Ohio
John R. Kasich, Governor
Jim Petro, Chancellor

University System of Ohio
Board of Regents



Overview and Guidance for

English Literacy and Civics Education Grant

Fiscal Year 2013

Submission Deadline
May 4, 2012

The Chancellor of the Ohio Board of Regents
30 E. Broad Street, 36th Floor
Columbus, Ohio 43215

Background

Ohio English Literacy and Civics Education (EL/Civics) is a program in the Adult Basic and Literacy Education (ABLE) program within the Division of Economic Advancement under the Chancellor of the Ohio Board of Regents. A top priority for continued improvement for the University System of Ohio includes an effort to strengthen the educational pipeline to post secondary certificates and college credentials for learners entering the University System of Ohio through an ABLE provider.

When individuals cannot speak English or cannot speak English well, their ability to work, to attend school, and to receive emergency services are greatly affected. Not only does this affect their lives but it could affect the lives of those around them.

Purpose of the Grant

To address the issues above, the Chancellor of the Ohio Board of Regents (the Chancellor) announces the availability of federal funds for the provision of English Literacy and Civics Education services (EL/Civics). These funds are authorized to serve adults to provide two components beyond English Language acquisition: citizenship education and civic participation education.

For the purposes of this program, **citizenship education** includes teaching immigrants the basic skills needed to pass the Citizenship Test. And, **civic participation education** includes teaching immigrants how to be active community members and why they should be active by providing a comprehensive understanding of U.S. culture, government and educational systems.

Subject to confirmation and receipt of the federal grant award for Adult Education and Family Literacy, Title II, Workforce Investment Act (PL 105-220), Fiscal Year 2013 funds are planned for use during the July 1, 2012-June 30, 2013 project period.

Eligible Applicants and Students

Eligible fiscal agents include all currently funded EL/Civics programs. This requirement applies at the direct award level.

Applicants shall be willing to serve all eligible students. Pursuant to *Title II of the Workforce Investment Act, the Adult Education and Family Literacy Act of 1998*, eligible students are those individuals who live or work in Ohio and who:

- have attained 16 years of age;
- are not enrolled or required to be enrolled in secondary school under state law (18 in Ohio); and who
  - lack sufficient mastery of basic educational skills to enable the individual to function effectively in society;
  - do not have a secondary school diploma or its recognized equivalent, or have not achieved an equivalent level of education; or
  - are unable to speak, read, or write the English language.

**See the ABLE Student Eligibility Policy http://www.ohiohighered.org/able*

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Nondiscrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964, the applicant shall not discriminate on the basis of gender, race, color, age, and/or national origin in its adult education and literacy programs, activities, employment, or admission policies and practices. All grantees must meet assurances that address serving adults with special needs, including learning disabilities.

Preparing the Application

Applications must be typed using 12-point in Times New Roman or Arial. Use the Grant Checklist found in Appendix E to ensure you have completed all required sections of the application. Applications must be submitted in CCIP or as email attachments.

The submitted application consists of three main sections.

Section A: Planning Tool (in CCIP)
Section B: Funding Application (in CCIP)
Section C: Grant Addendum (to be emailed)

Section A: Planning Tool

The District/Agency Plan in the Planning Tool (PT) side is composed of the following parts:

- A needs assessment for the district/agency [*Note: This is different from the needs assessment in the Funding Application (FA).]*
- Goals and fiscal resources
- Strategies
- Action steps, descriptions, and program relationships

Starting the Plan

The district/agency plan from the previous fiscal year is brought forward and serves as the starting point for the FY 2013 grant. If you have completed your ABLE Instructional Grant, this action would have been already completed so you can skip to the goals and fiscal resource section.

To initiate this process, the following steps should be followed:

1. Log in to the CCIP and go to the CCIP Home page
2. Click on your agency
3. Click on Plan in the menu bar
4. Click on "Create a copy of your 2012 District/Agency Plan for Fiscal Year 2013." (**NOTE: Check with your district/agency administration before conducting this step. An individual within the district/agency may have been assigned the responsibility for starting the FY 2013 Plan.)**
5. A confirmation screen will appear. When "confirm" is selected, the FY 2012 Plan is brought forward to serve as a starting point for the district/agency's FY 2013 Plan. **At this point no further changes can be made in the FY 2012 Plan. It is essentially archived.**
6. The next screen will show the 2013 Plan as active.
7. There also will be a link, "Make Active Plan Public". **DO NOT CLICK THIS LINK.** If you do so, the 2013 Plan will be available to the public to view as it is being revised. If a particular grant requires public input as it is being developed, the plan may need to be made public. But EL/Civics does not have that requirement, so do **not** activate the link.
8. Open the Plan by clicking on the "District/Agency" link.
9. When you return to work in the Planning Tool, make sure that the Plan year indicates 2013.

