WorkReady U
Request for Proposals (RFP)

English Language/Civics Education
Continuation Grant Application
2011-2012

CFDA # 84.002 A
Under the Workforce Investment Act of 1998, Public Law 105-220, Title II-Adult Education and Literacy and Louisiana Revised Statutes, Title 17:1871 and 17:3217

CLOSING DATE:
Monday, May 23, 2011
5:00 p.m.
TABLE OF CONTENTS

Section I. Purpose and Background Information .............................................................. 1

Section II. Application Guidelines ..................................................................................... 6
    Cover Page
    Assurance and Certification
    Abstract
    Program Service-Hours of Instruction Worksheet
    Demonstrated Program Effectiveness
    Budget Information
    Program Narrative
        ▪ Identification and Recruitment of Adults
        ▪ Program Design
        ▪ Evaluation Plan
        ▪ Program Personnel

Attachment A. Application for Project Funds Cover Pages ........................................... 10

Attachment B. Assurance and Certification Forms ......................................................... 11
    Application for Federal Funds Statement of Assurances
        ▪ Fiscal Assurances
        ▪ Certification: Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
        ▪ Assurances– Non-Construction Programs
    Non-Public Statement of Assurances (Act 14 of 2003, Section 18B)
    Board Resolution

Attachment C. Hours of Instruction Worksheets ............................................................. 19

Attachment D. Minimum Number to be Served ............................................................ 21

Attachment E. 2010-2011 Adult Education Performance Benchmarks ........................ 23

Attachment F. Scoring Rubric .......................................................................................... 24
Section I

Purpose and Background Information
PURPOSE AND BACKGROUND INFORMATION

BACKGROUND
The purpose of the English Language/Civics Education (EL/Civics Education) Program is to support projects that demonstrate effective practices in providing and increasing access to English literacy programs linked to civics education. To become full participants in American life and to be successful workers, citizens, parents and family members, adults in the United States must be able to read and communicate in English. Evidence indicates that individuals with limited English proficiency are eager to learn English and other skills needed to succeed in U.S. society. English literacy instruction is one of the fastest growing components of adult education, with enrollment in English literacy classes increasing over the past ten years.

In addition to learning English, individuals must be able to understand and navigate governmental, educational, and workplace systems, as well as key American institutions, such as banking and health care. An increasing number of individuals seeking citizenship have stimulated growth and interest in citizenship preparation classes.

The growing demand for English Language/Civics Education programs and services surpasses the availability of instruction. The demand for programs can be attributed in part to immigration and welfare reform efforts. Citizenship naturalizations have reached record highs, and applicants for citizenship must meet strict English literacy and civics requirements. Although Federal and State grants for adult education programs provide funding for English language programs, citizenship classes, and related educational activities, additional services are needed to meet the high and increasing demand for English Language/Civics education programs.

Research on adult ESL learning indicates that the use of a variety of instructional methods is effective in achieving successful outcomes. Such methods include the use of trained teachers and a variety of instructional methods in contexts such as family and workplace that focus on meaningful activities that meet the language, literacy, and cultural needs of students. Diversity in teaching methods and support services has helped programs improve quality, provide more access to instruction, and increase learner and program outcomes to improve accountability. There is a need for additional models of effective English Language/Civics education programs and services.

The Louisiana Community and Technical College is especially interested in projects that:

a) demonstrate successful partnerships with local agencies, organizations, or institutions, such as institutions of higher education, community-based organizations and schools in providing English Language/Civics education and related support services;

b) demonstrate effective, innovative approaches in providing English Language/Civics instruction, such as integrating technology into curriculum, establishing work-based or community-based instruction sites and providing flexible scheduling of classes and services;

c) demonstrate effective strategies for professional development opportunities to help teachers develop networks to share ideas and best practices, promote effective use of technology and develop contextualized and content-based curricula linked to appropriate assessments; and
d) demonstrate development of effective materials, such as curriculum and assessment instruments, that address emerging areas in EL/Civics education, including preparation for citizenship interviews, the naturalization process, life skills curriculum, employability skills from a cross-cultural perspective and learning disabilities.

