WorkReady U

Request for Proposals (RFP)

Family Literacy
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.
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Section I

Family Literacy Purpose and Background
FAMILY LITERACY PURPOSE AND BACKGROUND

PROGRAM PURPOSE
The purpose of Family Literacy programs is to help break the cycle of poverty and illiteracy. In order to improve educational outcomes for low income families, the Family Literacy Model incorporates four core components: early childhood education, adult basic or literacy education, parenting education, and parent and child interactive literacy into a unified family literacy program similar to the design of the Even Start Family Literacy Program. The Even Start Family Literacy Program model can be found at http://www.nochildleftbehind.com/nclb-law/Subpart-3.-William-F.-Goodling-Even-Start-Family-Literacy-Programs. Families eligible to participate in the Program include parents ages 16 years and older, with a child from birth through age seven, who have dropped out of school, who may lack the basic education skills to become self-sufficient or who are in greatest need of adult literacy instruction and/or are teen parents in school. The family (parent and child) must participate in the Program for either the parent or child to be eligible for services. Adult education federal funds for Family Literacy may be used to provide adult and parenting education services, which include the four required components of early childhood education, adult education, parenting and parent and child together-time. Childcare for participating families may be offered. Activities must be of sufficient intensity and duration to make substantial and measurable gains in the educational level of adults and children, aligned with Even Start criteria in the No Child Left Behind Act.

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

USE OF FUNDS BY THE STATE
Title II of the Workforce Investment Act of 1998 authorized the Adult Education and Literacy Program in Louisiana. The current Unified State Plan was authorized for five years from July 1, 1999, to June 30, 2004, and has been extended each year. Louisiana has received approval from the U.S. Department of Education for the Extension of the Louisiana State Plan for Adult Education and Family Literacy. Louisiana will award continuation grants during the period of the extension of the state plan to enable eligible entities to receive federal funds to develop, implement, and improve adult education and literacy activities.

AVAILABLE AMOUNT AND FUNDING SOURCE
The Louisiana State Plan for Adult Education and Family Literacy authorizes up to 5% of the Federal allocation for this purpose. Federal-Workforce Investment Act of 1998, Title II Adult Education and Family Literacy funds are available through a competitive grant process used to determine the awarding of sub-grants for FY 2011-2012.

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 2011-2012 negotiated benchmarks will be sent to funded programs upon approval by USDE/OVAE. The 2010-2011 performance benchmarks are included in Attachment D for reference. Programs should use the 2010-2011 performance benchmarks for guidance expecting a one to two percent increase in each area.
REVIEW AND ALLOCATION PROCESS
All eligible providers are required to submit proposals that will be reviewed by a panel of internal and/or external readers. Applicants must score a minimum of 70% and provide data to evidence successful program performance to be considered for funding.

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
Family Literacy student, staff, and program information is required to be submitted monthly, by the subgrantee, either electronically or faxed using the attached forms in Attachment E. Data submission is to comply with LCTCS, Adult Education and GED Policies. Recipients must comply with Adult Education and Family Literacy federal reporting policies and procedures for family literacy programs aligned with Even Start Family Literacy. Recipients must evidence performance to meet the State’s criteria of the Even Start Family Literacy Indicators of Program Quality or provide evidence of success with data closely aligned to that of the Even Start data. Family Literacy programs will also have separate evaluation questions, based upon the objectives of the plan for assessing student outcomes.

Financial reports should be submitted monthly and reflect actual expenses and activities for each month of operation. Copies of invoices for expenses should be kept on file at the local level to support purchases. 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 grantee. Final reports are due by July 31 of each year, or within 30 days of the conclusion of the program, whichever is earlier.

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.

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.

1Adult Education and GED Policies available at http://www.lctcs.edu/aegedpolicies.
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/flcgrantapp.
Section II

Application Guidelines
Application Guidelines

- Applications must be type-written or computer generated.
- The proposal must be double-spaced, using only one side of the paper.
- 12-point font is required.
- Applications must be organized in the order outlined below and include all items listed below.
- The original application plus five (5) additional copies must be submitted (6 total)
- Staple the application in the top left-hand corner. Do not bind the grant application.