Needs Assessment

The Needs Assessment section of the Plan requires that districts/agencies address the areas that need to be improved based on the Decision Framework from the Ohio Department of Education. The Needs Assessment applies to the total district/agency

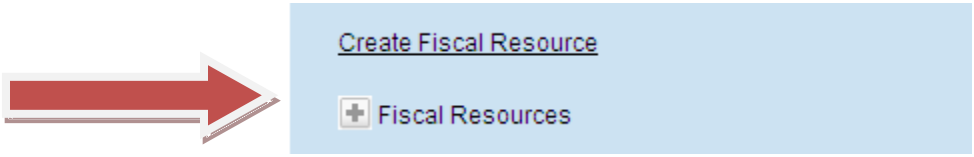
and not just to ABLE. Therefore, EL/Civics personnel do not need to respond to the Needs Assessment in the Planning Tool, even if the EL/Civics program is a community-based program.

Goals and Fiscal Resources

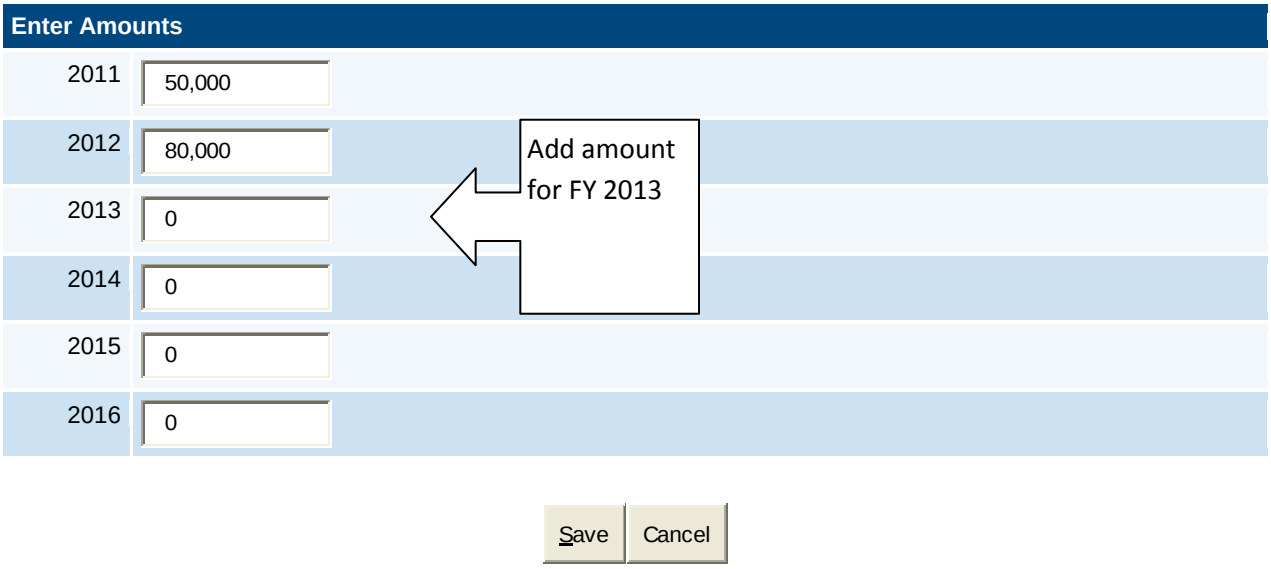
The ABLE and EL/Civics goal should already be in your district/agency plan since it was added last year. You do **NOT** add the goal again. You **MUST**, however, add an amount to your Fiscal Resource for FY 2013.

To add an amount to the Fiscal Resource for FY 2013:

1. Click on the Plus sign (+) in front of the Adult Basic and Literacy Education and EL/Civics link.
2. Click on the Plus sign (+) before Fiscal Resource.