**PURPOSE OF PROGRAM**
To establish or expand projects that demonstrate effective practices in providing English Language programs that incorporate civics education and related support services into an integrated and coordinated program for individuals of limited English proficiency. Grants may be used to support a variety of activities and costs related to English language and civics education instruction, including the costs of staff and instructors, materials, staff training, and support services, such as child care and transportation costs, for program participants. (Federal Register: November 17, 1999, Volume 64, Number 221)

The additional funding should be used in Louisiana for sites to conduct local research, develop curriculum materials, conduct pilot instructional programs integrating English language and civics education, and to develop innovative ways to expand existing English-as-a-Second Language (ESL) programs, integrating them with civics education.

Civics education means 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.

**ELIGIBLE RECIPIENTS**
Entities which are eligible to submit applications in this continuation period for funds only include those programs currently funded by the Louisiana Community and Technical College System.

All eligible providers are required to submit proposals that will be reviewed by a panel of internal and/or external readers. The criteria used for review of grant applications will be based on the ability of local applicants to provide evidence of measurable goals, past effectiveness, serving those most in need, intensity of services, effective practices, use of technology, real-life context, staffing, coordination, flexible schedules, management information and English literacy.

Applicants must score a minimum of 70% and provide data to evidence successful program performance to be considered for funding.

**AVAILABLE AMOUNT OF FUNDS AND FUNDING SOURCE AVAILABLE**
The Louisiana State Plan for Adult Education and Family Literacy authorizes the federal allocation for the English-as-a-Second Language education component. The one-year awarding of subgrants through the competitive bid process was approved by the United States Department of Education in the Louisiana Community and Technical College System’s Extension of the Louisiana State Plan for Adult Education and Family Literacy. Federal-WIA of 1998, Title II Adult Education and Family Literacy funds will be allocated for grants, contingent upon funding for FY 2011-2012. Proposed budgets will be considered, but final awards will be determined by submission of the applicant’s performance data.
**NUMBER OF AWARDS/APPLICANTS**
The number of awards for FY 2010-2011 is limited to the number of programs currently funded by the Louisiana Community and Technical College System (LCTCS). Title II of the Workforce Investment Act provides funding for English as a Second Language component within adult education and family literacy programs through multi-year grants. Additional capacity building funding is contingent on funding for the fiscal year 2011-2012.

**PROJECT PERIOD**

**APPLICABLE REGULATIONS**
Recipients of funding shall comply with Louisiana Revised Statute 17:14 and the Adult Education and Family Literacy Act, P.L.105-220. Additional Federal statutes governing local funding include the General Education Provisions Act (GEPA) and the Education Department General Administrative Regulations (EDGAR).

Recipients of Federal funds who receive in excess of $500,000 from all federal sources must comply with Circulars A-128 and A-133 issued by the U. S. Office of Management and Budget regarding external audit requirements.

**REPORTING REQUIREMENTS**
Student, staff, and program information is required to be submitted monthly by the subgrantee, using the database approved by LCTCS. Data collection and reporting is to comply with LCTCS Adult Education and GED Policies.

Financial reports should be submitted monthly and should reflect actual expenses and activities for each month of operation. Copies of invoices to support purchases should be maintained at the local level. Forms to request reimbursement of expenses will be provided to successful applicants. A final report consisting of a narrative progress report, final financial report (project completion report), and a final project report is also required for each subgrantee. Final reports are due by July 31 of each year, or within 30 days of the conclusion of the program, whichever is earlier.

**PROGRAM PERFORMANCE MEASURES**
For the fiscal year 2011-2012, grant recipients are required to meet or exceed the Louisiana benchmarks of performance, as approved by the U.S. Department of Education, Office of Vocational and Adult Education (USDE/OVAE) for the applicable populations. The 2010-2011 performance benchmarks are included in Appendix D for reference. Programs should use the 2010-2011 performance benchmarks for guidance, expecting a one to two percent increase in each area. The 2011-2012 negotiated benchmarks will be sent to funded programs upon approval by USDE/OVAE.

**PROGRAM EVALUATION AND REVIEW**
Louisiana Community and Technical College (LCTCS), and its authorized representatives reserve the right to examine all fiscal reports, program records, and documents related to the funded program or applicant for funds.

---

1. Adult Education and GED Policies may be downloaded at [http://www.lctcs.edu/aegedpolicies](http://www.lctcs.edu/aegedpolicies).
DEADLINE FOR APPLICATIONS
Applications (original and five (5) copies) must be received at Louisiana Community and Technical College System’s office, no later than 5:00 p.m., Monday, May 23, 2011.

LCTCS reserves the right to reject any or all applications for failure to submit an application in accordance with the instructions in this application or by the specified deadline. Receipt of applications by LCTCS confers no rights upon the applicant or obligates the LCTCS in any manner.