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 two (2) 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:
   - the need for the project;
   - the number served in all four (4) components in 2009-2010 and 2010-2011 (July 1, 2010-March 31, 2011); and
   - location of site(s), including the physical address, hours of operation, 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 Family Literacy 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 Family Literacy 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. The narrative should include the *who, what, when, where, why, and how* of program operations. It should be evident that the applicant understands the differences between Family Literacy programs and other adult education programming. The program narrative should be clear and concise and must include the following sections:

A. **PROGRAM GOALS AND OBJECTIVES**
   Describe in no more than three (3) pages, the project goals and objectives. The description should include, but is not limited to, the following:
   - how the goals and objectives are aligned with the Adult Education Benchmarks of Performance and the Family Literacy Even Start Program Indicators. *Attachment D* contains the Adult Education Benchmarks of Performance and the Family Literacy indicators that aligned with the Even Start Model.
   - the program goals in the delivery of services to parents and children in each of the four core components: (1) Adult Education, (2) Early Childhood Education, (3) Parenting Education, and (4) Parent and Child Together-Time. Parenting education and parent and child together-time may be combined; and
   - the formal and informal assessments used for evaluation of the core components.

B. **CURRICULUM AND ACTIVITIES**
   Describe in no more than three (3) pages, the curriculum and activities that will be used for each of the four core components: (1) Adult Education, (2) Early Childhood Education, (3) Parenting Education, and (4) Parent and Child Together-Time.

C. **COORDINATION OF SERVICES**
   Describe in no more than two (2) pages the collaborative partnerships the program has in place. The description should include, but is not limited to, the following:
   - identification of collaborating partners in the project;
   - identification of the experience of each collaborating partner with family literacy programs or services to families in need; and
   - the role and service each partner will deliver.
D. **DEMOGRAPHICS AND RECRUITMENT**
Describe in no more than two (2) pages, the recruitment and retention plans for 2011-2012. The description should include, but is not limited to, the following:
- families and geographic region to be targeted for services;
- outcome of the 2010-2011 recruitment plan;
- proposed changes to the recruitment plan for FY 2011-2012;
- location(s) of programs; and
- delivery method to ensure service is provided to those in greatest need.

E. **PROGRAM PERSONNEL**
Describe in no more than two (2) pages, the program staff that will provide services to clients. The description should include, but is not limited to, the following:
- the position title and names of any and all administrators, teachers, paraprofessionals, and clerical staff; and
- a list and copies of educational credentials and/or teaching certification(s) for all administrators and teachers.

F. **PROGRAM CONTINUOUS IMPROVEMENT PLAN**
Describe in no more than one (1) page the program’s continuous improvement plan to ensure that staff meet the required hours of professional development approved by the LCTCS of 15 hours per year for full-time professional staff and 10 hours per year for paraprofessional and part-time staff. Discuss how information from professional development activities is put into practice and how data are used to make decisions that improve program performance.

8. **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  Family Literacy 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 budget for the Family Literacy application should be for the same amount as your 2010-2011 Federal 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 – FAMILY LITERACY (FEDERAL)

Project Number:  482120

Funding Amount Applied for:  

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

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<tr>
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<td>Project Director:</td>
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<td>Fiscal Agent:</td>
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<td>Email Address:</td>
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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

APPROVED (For State Agency Use Only)

WRU Staff Review: Initial _____ Date _____

Executive Director of Work Ready U  Date

Dr. Monty Sullivan, Executive Vice President

Attachment A 9
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; 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 the making of any Federal grant, 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 violations occurring in the workplace;

(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.
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)
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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.

