of service. Funding in subsequent years will be determined using the Kansas Adult Education Performance Based Funding Model.
- ❖ **Professional Development:** Programs will receive an additional and separate award from Adult Education State Leadership funds for professional development. The Professional Development allocation will be equal to 5% of the applicant's federal funding award.

II. Funding Estimates per County (Source for Estimated Need: American Community Survey, 2015)

County	Adult Ed	ELL	Federal Funding	State Funding	Total Funding
Allen	575	34	\$6,414.97	\$3,156.29	\$9,571.26
Anderson	547	45	\$6,359.19	\$3,128.84	\$9,488.04
Atchison	662	45	\$7,504.31	\$3,692.26	\$11,196.57
Barber	245	28	\$3,007.32	\$1,479.66	\$4,486.98
Barton	2,179	716	\$36,215.03	\$17,818.49	\$54,033.52
Bourbon	873	24	\$9,179.56	\$4,516.52	\$13,696.08
Brown	507	59	\$6,244.75	\$3,072.54	\$9,317.29
Butler	2,893	246	\$33,795.05	\$16,627.81	\$50,422.85
Chase	122	30	\$1,823.10	\$897.00	\$2,720.10
Chautauqua	252	35	\$3,218.96	\$1,583.79	\$4,802.75
Cherokee	1,468	45	\$15,530.09	\$7,641.10	\$23,171.19
Cheyenne	136	23	\$1,820.57	\$895.76	\$2,716.33
Clark	100	25	\$1,502.65	\$739.33	\$2,241.99
Clay	220	16	\$2,515.07	\$1,237.46	\$3,752.54
Cloud	532	36	\$6,027.35	\$2,965.57	\$8,992.91
Coffey	391	26	\$4,420.57	\$2,175.01	\$6,595.58
Comanche	93	17	\$1,270.74	\$625.23	\$1,895.97
Cowley	2,348	369	\$30,862.12	\$15,184.75	\$46,046.87
Crawford	1,938	421	\$27,833.87	\$13,694.80	\$41,528.67
Decatur	106	11	\$1,278.53	\$629.06	\$1,907.60
Dickinson	972	59	\$10,875.01	\$5,350.71	\$16,225.72
Doniphan	324	28	\$3,793.97	\$1,866.71	\$5,660.67
Douglas	3,498	1574	\$66,745.75	\$32,840.18	\$99,585.94
Edwards	268	106	\$4,817.87	\$2,370.48	\$7,188.35
Elk	113	67	\$2,483.69	\$1,222.02	\$3,705.71
Ellis	871	253	\$13,802.82	\$6,791.25	\$20,594.08
Ellsworth	429	20	\$4,677.30	\$2,301.32	\$6,978.63
Finney	6,355	3545	\$135,158.25	\$66,500.44	\$201,658.69
Ford	6,560	3807	\$142,511.83	\$70,118.54	\$212,630.37
Franklin	1,127	160	\$14,466.30	\$7,117.69	\$21,583.99
Geary	1,826	442	\$27,144.42	\$13,355.57	\$40,500.00
Gove	58	10	\$780.30	\$383.92	\$1,164.22
Graham	109	10	\$1,288.13	\$633.79	\$1,921.92
Grant	1,416	775	\$29,813.70	\$14,668.91	\$44,482.61
Gray	831	116	\$10,626.72	\$5,228.55	\$15,855.27
Greeley	78	56	\$1,912.14	\$940.81	\$2,852.95
Greenwood	292	15	\$3,211.74	\$1,580.24	\$4,791.98
Hamilton	373	274	\$9,269.76	\$4,560.90	\$13,830.66
Harper	381	73	\$5,273.96	\$2,594.89	\$7,868.86
Harvey	2,046	822	\$37,039.92	\$18,224.35	\$55,264.27
Haskell	757	189	\$11,370.01	\$5,594.26	\$16,964.27
Hodgeman	130	27	\$1,841.93	\$906.26	\$2,748.19
Jackson	516	78	\$6,719.61	\$3,306.18	\$10,025.79
Jefferson	672	47	\$7,644.44	\$3,761.21	\$11,405.65
Jewell	93	10	\$1,128.81	\$555.40	\$1,684.21
Johnson	16,235	7513	\$313,993.54	\$154,490.82	\$468,484.36
Kearny	451	154	\$7,613.34	\$3,745.91	\$11,359.25
Kingman	416	52	\$5,196.68	\$2,556.87	\$7,753.55
Kiowa	100	11	\$1,218.79	\$599.67	\$1,818.46
Labette	1,290	78	\$14,426.75	\$7,098.24	\$21,524.99
Lane	98	15	\$1,279.98	\$629.77	\$1,909.75
Leavenworth	3,765	600	\$49,655.69	\$24,431.55	\$74,087.24