Applications may be mailed or hand-delivered to the following address:

LCTCS
WorkReady U-Adult Education
265 South Foster Drive
Baton Rouge, LA  70806

FURTHER INFORMATION
Contact Louisiana Community and Technical College System (LCTCS), WorkReady U, 265 South Foster Drive, Baton Rouge, LA  70806 or telephone 225-922-2800. You may also obtain a copy of this application at http://www.lctcs.edu/elecgrantapp.
Section II

Application Guidelines
Part 1: For FY 2011-2012 funding, currently-funded applicants are required to submit the following information in order to update the 2010-2011 application:

1. **Application Cover Page**
   **Attachment A, Application for Project Funds Cover Pages**
   All sections of the cover page must be completed and signed by Executive Officer of the eligible entity. The DUNS number of the applicant must be provided.

2. **Assurance and Certification Forms**
   **Attachment B, Assurance and Certification Forms**
   All sections of the assurance and certification forms must be completed and signed by the Executive Officer of the eligible entity. Included are:
   - *Application for Federal Funds Statement of Assurances*
   - *Fiscal Assurances*
   - *Certification: Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*
   - *Assurances-Non-Construction Programs*
   - *Non-Public Statement of Assurances* (Act 14 of 2003, Section 18B), if applicable
   - *Board Resolution*, if applicable

3. **Abstract**
   The Abstract should not exceed three (3) pages. It should be a concise summary of the scope of the project. The summary should provide the following essential information needed to understand the general concept of the project and match the information provided in the program narrative:
   - applicant information;
   - number of eligible adults served in 2009-2010 and 2010-2011;
   - previously demonstrated program effectiveness;
   - minimum number to be served in FY 2011-2012;
   - coordination of efforts with other adult education providers in the district; and
   - location of site(s), including the physical address, hours of operation, including the number of days, weeks and months, of service.

4. **Program Service**
   **Attachment C, Hours of Instruction Worksheets**
   - Current Schedule for 2010-2011; and
   - Proposed Schedule for 2011-2012.
5. **Demonstrated Program Effectiveness**
Submit NRS Tables 4, 5 and Program Extract Table for EL/Civics students only:
- 2009-2010; and
- 2010-2011 (July 1, 2010 – March 31, 2011).

6. **Budget Summary and Budget Detail Forms**
The budget forms may be downloaded at [http://www.lctcs.edu/AEbudgetsummary](http://www.lctcs.edu/AEbudgetsummary) and [http://www.lctcs.edu/AEbudgetdetail](http://www.lctcs.edu/AEbudgetdetail). The forms must be completed and signed by the applicant using the same 2010-2011 Federal award allocation for FY 2011-2012.


Part II: Applicants should submit information for the following sections **only if changes and/or updates** are planned for FY 2011-2012.

7. **PROGRAM NARRATIVE**
The program narrative provides readers with information pertaining to the quality of the program and attention to continuous program improvement. Program narratives should include the *who, what, when, where, why,* and *how* of program operations. It should be evident that the applicant understands the differences between the English Language/Civics Education program and other adult education programming. The program narrative should be clear and concise and must include the following sections:

A. **IDENTIFICATION AND RECRUITMENT OF ADULTS**
Describe in no more than three (3) pages the methods used by the program to identify and recruit, at a minimum, the number of adults designated for each area who are in need of English literacy and Civics education. Refer to **Attachment E** for the minimum number to be served in each parish for FY 2011-2012. The description should include, but is not limited to, the following:
- describe methods utilized during FY 10-11 to recruit English literacy students and the outcomes;
- detail the FY 11-12 recruitment plan based upon FY 10-11 recruitment results;
- list the parish(es) that the program will serve; and
- describe the plan to serve the minimum number of English literacy students identified in each parish.

B. **PROGRAM DESIGN**
The program design should be no more than two (2) pages and should include measurable standards of performance. The description should include, but is not limited to, the following:
- description of program activities;
- the reason for the program activities; and
- outline and sequence program events/activities for FY 11-12.
C. EVALUATION PLAN
The evaluation plan should be no more than two (2) pages describing how the program will measure performance based on the project design. The evaluation plan description should include, but is not limited to, the following:

- how data are and will be collected, processed, analyzed and reported;
- identify outcomes for FY 2010-2011; and
- address how the program will further meet needs for the 2011-2012 fiscal year.