3. Click on the EL/Civics Link.
4. Enter the tentative allocation for FY 2013.



5. Click “SAVE”.

Strategy

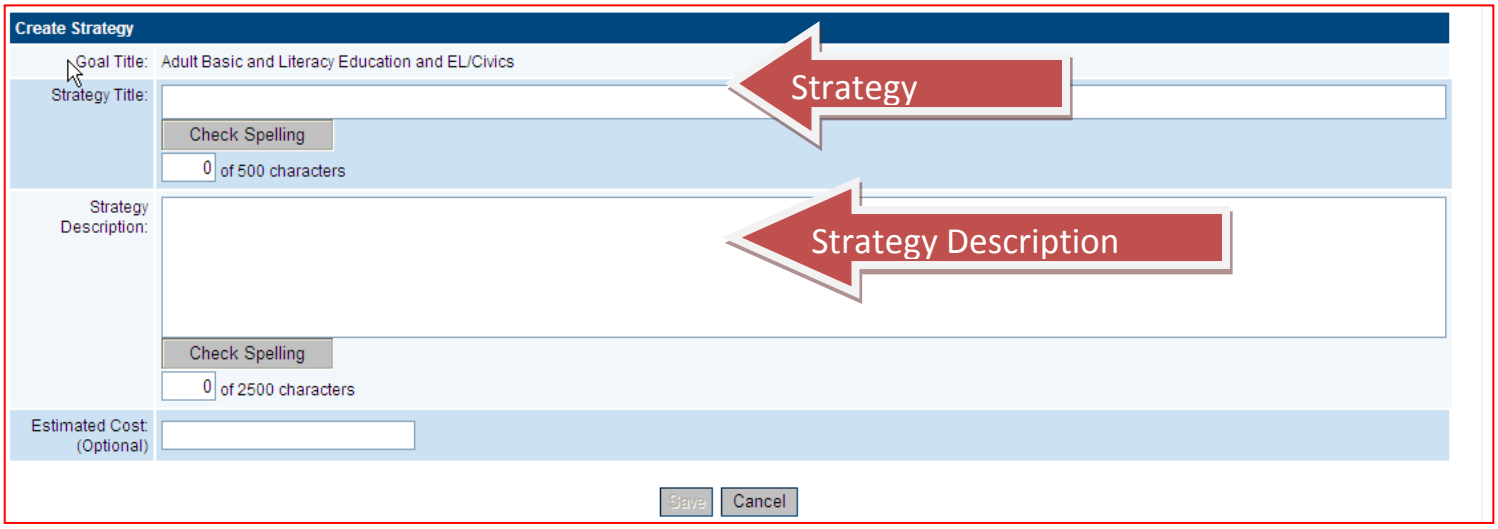
The strategy for the EL/Civics grant for FY 2013 has not changed from the strategy utilized last year in FY 2012. It is:

- Improve English language acquisition of English for Speakers of Other Languages (ESOL) students utilizing a civics-based content

The strategies that you have entered last year will still be in the Plan. Directions for deleting or creating a strategy are as follows:

- **If you need to delete a strategy**, click the trash can icon before the strategy. The strategy and all action steps associated with it will be deleted.
- **If you want to add a strategy**, click on the Create Strategy link. Strategies must be typed in.

  For the EL/Civics strategy, add the Strategy Title as "EL/Civics." For the Strategy Description, use the definition of the strategy as shown above.



Action Steps

The FY 2013 Action Steps are the same as those for FY 2012, **but the descriptions for them must be updated.** All of the Action Steps may be found in this Guidance in Appendix C.

To edit an Action Step:

1. Click on the Plus sign (+) in front of the pertinent strategy.
2. The strategy will expand and show the Action Steps underneath.

3. Click on the Action Step.
4. Make the changes in the Action Step description.
5. Click on Save.

If you are adding an action step, make sure that the grant relationship is defined. This is important so that the action step will be included within your funding application.

To add an Action Step:

1. Click on the Create Action Step Link.
2. Type in the Action Step title and description.
3. Click on Save.
4. Then click on Plus Sign (+) before the newly created Action Step.
5. Create the Grant relationship.
6. Click on Save.

Next Step

Once all the strategies and action steps for the EL/Civics grant have been completed go to the Funding Application.

Section B: Funding Application

The Funding Application is connected to the Planning Tool in two ways.

- The two sides of CCIP are connected through the **fiscal resource**. A dollar amount is recorded for EL/Civics in the Plan (Refer to page 6 of this guidance.). That amount should equal the total budget amount on the Funding Application.
- The action steps are linked to the Funding Application through the "Action Step/Program Relationship." When the Funding Application is printed, action steps and their descriptions are also printed.

Getting to the Funding Application

To access the Funding Application portion of the CCIP, see the steps below and the illustrations that follow.

1. Go to the CCIP Login page
2. Provide your Safe Account information and click on "sign in"

3. Click on your organization name
4. Click on the arrow in the date box and select “2013”
5. Click on “EL/Civics”
6. Change status from “Not Started” to “Draft Started”
7. Click on “EL/Civics”

Components of the Funding Application

The EL/Civics Grant Funding Application is composed of the following parts:

- Budget grid
- Needs assessment with questions requiring the input of data
- Questions requesting information about integration into the district/agency’s continuous improvement plan, partnerships, evaluation, additional/ discontinuation of program components, capacity to implement, professional development, transition, and assurances.
- Link to your district/agency Plan and the goal, strategies and action steps pertaining to your Funding Application.

Please Note: The action steps linked from your Plan cannot be changed from the Funding Application. They may, however, be edited from the Planning Tool.

The Budget Grid

The project budget grid will reflect your proposed project costs. For the Object and Purpose Codes, please refer to Appendix D of this document. In addition to the budget grid, **you must complete the budget narrative**, which is not in the CCIP Funding Application, but is one of the forms in the EL/Civics Grant Addendum

General Budget Guidelines

- All costs should be rounded to the nearest whole dollar.
- Not less than **85 percent** of allocated funds shall be expended for providing direct instructional services and activities.
- Not more than **15 percent** shall be used for non-instructional services and activities including planning, administration, professional development and interagency coordination. These would include the administrator’s salary and benefits, fiscal salary, and operational costs such as facilities, safety, indirect cost, and One-Stop fair share cost, if paid through EL/Civics funding.

- Remember that the costs for the administrator and/or coordinator need to be broken out between administrative costs and support costs based on the function.