Attachment B.6
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: ____________________________

Attachment B.8
Please complete the following worksheet to show the intensity of service that your program provided to Family Literacy 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>SAMPLE St. Marks B. C.</td>
<td>SAMPLE 123 Literacy Dr. City, LA</td>
<td>SAMPLE M-F 10am – 3 pm</td>
<td>SAMPLE 49</td>
<td>SAMPLE 12</td>
<td>SAMPLE 1 Coordinator/Teacher 2 Teachers 2 Paraprofessionals</td>
</tr>
<tr>
<td>SAMPLE Anytown Elem.</td>
<td>SAMPLE T &amp; Th. 6pm-9pm</td>
<td>SAMPLE 36</td>
<td>SAMPLE 10</td>
<td></td>
<td>SAMPLE 1 Teacher 1 Paraprofessional</td>
</tr>
</tbody>
</table>
Program Service  
Hours of Instruction Worksheet

Please complete the following worksheet to show the intensity of service that your program will provide to Family Literacy 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 Paraprofessionals |
## 2010-2011 Approved Performance Benchmarks

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>2010-2011 BENCHMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Literacy ABE</td>
<td>53%</td>
</tr>
<tr>
<td>Beginning ABE</td>
<td>50%</td>
</tr>
<tr>
<td>Low Intermediate ABE</td>
<td>53%</td>
</tr>
<tr>
<td>High Intermediate ABE</td>
<td>48%</td>
</tr>
<tr>
<td>Low ASE</td>
<td>50%</td>
</tr>
<tr>
<td>High ASE</td>
<td>N/A</td>
</tr>
<tr>
<td>Beginning Literacy ESL</td>
<td>47%</td>
</tr>
<tr>
<td>Low Beginning ESL</td>
<td>40%</td>
</tr>
<tr>
<td>High Beginning ESL</td>
<td>46%</td>
</tr>
<tr>
<td>Low Intermediate ESL</td>
<td>43%</td>
</tr>
<tr>
<td>High Intermediate ESL</td>
<td>41%</td>
</tr>
<tr>
<td>Advanced ESL</td>
<td>35%</td>
</tr>
<tr>
<td>Enter Employment</td>
<td>69%</td>
</tr>
<tr>
<td>Retained Employment</td>
<td>45%</td>
</tr>
<tr>
<td>High School Diploma/GED</td>
<td>71%</td>
</tr>
<tr>
<td>Postsecondary Transition</td>
<td>29%</td>
</tr>
</tbody>
</table>
### FAMILY LITERACY INDICATORS
**ALIGNED TO THE EVEN START MODEL**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Number of Families Enrolled</td>
<td>20</td>
</tr>
<tr>
<td>2 Number of Adults Enrolled</td>
<td>20</td>
</tr>
<tr>
<td>3 Adults meeting the minimum hours of attendance (6 hours/week)</td>
<td>70%</td>
</tr>
<tr>
<td>4 Adults participating in required components</td>
<td>70%</td>
</tr>
<tr>
<td>5 Children to evidence academic growth</td>
<td>70%</td>
</tr>
<tr>
<td>6 Students meeting the district’s attendance policy</td>
<td>70%</td>
</tr>
<tr>
<td>7 Student promotions</td>
<td>70%</td>
</tr>
</tbody>
</table>

**Definitions:**

1. **Families enrolled:** Parent, 16-years and older, and child, birth through age 7, who participated more than 1 hour in each component.

2. **Number of adults enrolled:** Parents, 16-year and older, not in K-12, and in need of adult education, with a child birth through seven years.

3. **Minimum attendance for adults:** Six hours per week.

4. **Adults participating in required components:** Required components are adult education, parenting education and parent and child together time.

5. **Children’s academic growth:** Toddlers and infants measured by the Brigance Instrument; PreK measured by the Peabody Picture Vocabulary Test III pre- and post-scores, and K-4 measured by parish assessments.

6. **Student attendance:** Students meet the district’s attendance policy.