D. PROGRAM PERSONNEL
Describe the program staff that will provide services to eligible clients in no more than two (2) pages. The description should include, but is not limited to, the following:

- position title and names of any and all administrators, teachers, paraprofessionals, and clerical staff;
- description of experience with ESL populations; and
- a list and copies of educational credentials and teaching certification(s) for all administrators and teachers.

10. Application Checklist
Please ensure that the following attachments are submitted with the Continuation grant application:

- Attachment A  Application for Project Funds Cover Page
- Attachment B  Federal Assurance/Certification Forms
- Attachment C  Program Service-Hours of Instruction Worksheets (2010-2011; 2011-2012)
- NRS Tables  EL/Civics Students only
  (Tables 4, 5, Extract)
- Budget Summary*  [http://www.lctcs.edu/AEbudgetsummary](http://www.lctcs.edu/AEbudgetsummary)
- Budget Detail*  [http://www.lctcs.edu/AEbudgetdetail](http://www.lctcs.edu/AEbudgetdetail)

*The EL/Civics budget should be for same amount as your 2010-2011 Federal EL/Civics award.
APPLICATION FOR PROJECT FUNDS COVER PAGE

Program Title: Adult Education – State Grant Program

CFDA#: (If Federal Funds): 84.002A

Awarding Agency: U.S. Department of Education

Internal Program Title: Adult Education – EL/CIVICSEducation (FEDERAL)

Project Number: 482140

Funding Amount Applied for:

Funding Period: 07/01/2011 – 9/30/2012

<table>
<thead>
<tr>
<th>Agency Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient/Institution Name:</td>
</tr>
<tr>
<td>DUNS#:</td>
</tr>
<tr>
<td>Project Director:</td>
</tr>
<tr>
<td>Fiscal Agent:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Position:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>

I hereby assure and certify that this agency will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of funds for the federally-assisted or state-assisted project.

Approved Representative of the Recipient Date

WRU Staff Review: Initial Date

Executive Director of Work Ready U Date

Dr. Monty Sullivan, Executive Vice President

Attachment A
APPLICATION FOR FEDERAL FUNDS
STATEMENT OF ASSURANCES

I, ________________________, Superintendent/Administrator of ____________________
(Print Name) (Recipient)

hereby assure the Louisiana Community and Technical College System that

______________________ is in compliance with all of the GENERAL and SPECIFIC
(Recipient)

ASSURANCES enumerated on the following pages.

___________________________________________

Signature of Person Authorized to receive grant
Fiscal Assurances

- The recipient assures that it has made application and has been approved to receive grant funding for the Adult Education – State Grant Program CFDA# 84.002A awarded by the U.S. Department of Education.

- The recipient has been informed of the requirements imposed by Federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the Louisiana Community and Technical College System.

- The recipient has provided the TOTAL AMOUNT (________________________ insert amount here) of prior year expenditures of Federal Funds according to regulations issued by Office of Management and Budget Circular A-133 from all sources (described as funds received as direct or pass through funds).

- The recipient assures that it has been advised that subrecipients expending $500,000 or more in Federal awards (funds received as direct or pass thru funds) during the subrecipient’s fiscal year receive a single audit or program specific audit for that year according to regulations issued by Office of Management and Budget Circular A-133.

- The recipient assures that it will permit the Louisiana Community and Technical College System, the Legislative Auditors, and all other required personnel to have access to the records and financial statements as necessary.

- The recipient agrees to use program funds only to supplement and not supplant funds from non-Federal sources, and to the extent practical, increase the level of funds that would, in the absence of the Federal Funds, be made available from non-Federal sources.

- The recipient agrees to maintain all books, records and other documents for at least (3) federal fiscal years after the final payment or as described in 4CFR 74.53(b) whichever is longest.
CERTIFICATIONS REGARDING LOBBYING; DEBARMMENT, 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. DEBARMMENT, 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;

Attachment B.3
(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
(GRANTEE 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.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)
As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
In compliance with requirements set forth in the Appropriation Bill of the 2003 Session of the Legislature, the following words are added to the above-mentioned application.