For example, if a coordinator makes $18,000 and his/her time is divided as shown below:

- 60% of the time involves administrative duties such as grant writing, supervising staff, conducting staff meetings, and so on
- 40% of the time involves support services duties such as conducting orientation, meeting with students, answering inquires from students.

The budget grid would reflect the following costs…

Object Code / *Propose Code*	**Salaries**	**Benefits/ Retirement**
	100	**200**
Support Services	7,200	(reflects 40% of these costs)
Governance/Admin	10,800	(reflects 60% of these costs)

60% of 18,000 is 10,800. **AND** 40% of 18,000 is 7,200.

Note: The associated benefits and retirement costs must also be separated by the appropriate percentage.

- Remember in FY 2013, the program will be solely responsible for paying for any expenses for Professional Development. This means that the Local Program will pay their staff as needed for attending professional development activities. The expenses that can be covered are for registration, travel to the training, overnight stay as a result of attending the training, and other expenses related to the training. The amount to be covered is a local decision. Professional Development expenses will need to be kept as a separate budget for fiscal accounting.

SPECIAL NOTE: Please include funds up to $400 in Professional Development/Purchased Services to cover registration costs for required meetings.

Needs Assessment

The Needs Assessment section in the EL/Civics Funding Application requests information that substantiates the need for EL/Civics services. The data includes information for the county or counties served.

- *If you serve more than one county and a percentage is requested, provide an average for the counties served.*

- *If a number is requested, provide the total for the counties served.*

Other Funding Application Questions

The responses to these questions address how EL/Civics services are coordinated with the EL/Civics program's fiscal agency and the other partners.

Goal, Strategies and Action Steps

The action steps in the district/agency Plan are automatically liked to this part of the Funding Application. *Please Note*: the action steps linked from your Plan cannot be changed from the Funding Application side of the application. Changes can only be made from the Planning Tool.

Submitting the Grant

Before you change the application status, read and respond appropriately to messages that appear in the "Validate" column. Click on the Message link to read them. If a "Message" appears, click on it and you will be taken to the location that needs correction.

- An **"Error" message** prevents the application from going forward until the correction is made.
- A **"Warning"** notes an important point that will not prohibit submission but these should be checked.

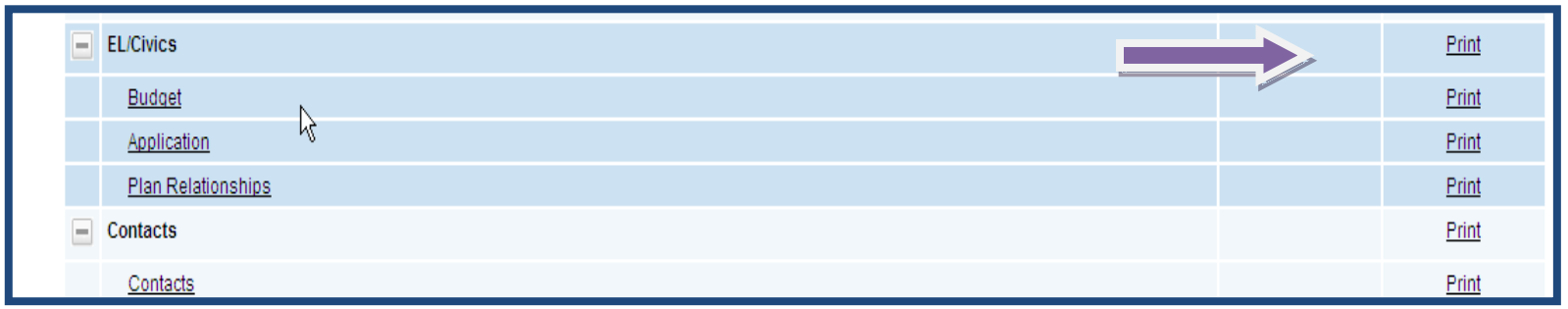
When the Funding Application is ready to be submitted, the status of the application should be changed to “Draft Completed”.

- After “Draft Completed” is confirmed, an automatic email goes to the treasurer/fiscal officer saying that the EL/Civics Instructional grant awaits approval.
- The treasurer/fiscal officer must log into the EL/Civics Funding Application and approve or reject the grant.
- When the treasurer/fiscal officer approves the grant, an email goes to the superintendent/authorized agency representative, who must log in and change the status to “Authorized Representative Approved” or reject it.
- Only after all of these steps are completed will the grant actually be submitted in CCIP.

Printing the Application

It is a good idea to print the application not only after you have completed it, but also after each session in which you add information. To print the application:

1. Go to the Sections page in the Funding Application.
2. Click on the Print link next to “EL/Civics.”



The Review Process and the History of the Grant

Information about the status of the application may be obtained by clicking the “View History Log” link. Specific comments relating to the application and any requested modifications can be added by OBR staff and LEA authorized users. All communications about the grant will be logged in the CCIP History Log.

Section C: Grant Addendum

The grant addendum is an Excel docuemnt. There are several links that are included to assist you and help you check your work. These will be discussed in the appropriate sections.