County	Adult Ed	ELL	Federal Funding	State Funding	Total Funding
Lincoln	83	19	\$1,211.72	\$596.19	\$1,807.91
Linn	505	22	\$5,474.63	\$2,693.62	\$8,168.25
Logan	149	40	\$2,294.71	\$1,129.04	\$3,423.75
Lyon	2,436	954	\$43,599.78	\$21,451.93	\$65,051.71
McPherson	1,629	35	\$16,930.50	\$8,330.13	\$25,260.62
Marion	716	25	\$7,636.50	\$3,757.30	\$11,393.80
Marshall	408	37	\$4,812.89	\$2,368.03	\$7,180.92
Meade	319	120	\$5,609.56	\$2,760.01	\$8,369.58
Miami	1,125	70	\$12,621.55	\$6,210.04	\$18,831.59
Mitchell	175	35	\$2,452.23	\$1,206.54	\$3,658.77
Montgomery	2,073	394	\$28,630.69	\$14,086.85	\$42,717.54
Morris	251	26	\$3,026.52	\$1,489.10	\$4,515.62
Morton	250	127	\$5,064.42	\$2,491.79	\$7,556.22
Nemaha	342	31	\$4,034.03	\$1,984.82	\$6,018.85
Neosho	512	135	\$7,835.51	\$3,855.22	\$11,690.73
Ness	161	69	\$3,002.20	\$1,477.14	\$4,479.34
Norton	480	88	\$6,563.90	\$3,229.56	\$9,793.46
Osage	828	37	\$8,995.05	\$4,425.74	\$13,420.79
Osborne	198	18	\$2,336.56	\$1,149.63	\$3,486.19
Ottawa	268	15	\$2,972.76	\$1,462.65	\$4,435.42
Pawnee	646	175	\$9,980.86	\$4,910.77	\$14,891.63
Phillips	218	29	\$2,758.75	\$1,357.36	\$4,116.10
Pottawatomie	496	48	\$5,912.18	\$2,908.91	\$8,821.09
Pratt	552	106	\$7,645.81	\$3,761.88	\$11,407.69
Rawlins	106	29	\$1,643.50	\$808.63	\$2,452.13
Reno	4,726	481	\$56,812.06	\$27,952.62	\$84,764.68
Republic	175	14	\$2,026.43	\$997.04	\$3,023.48
Rice	729	113	\$9,550.23	\$4,698.89	\$14,249.12
Riley	1,710	573	\$28,645.49	\$14,094.13	\$42,739.62
Rooks	153	22	\$1,969.57	\$969.07	\$2,938.64
Rush	169	14	\$1,966.69	\$967.65	\$2,934.34
Russell	289	47	\$3,830.70	\$1,884.78	\$5,715.47
Saline	3,869	867	\$56,104.94	\$27,604.70	\$83,709.64
Scott	349	339	\$10,348.71	\$5,091.76	\$15,440.48
Sedgwick	35,020	10,351	\$558,589.00	\$274,836.46	\$833,425.46
Seward	4,659	3,698	\$121,372.46	\$59,717.57	\$181,090.04
Shawnee	10,387	2,446	\$153,023.85	\$75,290.66	\$228,314.51
Sheridan	122	34	\$1,904.20	\$936.90	\$2,841.10
Sherman	448	40	\$5,272.02	\$2,593.93	\$7,865.95
Smith	158	13	\$1,836.88	\$903.78	\$2,740.66
Stafford	350	88	\$5,269.42	\$2,592.65	\$7,862.07
Stanton	221	123	\$4,694.55	\$2,309.81	\$7,004.36
Stevens	653	414	\$14,896.50	\$7,329.36	\$22,225.86
Sumner	1,097	82	\$12,586.05	\$6,192.58	\$18,778.63
Thomas	325	50	\$4,250.00	\$2,091.08	\$6,341.08
Trego	117	11	\$1,388.07	\$682.96	\$2,071.02
Wabaunsee	148	34	\$2,163.10	\$1,064.29	\$3,227.38
Wallace	73	24	\$1,213.52	\$597.08	\$1,810.60
Washington	217	78	\$3,742.31	\$1,841.29	\$5,583.59
Wichita	277	124	\$5,272.45	\$2,594.15	\$7,866.60
Wilson	881	54	\$9,867.49	\$4,855.00	\$14,722.49
Woodson	152	13	\$1,777.13	\$874.38	\$2,651.52
Wyandotte	20,416	10,066	\$407,390.40	\$200,443.86	\$607,834.25