**Act 14 of 2003, Section 18B**

Grant recipient must present a comprehensive budget to the Legislative Auditor and the Louisiana Community and Technical College System showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. In addition and prior to making such expenditure, the grant recipient must agree in writing to provide written reports to the Louisiana Community and Technical College System at least every six months concerning the use of the funds and the specific goals and objectives for the use of the funds. In the event the Louisiana Community and Technical College System determines that the grant recipient failed to use the funds set forth in its budget within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives for the use of the funds, the Louisiana Community and Technical College System shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Each recipient shall be audited in accordance with R.S. 24:513. If the amount of funds received by grant recipient is below the amount for which an audit is required under R.S. 24:513, the Louisiana Community and Technical College System shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

This Addendum is signed and entered into on the date indicated below:

**SIGNATURES:**

______________________________________________
Authorized Representative Date

___________________________________
Agency
BOARD RESOLUTION

(Name of Corporation)

Resolved, on motion of ______________________, seconded by _____________________,
(Name of Board Member)           (Name of Board Member)

that the Board of Directors designated __________________,
(Name of Appointee)

______, to initiate, negotiate, and sign for grants between the Louisiana Community and
(Title)

Technical College System and the ____________________.
(Name of Corporation)

President

Date

I hereby certify that the above resolution and foregoing are a true and correct extract

from the minutes of a ________________ meeting of the Board of Directors held on
(Regular or Special)
__________________ at which there was a quorum present and voting.
(Date)

ATTEST: ______________________________

Secretary

DATE: _______________________________
# Program Service
## Hours of Instruction Worksheet

Please complete the following worksheet to show the intensity of service that your program provided to EL/Civics clients during **FY 2010-2011**.

<table>
<thead>
<tr>
<th>Site of Instruction</th>
<th>Physical Address</th>
<th>Days &amp; Hours of Operation</th>
<th># of Weeks of Operation per year</th>
<th># of Months of Operation per year</th>
<th>Number of Staff Members and Positions at each site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAMPLE</strong>&lt;br&gt;St. Marks B.C.</td>
<td><strong>SAMPLE</strong>&lt;br&gt;123 Literacy Dr.&lt;br&gt;City, LA</td>
<td><strong>SAMPLE</strong>&lt;br&gt;M-F&lt;br&gt;10am – 3 pm</td>
<td><strong>SAMPLE</strong>&lt;br&gt;49</td>
<td><strong>SAMPLE</strong>&lt;br&gt;12</td>
<td><strong>SAMPLE</strong>&lt;br&gt;1 Coordinator/Teacher&lt;br&gt;2 Teachers&lt;br&gt;2 Paraprofessionals</td>
</tr>
<tr>
<td><strong>SAMPLE</strong>&lt;br&gt;Anytown Elem.</td>
<td><strong>SAMPLE</strong>&lt;br&gt;</td>
<td><strong>SAMPLE</strong>&lt;br&gt;T &amp; Th.&lt;br&gt;6pm-9pm</td>
<td><strong>SAMPLE</strong>&lt;br&gt;36</td>
<td><strong>SAMPLE</strong>&lt;br&gt;10</td>
<td><strong>SAMPLE</strong>&lt;br&gt;1 Teacher&lt;br&gt;1 Paraprofessionals</td>
</tr>
</tbody>
</table>

---

**Attachment C.1**
Program Service
Hours of Instruction Worksheet

Please complete the following worksheet to show the intensity of service that your program will provide to EL/Civics clients for **FY 2011-2012**.

<table>
<thead>
<tr>
<th>Site of Instruction</th>
<th>Physical Address</th>
<th>Days &amp; Hours of Operation</th>
<th># of Weeks of Operation per year</th>
<th># of Months of Operation per year</th>
<th>Number of Staff Members and Positions at each site</th>
</tr>
</thead>
</table>
| **SAMPLE**  
St. Marks B. C. | **SAMPLE**  
123 Literacy Dr.  
City, LA | **SAMPLE**  
M-F  
10am – 3 pm | **SAMPLE**  
49 | **SAMPLE**  
12 | **SAMPLE**  
1 Coordinator/Teacher  
2 Teachers  
2 Paraprofessionals |
| **SAMPLE**  
Anytown Elem. | **SAMPLE**  
T & Th.  
6pm-9pm | **SAMPLE**  
36 | **SAMPLE**  
10 | **SAMPLE**  
1 Teacher  
1 Paraprofessional |