Part A: General Information

The Grant Addendum is located in the CCIP Doc Library which is listed in the left hand margin in CCIP and on the ABLE web site. Pages one and two of the grant addendum provide general information for the grant. All sections must be completed since this part serves as a source for contact information during the application process and grant period. Names, addresses, telephone and fax numbers with area codes, and email addresses must be provided for the agency superintendent or CEO/president, treasurer or fiscal contact, and the individual who will be the grant contact person.

In addition to contact information for the individuals referenced above, applicants must provide the following information:

- Agency IRN number (Internal Retrieval Number)
- Federal Tax ID number (Employer Identification Number or EIN)
- Congressional districts served
- County of the Fiscal Agent
- The first date of instruction
- The last date of instruction
- The amount of funds requested
- One-Stop Contribution (only if paid from EL/Civics funds)

Part B: Enrollment Trends and Projections

Information about the number of students that have been provided EL/Civics Services in the past two fiscal years and in the current fiscal year must be reported in the table titled Enrollment Trends and Projections. Applicants are also asked to project the number of students who will be served during the FY 2013 grant year. Please only count those students who are receiving EL/Civics services in this chart. This could include those high-level ESOL students who could also be coded in ABLELink as ABE or ESOL students. If no students are to be served within a particular category, a “0” should be placed in the appropriate box.

EL/Civics programs must utilize data from past Annual Performance Reports (APR’s) and their current EL/Civics ABLELink data to complete the appropriate columns of the

chart.

Part C: Budget Narrative

In the Budget Narrative, provide detailed information about proposed expenditures for each cell. (NOTE: Details are not needed in the Budget Narrative for the salary item.) The information provided should give the reader a clear understanding of how the proposed dollars for each Object and Purpose Code will be used and allow the reader to determine the appropriateness of the expenditure.

In this section, there are two tables to assist in the management of the fiscal requirements for the grant.

Table 2 – Administrative Costs

This table is to assist you in ensuring that the total administrative costs do not exceed 15%. The entries for Governance, Professional Development, and Rent are pulled from Table 1. The Capital Outlay expenses not related to Instructional Services need to be identified and the project allocation needs to be entered here.

Total Capital Outlay	$	-
Total Administrative Costs	$	-
Total Budget from Table 1	$	-
Percent of Total Budget allocated to Administrative Costs		#DIV/0!
#DIV/0!		



Once the table is complete, the estimated percent that is being attributed to Administrative costs will be determined. If the percentage is over 15%, the following statement will appear in the blue area shown above indicating the costs are over the maximum allowed.

> **There is too much allocated for Administrative Costs. Please revise the budget or negotiate the expenses with your State Program Manager.**

If this statement appears, you must either revise your budget or negotiate the costs with your state program manager.

If the costs are 15% or less than the following statement will appear in the blue area.

> **The Administrative Costs do not exceed the maximum allowed.**

This indicates that you are at or below the maximum allowed and you are within the appropriate costs. No changes are needed.

Part D: Program Personnel

The Program Personnel Table asks for a variety of information about all individuals paid through the EL/Civics or other funds on the grant for FY 2013.

Position/Title	Enter the title of the person on the grant.
Last Name	Enter the last name of the person on the grant. If the person has not been identified, enter "To be named later."
First Name	Enter the first name of the person on the grant.
Educational Level Attained	For named individuals, enter the highest educational level obtained.
Credentials Held	For named individuals, indicate the relevant credentials held. For individuals not yet identified, provide credential expectations.
# years of Adult Educational Experience	For each EL/Civics staff member, enter the years of adult education experience.
# hours/weeks	Indicate the number of hours per week the staff member will devote to EL/Civics.
#weeks/year	Enter the number of weeks per year the staff member will be employed.
Hourly Wage	Indicate in dollars and cents the Hourly Wage of the Staff member.
Amount from EL/Civics	Indicate the dollar amount from this grant that will support the staff member's salary. (This total should agree with the salaries total of the Budget.)
Amount from other sources	If the staff is receiving funding from any other source indicate that in this column.
Please check here, if this person is paid from a Purchase service contract.	If the staff is paid through a Purchase Service contract, place an "x" in this column.
% from EL/Civics	Place the total percentage of the staff member salary that is paid from EL/Civics funds.

You are to place an "X" in the column labeled, "Please check here, if this person is paid from a Purchase service contract." In doing this, the spreadsheet will then determine how much of your salary costs are to be charged to Salary lines and how much should be included on Purchase Services lines. **This determination is done for you.** The table that is included summarizes the totals per staff function and is included for your convenience.