III. Applicant Resources

Proficiency Attainment Model (PAM)

The updated Proficiency Attainment Model (PAM), previously known as the Comprehensive Adult Education Planner, is a set of modules and relevant resources that describes necessary elements to effectively serve adults in adult education programs.

<http://kansasregents.org/resources/PDF/KBOR-PAM.PDF>

Kansas Adult Education Practitioner Standards

The Kansas Adult Education Practitioner Standards provide adult education professionals guidelines for the delivery of high-quality adult education through the program's leadership, instruction, and support services.

http://kansasregents.org/academic_affairs/adult_education/adult_education_resources

Kansas Assessment and Distance Education Policy

This policy addresses specific requirements of the assessment process as well as definitions and guidelines for distance education programs in Kansas. The assessment policy must be followed by all approved adult education providers, regardless of delivery method. Approved programs are not required to provide distance education, however, those choosing to provide this service must adhere to the distance education policy.

<http://kansasregents.org/resources/PDF/KBOR-AssessmentPolicy.pdf>

Kansas Indicators of Program Quality

The Kansas Indicators of Program Quality establish standards by which adult education program quality is measured. Each quality measure carries a number of quality points, based on program performance and attainment of defined goals. These quality points are a component of the Kansas Adult Education Performance Based Funding Model as identified in the Kansas WIOA Combined State Plan.

<http://kansasregents.org/resources/PDF/KBOR-QualityMeasures.pdf>

College and Career Readiness (CCR) Standards

Kansas Adult Education adopted the national College and Career Readiness (CCR) Standards for Adult Education in April 2013. Published by the Office of Career, Technical, and Adult Education, the purpose of the standards is to strengthen the links among adult education, postsecondary education, and careers.

<https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>

Federally Funded Grants

Refer to CFR Title 2, Parts 200, for regulations and cost principles for state, local and Indian tribal governments, institutions of higher education and hospitals and for nonprofit organizations. Information can be accessed at electronic code of federal regulations, [2 CFR 200](#), the federal Office of Management and Budget website. http://www.whitehouse.gov/omb/circulars_default

IV. Assurances

Applicants submitting an application to the Kansas Board of Regents, certify they have read all application documents including any revised documents and agree to comply with all applicable federal requirements as outlined in the Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act, subsequent federal requirements, state requirements, local laws, ordinances, rules and regulations, public policies herein and all others applicable.

1. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items or for payments to vendors displaying exhibits for their profit. Funds may not be used to pay for or support other projects that are not identified in this application.

- A. The grantee, in the conduct of activities under this award, shall submit such reports as required by written instructions of the Kansas Board of Regents within the times required. The Board of Regents shall withhold funding if reporting requirements are not met in a complete, accurate and timely manner. The grantee must promptly return any unexpended funds that have not been accounted for in an accepted financial report during the fiscal year in which they were awarded.
- B. The grantee shall present reports to the Kansas Board of Regents. At the Board's discretion, the reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and to respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the grantee in performance of this project will be paid in accordance with the policies of the fiscal agent.