Attachment C.2
## Minimum Number to be Served by Parish

<table>
<thead>
<tr>
<th>Parish</th>
<th>Population ≥ 25 years of age</th>
<th>Population ≥ 25 years of age with less than a HS diploma</th>
<th>Target population to be served (5% of those without a HS diploma)</th>
<th>LANGUAGE SPOKEN AT HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadia Parish</td>
<td>35573</td>
<td>12558</td>
<td>628</td>
<td>2,207</td>
</tr>
<tr>
<td>Allen Parish</td>
<td>16817</td>
<td>6182</td>
<td>309</td>
<td>672</td>
</tr>
<tr>
<td>Ascension Parish</td>
<td>60941</td>
<td>10216</td>
<td>511</td>
<td>1,249</td>
</tr>
<tr>
<td>Assumption Parish</td>
<td>14411</td>
<td>5858</td>
<td>293</td>
<td>1,141</td>
</tr>
<tr>
<td>Avoyelles Parish</td>
<td>26606</td>
<td>10707</td>
<td>535</td>
<td>1,923</td>
</tr>
<tr>
<td>Beauregard Parish</td>
<td>21036</td>
<td>5260</td>
<td>263</td>
<td>317</td>
</tr>
<tr>
<td>Bienville Parish</td>
<td>10172</td>
<td>2863</td>
<td>143</td>
<td>113</td>
</tr>
<tr>
<td>Bossier Parish</td>
<td>67926</td>
<td>8499</td>
<td>425</td>
<td>1,822</td>
</tr>
<tr>
<td>Caddo Parish</td>
<td>162696</td>
<td>29733</td>
<td>1487</td>
<td>2,806</td>
</tr>
<tr>
<td>Calcasieu Parish</td>
<td>118282</td>
<td>22388</td>
<td>1119</td>
<td>2,655</td>
</tr>
<tr>
<td>Caldwell Parish</td>
<td>6922</td>
<td>2394</td>
<td>120</td>
<td>73</td>
</tr>
<tr>
<td>Cameron Parish</td>
<td>6257</td>
<td>1994</td>
<td>100</td>
<td>353</td>
</tr>
<tr>
<td>Catahoula Parish</td>
<td>6904</td>
<td>2666</td>
<td>133</td>
<td>59</td>
</tr>
<tr>
<td>Claiborne Parish</td>
<td>11169</td>
<td>3827</td>
<td>191</td>
<td>92</td>
</tr>
<tr>
<td>Concordia Parish</td>
<td>12814</td>
<td>4539</td>
<td>227</td>
<td>208</td>
</tr>
<tr>
<td>DeSoto Parish</td>
<td>16118</td>
<td>4792</td>
<td>240</td>
<td>403</td>
</tr>
<tr>
<td>East Baton Rouge Parish</td>
<td>260281</td>
<td>33683</td>
<td>1684</td>
<td>10,165</td>
</tr>
<tr>
<td>East Carroll Parish</td>
<td>5542</td>
<td>2332</td>
<td>117</td>
<td>102</td>
</tr>
<tr>
<td>East Feliciana Parish</td>
<td>13877</td>
<td>4063</td>
<td>203</td>
<td>378</td>
</tr>
<tr>
<td>Evangeline Parish</td>
<td>21511</td>
<td>9581</td>
<td>479</td>
<td>2,490</td>
</tr>
<tr>
<td>Franklin Parish</td>
<td>13423</td>
<td>5178</td>
<td>259</td>
<td>104</td>
</tr>
<tr>
<td>Grant Parish</td>
<td>11921</td>
<td>3207</td>
<td>160</td>
<td>150</td>
</tr>
<tr>
<td>Iberia Parish</td>
<td>46587</td>
<td>12965</td>
<td>648</td>
<td>3,086</td>
</tr>
<tr>
<td>Iberville Parish</td>
<td>21101</td>
<td>7246</td>
<td>362</td>
<td>390</td>
</tr>
<tr>
<td>Jackson Parish</td>
<td>10062</td>
<td>2655</td>
<td>133</td>
<td>107</td>
</tr>
<tr>
<td>Jefferson Parish</td>
<td>289854</td>
<td>53087</td>
<td>2654</td>
<td>20,884</td>
</tr>
<tr>
<td>Jefferson Davis Parish</td>
<td>19352</td>
<td>5929</td>
<td>296</td>
<td>1,198</td>
</tr>
<tr>
<td>Lafayette Parish</td>
<td>127347</td>
<td>21522</td>
<td>1079</td>
<td>7,617</td>
</tr>
<tr>
<td>Lafourche Parish</td>
<td>61125</td>
<td>18704</td>
<td>936</td>
<td>4,755</td>
</tr>
<tr>
<td>LaSalle Parish</td>
<td>9219</td>
<td>2901</td>
<td>145</td>
<td>172</td>
</tr>
<tr>
<td>Lincoln Parish</td>
<td>22059</td>
<td>4324</td>
<td>216</td>
<td>711</td>
</tr>
<tr>
<td>Livingston Parish</td>
<td>73195</td>
<td>11126</td>
<td>554</td>
<td>1,066</td>
</tr>
<tr>
<td>Madison Parish</td>
<td>7670</td>
<td>2808</td>
<td>140</td>
<td>52</td>
</tr>
<tr>
<td>Morehouse Parish</td>
<td>19446</td>
<td>6499</td>
<td>325</td>
<td>185</td>
</tr>
<tr>
<td>Natchitoches Parish</td>
<td>22033</td>
<td>6013</td>
<td>301</td>
<td>399</td>
</tr>
</tbody>
</table>