Summary Table for Salaries and Purchase Service Contracts			
This table is for summary purposes only. All the numbers will be drawn from the above table. The table shows what salaries are paid by ABLE and separates them into those placed in the salary cell in the budget grid from those that go into the purchased services cell in the budget grid.			
Type of Staff	Amount From ABLE		Amount from other sources
	Salary	Purchased Service	
Table 1 Instructional Staff	$ -	$ -	$ -
Table 2 Support Staff	$ -	$ -	$ -
Table 3 Administrative Staff	$ -	$ -	$ -
Totals	$ -	$ -	$ -
Total Paid by ABLE	$ -		

Part E: Instructional Sites Page

This page provides details about where and when EL/Civics instruction will be provided and the nature of the classes offered. In addition, the table asked Applicants to estimate the cost of providing instruction for each class.

Part F: Assurances

Please make sure you and your superintendent/president/CEO read the assurances. **No signatures will be needed in the Grant Addendum.** Instead of having to sign the assurances, the superintendent/president/CEO is approving all items in the grant, including the assurances, when he/she approves the grant in CCIP.

Technology and Reporting Requirements

The Applicant agency is responsible for providing continued technical support to the EL/Civics program as needed to ensure security of information, computer access for staff and students, and completion of state and federal grant requirements.

Computer equipment purchased with grant funds must meet minimum technology standards. These can be found in Appendix B of this document.

The applicant shall adhere to all grant data collection and reporting requirements as described in the Assurances and the current Ohio ABLE Performance Accountability System Manual. Reporting requirements for approved programs will include Quarterly and Annual Performance Reports and other reports as needed. Approval of plans and budget for selected projects beyond this grant will be contingent upon, but not limited to, the submission of complete, timely, and accurate reports. In addition, the applicant shall have a designated computer for reporting through ABLELink, the Ohio ABLE information management system.

Fiscal

Funds received under this grant shall be used to supplement and not supplant funds already available to the applicant from other sources for purposes authorized by the WIA Title II grant program.
The grantee will repay any funds that have been finally determined through federal or state audit resolution processes to have been questioned or disallowed costs or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or state government(s).

The applicant shall retain all records of financial transactions and accounts relating to this grant for a period of five (5) years and shall make such records available for inspection and audit by the Chancellor's ABLE staff members or an authorized representative of the Chancellor.

A **maximum** of 15 percent of the total allocation may be used for administrative purposes. (State requirement) The 15 percent cap for Administrative costs include any and all administrative costs from the other agencies in the partnership/consortium.

Facilities

Fiscal agents shall ensure that:

- All instructional facilities and services shall be in compliance with the Americans with Disabilities Act of 1990.
- All facilities shall have appropriate exterior and interior signage clearly identifying the adult education programs. (State Requirement)
- All students have a safe, age-appropriate and student-friendly learning environment that is in good condition and properly maintained with adequate space and equipment. Adult education centers should be in locations that are easily accessible and have adequate parking and/or access to public transportation. If it is determined through a site visit that a facility does not meet requirements, the fiscal agent may be asked to relocate the service to a more appropriate location or correct deficiencies. (State Requirement)

Additional information can be found in the Ohio ABLE Indicators of Program Quality at http://www.ohiohighered.org/able.

Legal

The applicant understands that if its application is accepted by the Chancellor the applicant shall enter into a contract with the Chancellor.

The applicant agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder.

The Chancellor reserves the right to fund any application in full or in part and to request additional information to assist in the review process. Issuing this announcement does not bind the State to making an award. The Chancellor's staff administers the program. The Chancellor reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The Chancellor reserves the right to waive any infractions made by an applicant.

All costs incurred in preparation of an application shall be borne by the applicant's institutions including lead applicants and collaborating partners. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions of the Chancellor are final. All lead applicants of this continuation grant will be notified in writing whether their application(s) meet the requirements specified in the announcement and whether their proposals will be approved for funding.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the Chancellor's knowledge, the information provided is accurate. However, the Chancellor does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The Chancellor retains the right to modify or withdraw this solicitation at any time. By submitting a proposal, responders expressly agree to these terms.

Submitting the Application

The Chancellor asks agencies interested in renewing the EL/Civics Grant funding to complete the application and submit the required documents in CCIP and the Grant Addendum by email. **The application must be received by Sharon Brannon, OBR ABLE Administrative Assistant, by May 4, 2012 at 5:00 PM EST VIA** sbrannon@regents.state.oh.us**.**

If you do not receive email notification of receipt of your application materials within three days of submission, contact Sharon Brannon at SBrannon@regents.state.oh.us or at 614-466-5015.

Appendices

Attached with this grant document are five appendices with valuable resources for the grant.

APPENDIX A: Minimum Performance Levels FY 2013

This document provides the minimum performance levels for each of the national and state indicators of performance.

APPENDIX B: Technology Requirements FY 2013

This document provides the technology requirements for the information management system that supports the data collection for all ABLE programs in Ohio.

APPENDIX C: Action Steps FY 2013

This document provides the listing the EL/Civics strategy with the action steps associated with it.

APPENDIX D: Budget Object and Purpose Codes FY 2013

This document lists the budget object and purpose codes for the grant. Each code has a short description of what type of item would be listed under the code.

APPENDIX E: Grant Checklist FY 2013

This is a checklist of the grant sections that must be completed for the grant. It also has the date the grant is due and where the submission should be sent.