2. Equipment

Upon termination of the award, the Kansas Board of Regents shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

3. Financial and Administrative Provisions

A. Allowability of Costs

Federal funds are distributed on a reimbursement basis only.

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars relocated to 2 CFR, Part 200.

Federal law prohibits grantees from using more than 5% of federal funds for administrative purposes, including professional development, unless a waiver is approved. Waivers will be discussed with grantees upon program approval.

The Grantee may 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.

Grantees will receive a separate allocation from adult education State Leadership to address professional development needs. The allocation will be equal to 5% of its federal funds allocation. 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.

For all funds, line items on each budget report must be within 10% of each line item on the approved annual budget. For differences greater than 10% the grantee must obtain an approved budget modification from the Kansas Board of Regents. The grantee may submit a budget modification at any time following approval of the initial budget until May 31st of the current grant year. Budget modifications must be approved by Board of Regents prior to any expenditure proposed in the budget modification.

The grantee must expend all funds within the fiscal year for which they were allocated. Carryover of adult education funds from one fiscal year to the next is not allowed.

B. Program Income

Grantees may not charge any adult education participants a fee for instructional services. To offset the cost of consumable instructional materials and equipment, local programs may establish policies concerning consistent, reasonable fees charged to individuals. The program must 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.

Fees and charges generated by approved adult education programs constitute program income. The program **must** maintain a separate account for program income and use it for the purposes and under the conditions of the grant agreement. 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 **must** 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.

The grantee **must** charge a fee for services provided to individuals who are not eligible under the provision of WIOA Title II.

C. Data and Records

- I. **Financial Data** The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing the activities described in this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee's 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. The grantee shall **not** commingle funds.

- II. **Participant Data** The grantee shall maintain participant files including demographic information, information releases, attendance, test scores, certificates and other evidence pertaining to the activities described in this application to the extent and in such detail as will accurately reflect participant and program outcomes.

Grantees will also enter valid, accurate learner data, including attendance, into the KBOR Adult Education Data System (PABLO) on a **weekly** basis, at a minimum, and review the data regularly for accuracy. Grantees shall also review 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.

The grantee shall ensure 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.

- III. **Record Retention.** All pertinent records and books of accounts related to this award and subsequent awards shall be preserved, by the grantee for a period of five years plus the current year and are subject to the following criteria:
 - a. The retention period shall commence from the date of submission of the final expenditure report.
 - b. If any litigation, claim or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
 - c. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

D. Monitoring and Evaluation

All programs will be monitored by the Kansas Board of Regents Adult Education Division in order to determine compliance with the standards and the extent to which progress is being made toward achieving the stated goals and objectives. Programs will be evaluated both by desk and on-site. The Kansas Board of Regents, or its representative, shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

4. Program Provisions

Grantee organizations must provide a minimum **50% local match** to federal funds. Required grantee contributions 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 must maintain a level of local support that, at a minimum, is equivalent to the local support provided in the previous fiscal year.

Grantees shall support the state by establishing appropriate local performance targets through a negotiation process with the Kansas Board of Regents.

Grantees will require that all instructional and/or administrative leadership staff hired after July 1, 2013 hold a bachelor's degree or higher.

The grantee program design and implementation process for all program sites is based on research and effective educational practice, incorporating the seven components of the Proficiency Attainment Model (PAM) and providing a minimum of six hours of instruction per week, per class.

The grantee shall adhere to the National Reporting Service (NRS) approved Assessment and Distance Learning policies, as well as the Kansas Indicators of a Quality Program.

5. Reporting

The grantee shall submit quarterly budget reports which include documentation of actual expenditures from the institutional business office.

The grantee shall submit quarterly Data Validation Checklists which use PABLO reports to ensure data accuracy.

The grantee shall submit mid-year and end-of-year Program Improvement Plan reports, where applicable.

The grantee shall submit any other reports as requested by the Kansas Board of Regents.