Attachment D.1
<table>
<thead>
<tr>
<th>Parish</th>
<th>Population ≥ 25 years of age</th>
<th>Population ≥ 25 years of age with less than a HS diploma</th>
<th>Target population to be served (5% of those without a HS diploma)</th>
<th>LANGUAGE SPOKEN AT HOME Speak English less than “very well”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orleans Parish</td>
<td>147040</td>
<td>27791</td>
<td>1391</td>
<td>14,168</td>
</tr>
<tr>
<td>Ouachita Parish</td>
<td>92370</td>
<td>17273</td>
<td>860</td>
<td>1,463</td>
</tr>
<tr>
<td>Plaquemines Parish</td>
<td>16448</td>
<td>5152</td>
<td>258</td>
<td>679</td>
</tr>
<tr>
<td>Pointe Coupee Parish</td>
<td>14577</td>
<td>4500</td>
<td>225</td>
<td>416</td>
</tr>
<tr>
<td>Rapides Parish</td>
<td>83304</td>
<td>16494</td>
<td>823</td>
<td>1,902</td>
</tr>
<tr>
<td>Red River Parish</td>
<td>5792</td>
<td>1890</td>
<td>95</td>
<td>49</td>
</tr>
<tr>
<td>Richland Parish</td>
<td>13060</td>
<td>4980</td>
<td>249</td>
<td>93</td>
</tr>
<tr>
<td>Sabine Parish</td>
<td>15388</td>
<td>4486</td>
<td>224</td>
<td>199</td>
</tr>
<tr>
<td>St. Bernard Parish</td>
<td>43229</td>
<td>8386</td>
<td>421</td>
<td>1,779</td>
</tr>
<tr>
<td>St. Charles Parish</td>
<td>29551</td>
<td>5919</td>
<td>296</td>
<td>943</td>
</tr>
<tr>
<td>St. Helena Parish</td>
<td>6489</td>
<td>2110</td>
<td>106</td>
<td>25</td>
</tr>
<tr>
<td>St. James Parish</td>
<td>12840</td>
<td>3346</td>
<td>167</td>
<td>378</td>
</tr>
<tr>
<td>St. John the Baptist Parish</td>
<td>25377</td>
<td>5867</td>
<td>293</td>
<td>787</td>
</tr>
<tr>
<td>St. Landry Parish</td>
<td>56630</td>
<td>17895</td>
<td>895</td>
<td>3,920</td>
</tr>
<tr>
<td>St. Martin Parish</td>
<td>29617</td>
<td>10992</td>
<td>550</td>
<td>3,720</td>
</tr>
<tr>
<td>St. Mary Parish</td>
<td>33158</td>
<td>11295</td>
<td>565</td>
<td>1,480</td>
</tr>
<tr>
<td>St. Tammany Parish</td>
<td>151189</td>
<td>19503</td>
<td>977</td>
<td>2,634</td>
</tr>
<tr>
<td>Tangipahoa Parish</td>
<td>70550</td>
<td>16015</td>
<td>803</td>
<td>1,293</td>
</tr>
<tr>
<td>Tensas Parish</td>
<td>4208</td>
<td>1548</td>
<td>77</td>
<td>103</td>
</tr>
<tr>
<td>Terrebonne Parish</td>
<td>69610</td>
<td>19560</td>
<td>980</td>
<td>3,354</td>
</tr>
<tr>
<td>Union Parish</td>
<td>14819</td>
<td>4198</td>
<td>210</td>
<td>250</td>
</tr>
<tr>
<td>Vermilion Parish</td>
<td>33616</td>
<td>11552</td>
<td>578</td>
<td>3,856</td>
</tr>
<tr>
<td>Vernon Parish</td>
<td>29329</td>
<td>5825</td>
<td>291</td>
<td>1,237</td>
</tr>
<tr>
<td>Washington Parish</td>
<td>27954</td>
<td>8883</td>
<td>444</td>
<td>381</td>
</tr>
<tr>
<td>Webster Parish</td>
<td>27687</td>
<td>8074</td>
<td>404</td>
<td>192</td>
</tr>
<tr>
<td>West Baton Rouge Parish</td>
<td>13347</td>
<td>3549</td>
<td>177</td>
<td>362</td>
</tr>
<tr>
<td>West Carroll Parish</td>
<td>7994</td>
<td>3234</td>
<td>162</td>
<td>123</td>
</tr>
<tr>
<td>West Feliciana Parish</td>
<td>10749</td>
<td>5025</td>
<td>251</td>
<td>90</td>
</tr>
<tr>
<td>Winn Parish</td>
<td>11093</td>
<td>3836</td>
<td>192</td>
<td>63</td>
</tr>
<tr>
<td>MEASURE</td>
<td>2010-2011 BENCHMARKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABE Beginning Literacy</td>
<td>53%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABE Beginning</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Intermediate ABE</td>
<td>53%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Intermediate ABE</td>
<td>48%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low ASE</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Literacy ESL</td>
<td>47%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Beginning ESL</td>
<td>40%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Beginning ESL</td>
<td>46%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Intermediate ESL</td>
<td>43%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Intermediate ESL</td>
<td>41%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced ESL</td>
<td>35%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered Employment</td>
<td>69%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained Employment</td>
<td>45%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtained Diploma/GED</td>
<td>71%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered Postsecondary Ed/Training</td>
<td>29%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGLISH LANGUAGE/CIVICS PROGRAM
2011-2012
Scoring Rubric