APPENDIX A

Minimum Performance Levels

FY 2012

ABLE MINIMUM PERFORMANCE LEVEL TARGETS		
Core Indicators of Performance	**FY 12 Level Completion/Goal Attainment Target**	**FY 13* Level Completion/Goal Attainment Target**
Beginning ABE Literacy	64	
Beginning ABE	59	
Low Intermediate ABE	61	
High Intermediate ABE	59	
Low ASE	70	
High ASE	85	
Beginning ESL Literacy	58	
Low Beginning ESL	70	
High Beginning ESL	72	
Low Intermediate ESL	69	
High Intermediate ESL	64	
Advanced ESL	61	
Placement in postsecondary education/ training	95	
Placement in employment	93	
Retained employment	54	
Obtained GED	90	
GED Completers Entering PSET	13	
Increased involvement in child's literacy activities	80	
Increased involvement in child's education	85	

***The FY 2013 Minimum Performance Levels are being negotiated with OVAE.**

APPENDIX B

Technology Requirements

FY 2013

TECHNOLOGY REQUIREMENTS

FISCAL YEAR 2013

Technology is an integral part of the ABLE delivery system. All programs are required to maintain a high quality information management system that has the capacity to report participant outcomes and monitor program performance. In Ohio, the ABLELink program is the IMS system required for use by all funded programs.

The program will comply with the following Technology Assurances:

- The grantee has a computer system meeting the requirements and specifications outlined in the FY 2013 Computer Specifications. This system will be fully or partially dedicated for ABLE staff use.
- The grantee has Internet access to be used for email and secure electronic data transfer.
- The grantee assures that sufficient and designated staff is available and trained to meet all data entry requirements pertaining to ABLELink and other evaluation systems developed by the Ohio Board of Regents, Adult Basic and Literacy Education Program.
- The grantee assures that it will continue to build capacity in the area of technology. This includes expansion of opportunities for instructional staff and students to become more proficient in the use of technology including the use of computers for instructional and management purposes.
- The grantee assures that it will maintain the security of the computer or computers used for ABLELink data entry by:
    - Maintaining security patches on the operating system
    - Maintaining anti-virus software with a subscription for virus signature updates
    - Maintaining physical security of the ABLELink data by password protecting any computer ABLELink data resides on
    - Maintaining network security of the ABLELink data by password protecting any network accessible location ABLELink data resides on
    - Using secure (encrypted) transmission methods on any transmission of ABLELink data (i.e. wireless Internet access, SFTP for sending reports and/or data matches, etc…)
    - The grantee assures that it will adhere to any current and subsequent ABLELink policies.

Adult Basic and Literacy Education
Computer Specifications
PC SPECIFICATIONS

Minimum Specifications:

- 2.0 GHz (or greater) processor
- 1 GB (or more) RAM
- 17" monitor (15.9+ viewable area)
- 80.0 GB (or greater) hard dive
- 20x min. /48 max. CD-ROM
- Backup/storage method (e.g. network or CD-RW Drive)
- Internet connection **AND** choose either: 56.6 kps modem or fax/modem **OR** Network card

Required Hardware:

- Printer

Required Software:

- Operating system – Windows (XP, Vista, or 7)
- Office productivity software - Microsoft Access 2000, 2002, 2003 or 2007 , Microsoft Excel 2000, 2002, 2003 or 2007 (included in Microsoft Office 2000, XP, 2003 or 2007 Professional)
- Anti-virus software – must maintain subscription for updates to virus signatures as long as ABLELink resides on the computer.

Estimated cost: $500.00 retail

APPENDIX C

Action Steps FY 2013

Strategy: Improve English language acquisition of ESOL students utilizing a civics-based content - 5 Action Steps

For this strategy, indicate how you will:

Action Steps	Description Elements
1. Develop and implement a plan for recruiting students.	Explain the methods and techniques to be utilized to inform potential students about your EL/Civics program.
2. Utilize the curricula, activities and instructional strategies to teach the four English language acquisition skills—speaking, listening, reading and writing.	Name the commercial curricula you will use in your program to teach English language skills. Briefly describe other unique instructional items that your program will use. Describe how you will make decisions about selecting curriculum.
3. Utilize the curricula, activities, and instructional strategies to teach: (a) Civics Education—the rights and responsibilities of citizenship, (b) U.S. Government and History, (c) Naturalization Process/Citizenship Preparation and (d) Civics Participation.	Name the curricula you will use in your program to teach civics-related information. Briefly describe other unique instructional items that your program will use. Describe how you will make decisions about selecting curriculum.
4. Integrate the delivery of the English language and civics education program.	Describe innovative and effective practices that you will use to integrate English literacy and civics education.
5. Utilize instructional techniques and technology to enhance instruction.	Describe the instructional techniques utilized in your program, e.g., whole class, small group, one-on-one tutoring, individualized with teacher assistance as needed. Indicate the predominate technique that will be used. Describe how frequently technology is utilized for instruction. Briefly describe technology available for classroom use by both students and instructors.