6. Liability

Grantee agrees to indemnify and save and hold the Kansas Board of Regents, the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the Kansas Board of Regent's failure to fulfill its obligations pursuant to the award and subsequent awards.

7. Publicity

Any publicity given to the program, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall identify the state as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the Kansas Board of Regent's authorized representative.

8. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that the grantee remains solely responsible to the state for providing the products and services described.

9. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and inform the grantor of any potential long-term delays or changes affecting those timelines.

10. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained, a Grant Award Notification (GAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the Kansas Board of Regents.

11. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the GAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

12. Cancellation With or Without Cause

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

13. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the Kansas Board of Regents from federal sources or appropriations are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by Board of Regents to the grantee. The Kansas Board of Regents is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The Board of Regents will not be assessed any penalty if the grant is terminated because of a decision of the Kansas Legislature, or other funding source, not to appropriate funds. The Board of Regents must provide the grantee notice within a reasonable time of the Board receiving notice.

14. Cancellation Due to Failure to Comply

Failure to perform the activities described in this 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. At any time, a targeted improvement plan and/or corrective action plan may be required. Technical assistance will be provided or made available by the Kansas Board of Regents. In the event the program fails to meet the objectives of the targeted improvement plan and/or corrective action, the Board of Regents may move the provider to termination status. The Board of Regents will communicate the program status in writing to the immediate supervisor, and president, superintendent, or executive director of the sponsoring institution.

15. Conflict of Interest

The grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest, or personal gain.

16. Supplanting

Grant funds shall be used to supplement, not supplant, state or local funds expended for adult education and literacy activities

V. Grant Application Components

Part 1: Application Cover Sheet

The complete application must identify an official with authority to sign on behalf of the applicant, a program contact person, and a business office contact person. Upon application submission, the applicant confirms their full review of the application and the assurances contained in the RFP Instructions. The applicant acknowledges full compliance with the assurances and all other applicable federal regulations, state statutes, and local policies.

Applications must be completed in Arial or Times New Roman font at a minimum of 12-point font size with one-inch margins.

Completed applications must be received electronically in Word format via email (adultedreports@ksbor.org) by March 15, 2017, 5:00 pm, Central Daylight Time.

Faxed or mailed applications will not be accepted.

REQUIRED I.D. NUMBER

(NOTE: Your organization may already have these numbers; check with your business office.)

1. Data Universal Numbering System (DUNS) number.

- All organizations applying for **federal funding** must have a Data Universal Numbering System (DUNS) number. A DUNS is a unique nine-character I.D. number that is used to track how the federal grant is allocated.
- To verify or register for a DUNS number, go to the Dun and Bradstreet website.

2. Are you a nonprofit organization reporting as a 501(c)(3) organization? Enter yes or no.

Part 2: Provider(s)

In table one list the fiscal agent for your application. If your application represents a consortium of providers, identify the provider who will act as fiscal agent and then identify all members in the space provided.

In table two indicate the counties in which the grantee will provide services. For each county indicate the Local Area to which that county belongs, and indicate which adult education activities will be provided in that county. When listing the adult education services please enter only the number that corresponds to the activity delivered (e.g. 1. = Adult Education).

Part 3: Application Narrative

Each application must include a narrative component in this document that includes the following sections:

Section 1: Executive Summary (Maximum 2 Pages)

This component of the application should briefly describe the proposed Adult Education (AE) program, including:

- A. Geographic area of service, or special population served
- B. Brief overview of current services, student population(s) and key initiatives or partnerships
- C. Brief overview of planned services, student population and key initiatives or partnerships

Section 2: Need and Target Populations (Maximum 2 Pages) ^{231 (e)(1)(13)}

Identify the targeted group(s) who will benefit from the program activities along with how the need was determined. Include the following:

- A. Specific data about the targeted population benefiting from the program, noting how the program intends to serve those most in need, including individuals with low levels of literacy and English language learners.
- B. Evidence of need for English language acquisition and civics education programming, and how the program will offer, design and deliver activities to meet those needs.