1. APPLICATION FOR PROJECT FUNDS COVER PAGES INCLUDED
   a. Adult Education-State Grant Program-Federal EL/Civics

2. ASSURANCE AND CERTIFICATION FORMS INCLUDED
   a. Application for Federal Funds Statement of Assurances
      i. Fiscal Assurances
      ii. Certification: Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
      iii. Assurance – Non-Construction Program
   b. Non-Public Statement of Assurances (Act 14 of 2003, Section 18B)
   c. Board Resolution

3. BUDGET SUMMARY AND BUDGET DETAIL FORMS INCLUDED

4. ABSTRACT
   4. ABSTRACT SCORE
      Includes applicant information (3 points)
      Includes number of eligible adults previously served (3 points)
      Demonstrated program effectiveness (10 points)
      Address minimum number to be served for FY 2011-2012 (10 points)
      Address coordination of efforts with other adult education providers in the district (10 points)
      Address hours of operation: Location(s), days, weeks, and months of operation (4 points)
      TOTAL (40 points)

5. PROGRAM SERVICE & DEMONSTRATED PROGRAM EFFECTIVENESS
   5. PROGRAM SERVICE & DEMONSTRATED PROGRAM EFFECTIVENESS SCORE
      A. Currently Funded Applicants
      Hours of Instruction Worksheets
      Minimum of 30 hours/week offered during FY 10-11 and FY 11-12 (10 points)
      NRS Tables 4 & 5 (EL/Civics students only)
      Program met at least 50% of performance indicators
      ▪ FY 2009-2010 (15 points)
      ▪ FY 2010-2011 (15 points)
      TOTAL (40 points)
<table>
<thead>
<tr>
<th>6. PROGRAM NARRATIVE</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Narrative Information and FY 11-12 Abstract Match (20 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL (20 points)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A. IDENTIFICATION AND RECRUITMENT OF ADULTS**

Revisions for Section A are included and match the information in the FY 11-12 abstract. ☐ Yes ☐ No COMMENTS

**B. PROGRAM DESIGN**

Revisions for Section B are included and match the information in the FY 11-12 abstract. ☐ Yes ☐ No COMMENTS

**C. EVALUATION PLAN**

Revisions for Section C are included and match the information in the FY 11-12 abstract. ☐ Yes ☐ No COMMENTS

**D. PROGRAM PERSONNEL**

Revisions for Section D are included and match the information in the FY 11-12 abstract. ☐ Yes ☐ No COMMENTS

**TOTAL POSSIBLE POINTS 100** 70% or 70 Total Points Required

Attachment F.2 25