APPENDIX D

Budget Object and Purpose Codes

Object Code

Listed below are the object codes that appear on the budget grid.

100 *Salaries*: Amounts paid to employees of the agency who are in positions of a permanent nature or who are hired temporarily, including personnel substitutes for those in permanent positions. This includes gross salary for personal services rendered while **on the payroll** of the agency.

200 *Retirement Fringe Benefits*: Amounts paid by the employing agency on behalf of employees. The amounts are not included in the gross salary but are over and above. Such payments are not paid directly to employees but may be part of an agency's personnel costs.

400 *Purchased Services*: Amounts paid for personal services rendered by persons who are not on the payroll of the agency and for other services which the agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the services provided to obtain the desired results. Services provided by other agencies are included under this definition.

500 *Supplies*: Amounts paid for expendable materials that are consumed or worn out or that may deteriorate in use. Also included are items that lose their identity through fabrication or incorporation into different or more complex units or substances.

600 *Capital Outlay*: For the purpose of this grant, expenditures for new or replacement equipment and furnishings.

800 *Other*: Amounts for goods and services not otherwise identified above. Included are expenditures for membership in authorized associations and organizations and the prorated charge for the auditing costs of a state examination.

*Local Match***:** Does not apply to ABLE.

Purpose Codes

The Purpose Codes for the proposed project are as follows:

- *Instruction*: The activities/costs directly related to teaching. The costs can be for services provided by certificated/licensed teachers, substitutes and tutors, such as

salaries, retirement benefits, supplemental contracts and termination benefits. Supplies, materials, technology and equipment for teaching are also included**.**

- *Support Services*: Services that provide technical and logistical support to facilitate and enhance instruction. This includes expenses for program support, curriculum services, teacher aides, paraprofessionals, secretaries, health services, food services and library/media services.

- *Governance/Administration*: Expenditures for activities related to fiscal operations, process management, along with directing and managing the operation of a particular program, which may include program oversight and/or direct program supervision. One-Stop infrastructure costs would be placed in this Purpose Code area.

- *Professional Development*: Learning experiences designed to help personnel develop knowledge, skills, attitudes and behaviors that enhance student success. This includes purchased services related to costs for program-related staff development, such as travel, meals, lodging, stipends, substitute teachers and teacher mentors. Memberships in organizations would be placed in this purpose code within the “Other” Object Code.

- *Family and Community Involvement*: Activities and programs designed to encourage families and communities to become involved in education. Expenses may include: parenting-skills training, family literacy, family liaison, parent mentor, communications and purchase of materials that increase student achievement. Costs for recognition ceremonies should be placed in this budget code area. For example, costs for caps, gowns and awards would be placed within Code 500, Supplies.

- *Safety*: Activities that contribute to creating a safe environment for all persons involved in an educational experience. This includes school safety equipment.

- *Facilities*: Costs for the provision of appropriate facilities. These may include the costs of acquisition, maintenance, upgrading and care of physical facilities and property.

- *Transportation*: Costs associated with conveyance of individuals to and from school and school-related activities.

- *Nonpublic*: Costs associated with providing services to district students attending nonpublic schools.

- *Indirect Cost*: An indirect cost figure may be charged **only** if the district/agency has been approved by the Ohio Department of Education. Non-LEA's may not exceed an indirect cost rate of eight (8) percent.

Allowable ABLE Expenditures

Use the following guidelines to determine if a proposed expense is allowable for ABLE grants.

- *Instruction*: all codes except 800

- *Support Services*: all codes except 800

- *Governance/Administration*: all codes allowed. However, there is a fifteen (15) percent limit for non-instructional services and activities, including planning, administration, personnel development and interagency coordination.

- *Professional Development:* codes 400, 500 and 800 allowed

- *Family/Community:* codes 400 and 500 allowed (for marketing and other support services)

- *Safety*: all codes except 100, 200, 800

- *Facilities*: all codes except 100, 200, 800

- *Transportation*: only code 400 allowed

- *Nonpublic:* all codes blocked

- *Indirect Cost:* code 800. "No expenditure is authorized for school districts until the rates for the fiscal year have been approved by Ohio Department of Education. Colleges and universities may not exceed an eight (8) percent indirect cost rate and do not need prior approval from ODE. The eight (8) percent may not be applied to capital outlay, sub grants and other unallowable items as specified per 34 CFR 76.759."

APPENDIX E

Grant Checklist

English Literacy and Civics Education
Grant Checklist for FY 2013

_____ Completed Grant Application

_____ Section A: Planning Tool in CCIP

_____ Section B: Funding Application in CCIP

_____ Section C: Grant Addendum (to be emailed)

_____ Part A General Information

_____ Part B Enrollment Trends and Projections

_____ Part C Budget Narrative

_____ Part D Program Personnel

_____ Part E Instructional Site Page

_____ Part F Assurances

Submission Due
By: 5:00 PM May 4, 2012

Attention:
Sharon Brannon, Administrative Assistant,
Ohio Board of Regents, sbrannon@regents.state.oh.us