Section 3: Provider Educational Capacity (Maximum 4 Pages) 231 (e)(2)(3)(9)

Describe your agency's capacity for and commitment to administering high quality Adult Education services. Provide the following:

- D. Evidence of the organization's past effectiveness and current capacity in improving the literacy of and outcomes for eligible adults, including English language learners, individuals with low levels of literacy, and adults with disabilities, including learning disabilities. Example indicators could include educational level gains, educational outcomes, diploma attainment, postsecondary placement, certification/credential completion, job placement, etc.
- E. Indication of how staff, including instructors, counselors, administrators and volunteers, meet minimum qualifications and how positions align to the Kansas Adult Education Practitioner Standards, where applicable.
- F. Evidence that staff have access to high quality professional development, including through electronic means. Expand on "types/frequency" of professional development that will be available to staff.

Section 4: Educational Quality (Maximum 5 Pages) 231 (e)(5)(6)(11)

Describe the educational services available through your program and clearly indicate how your program will provide the following:

- A. Overview of activities and services proposed, including adult education, literacy, workplace adult education and literacy, family literacy, English Language Acquisition, Workforce preparation, Integrated Education and Training, and/or Integrated Education and Technology.
- B. Provide sufficient intensity and quality to allow students to make substantial learning gains.
- C. Align to best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.
- D. Use instructional practices that include the essential components of reading instruction.
- E. Integrate the state's content standards for Adult Education, which have been identified as the College and Career Readiness Standards for Adult Education (CCRS) and the Northstar Digital Literacy Standards, as evidenced by:
 - 1. Descriptions of staff training on each set of content standards
 - 2. Multi-year content standards implementation plan, and
 - 3. Examples of how the program's curriculum and instruction are based on the state's Adult Education content standards.

Section 5: Collaboration and Contextualization (Maximum 5 Pages) 231 (e)(1)(4)(8)(10)

Describe how your program collaborates with other entities, aligns to regional needs and provides contextualized instruction. Include the following:

- A. Evidence of alignment to local or regional needs as outlined by local workforce boards and/or partners in the workforce development plans, including how applicant will promote concurrent enrollment with Title I programs.
- B. Evidence of alignment between activities and strategy/goals of local one-stop partners.
- C. Description of Adult Education activities that offer contextualized learning opportunities, including integrated education and training allowing individuals to acquire skills needed to transition to and complete postsecondary education and training programs; obtain and advance in employment leading to economic self-sufficiency; and to exercise the rights and responsibilities of citizenship.
- D. Description of the organization's career pathway programming, including past experience and ongoing activities (state priority).

- E. Description of how programming is designed in coordination and collaboration with other educational, training, and social service resources in the community. Partner entities could include postsecondary educational institutions, institutions of higher education, local workforce development boards, one-stop centers, job training programs, social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries.

Section 6: Program Resources (Maximum 5 Pages) 231 (e)(7)(11)

Describe the resources that enhance students' capacity to access and succeed in available programming, including technology resources and flexible programming. Indicate the following:

- A. Description of the use of technology, including distance learning, to enhance programming and increase the quality of learning, and how such technology, systems and services lead to improved student performance.
- B. Description of the program's flexible schedules and coordination with federal, state, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend, make progress and complete programs.
- C. Assurance of the use of the state Adult Education database (PABLO), which collects and reports measurable participant outcomes and monitors program performance.
- D. Capacity to continuously match federal funding with 50% or greater amounts of additional funding from state, local, organizational or other sources.
- E. History of successful fiscal management procedures and audits.

Section 7 (Optional): Integrated English Language and Civics Education (Maximum 5 Pages) 243(2)(c)(1)(2)

If you wish to be considered for Integrated English Language and Civics Education funding, please indicate how you will provide the following:

- A. Prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency.
- B. Integrate with the local workforce development system and its functions to carry out the activities of the program.

Part 4: Budget

Each application must include a budget detailing an estimated budget for federal, state and local funds. The budget should be completed on the Adult Education Basic Grant Budget Document provided and should include: the basic budget sheet, the federal and state basic budget detail sheet and the professional development federal budget detail sheet.