7. Student promotion: **Students in grade K-3 who are promoted to the next grade.**
**Family Literacy Program**

**Monthly Statistical Report**

<table>
<thead>
<tr>
<th>Project_________________________</th>
<th>LEA/Agency __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person___________________</td>
<td>Telephone __________________________</td>
</tr>
<tr>
<td>Email___________________________</td>
<td>FAX_______________________________</td>
</tr>
</tbody>
</table>

**NOTE:** Data is due no later than the 10th of each month. Reports may be sent via email to Jeff Rials at jrials@lctcs.edu or faxed to 225-922-1203.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Date services began for FY 10-11 ..........................................................</td>
<td></td>
</tr>
<tr>
<td>2) Number of new families served this month ...............................................</td>
<td></td>
</tr>
<tr>
<td>3) Number of adults who received adult education this month ..........................</td>
<td></td>
</tr>
<tr>
<td>4) Number of adults who received parenting education this month ......................</td>
<td></td>
</tr>
<tr>
<td>5) Number of children who received early childhood education this month</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6) Total number of children receiving services this month ............................</td>
<td></td>
</tr>
<tr>
<td>7) Total number of families served this month.............................................</td>
<td></td>
</tr>
<tr>
<td>8) How many adults have met at least the minimum hours of participation per month in Adult Ed, Parenting and Parent/Child Interactive Literacy Activities?</td>
<td></td>
</tr>
<tr>
<td>9) How many children have met at least the minimum hours of participation per month?</td>
<td></td>
</tr>
<tr>
<td>10) How many hours of Adult Education are OFFERED per week? ..........................</td>
<td></td>
</tr>
<tr>
<td>11) How many hours of Early Childhood Education are OFFERED per week? ...............</td>
<td></td>
</tr>
<tr>
<td>12) How often are “staffing” sessions held, enhancing component integration and seamless services to families?</td>
<td></td>
</tr>
<tr>
<td>13) How many home visits are made per family per month? ................................</td>
<td></td>
</tr>
<tr>
<td>14) How many adults received a GED this month? ..........................................</td>
<td></td>
</tr>
</tbody>
</table>

Comments:  

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Family Literacy Grant  
2011-2012  
Scoring Rubric-Budget

<table>
<thead>
<tr>
<th>1. APPLICATION FOR PROJECT FUNDS COVER PAGES INCLUDED</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Adult Education-State Grant Program-Adult and Family Literacy</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. ASSURANCE AND CERTIFICATION FORMS INCLUDED</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Application for Federal Funds Statement of Assurances</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>i. Fiscal Assurances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Certification: Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Assurance – Non-Construction Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Non-Public Statement of Assurances (Act 14 of 2003, Section 18B)</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>c. Board Resolution</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

| 3. BUDGET SUMMARY AND BUDGET DETAIL FORMS INCLUDED | ☐ Yes ☐ No |

<table>
<thead>
<tr>
<th>4. ABSTRACT</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need for the project addressed (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of families served in all four components in 2009-2010 and number served in 2010-2011 addressed (20 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site location(s) and hours of service addressed (5 points)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL (30 points)

<table>
<thead>
<tr>
<th>5. PROGRAM SERVICE &amp; DEMONSTRATED PROGRAM EFFECTIVENESS</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of Instruction Worksheet (minimum of 30 hours/week offered during FY 10-11 &amp; FY 11-12) (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRS Tables 4 &amp; 5 (Family Literacy students only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program met at least 50% of performance indicators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ FY 2009-2010 (15 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ FY 2010-2011 (15 points)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL (40 points)
## 5. PROGRAM NARRATIVE

<table>
<thead>
<tr>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### Program Narrative Information and FY 11-12 Abstract Match (20 points)

<table>
<thead>
<tr>
<th>TOTAL (20 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### A. PROGRAM GOALS AND OBJECTIVES

Revisions for Section A are included and match the information in the FY 11-12 abstract.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### B. CURRICULUM AND ACTIVITIES

Revisions for Section B are included and match the information in the FY 11-12 abstract.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### C. COORDINATION OF SERVICES

Revisions for Section C are included and match the information in the FY 11-12 abstract.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### D. DEMOGRAPHICS & RECRUITMENT

Revisions for Section D are included and match the information in the FY 11-12 abstract.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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### E. PROGRAM PERSONNEL

Revisions for Section E are included and match the information in the FY 11-12 abstract.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### F. PROGRAM CONTINUOUS IMPROVEMENT PLAN

Revisions for Section F are included and match the information in the FY 11-12 abstract.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**TOTAL POINTS RECEIVED OF 90**

70% or 63 Total Points Required

---

Attachment F.1

Attachment F.2